



PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

GUIDANCE

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| | |
| Name of Policy: | Personal Emergency Evacuation Plan (PEEP) Guidance |
| Purpose of the Policy: | To ensure the safety of a disabled individual in a building evacuation situation. |
| Policy Applies to: | Staff and students |
| Approved by: | Health & Safety Committee |
| Responsible for its Updating: | Head of Health & Safety |
| Final Approval by: | Executive |
| Policy First Issued: | 2009 |
| Date of Approval: | December 2015 |
| Proposed Date of Review: | December 2018 |
| | |

Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender neutral language, jargon free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This policy is available in alternative formats on request.

CONTENTS

| | |
|---|----------|
| 1.0 INTRODUCTION | 1 |
| 2.0 PERSONAL EMERGENCY EVACUATION PLAN | 1 |
| 3.0 RESPONSIBILITIES | 2 |
| 3.1. Heads of Department | 2 |
| 3.2. Disabled Member of Staff or Student | 3 |
| 3.3. Students – Student Enabling Centre | 3 |
| 3.4. Staff – Human Resources and Organisational Development | 3 |
| 3.5. Health and Safety Unit | 4 |
| 3.6. Estates and Commercial Services Department | 4 |
| 3.6.1. Estates | 4 |
| 3.6.2. Halls of Residence | 4 |
| 3.6.3. Catering Facilities | 5 |
| 3.6.4. Sports Facilities | 5 |
| 3.7. Information Services | 5 |
| 3.8. Volunteers | 5 |
| 4.0 PROCEDURE | 5 |
| 5.0 ASSISTING PEOPLE WITH IMPAIRED MOBILITY | 6 |
| 5.1. Person with Walking Aids and Impaired Mobility | 6 |
| 5.2. Wheelchair Users | 7 |
| 5.3. Temporary Refuges | 7 |
| 5.4. Lifts | 8 |
| 5.5. Safe Routes | 8 |
| 5.6. Evac-Chairs | 8 |
| 6.0 ASSISTING PEOPLE WITH IMPAIRED VISION | 8 |
| 6.1. Fire Safety Signs | 8 |
| 6.2. Familiarity with Escape Routes | 9 |
| 6.3. Evacuation of a Building | 9 |
| 7.0 ASSISTING PEOPLE WITH IMPAIRED HEARING | 9 |
| 7.1. Points for Consideration | 9 |

| | |
|--|-----------|
| 8.0 TRAINING | 10 |
| 9.0 COMMUNICATION | 10 |
| 10.0 REVIEW | 10 |
| Appendix 1 Proforma Letter | 11 |
| Appendix 2 Questionnaire | 13 |
| Appendix 3 Personal Emergency Evacuation Plan (PEEP) | 17 |

1.0 Introduction

Staffordshire University is committed to protecting the health, safety and welfare of our staff and students. We recognise that the university has an increased duty of care towards staff and students with disabilities.

This guidance is intended for Heads of Departments¹ (PVCs/Deans/Directors) and those persons with a responsibility for the management of disabled evacuation in an emergency. It includes guidance for persons with mobility, sight and hearing impairment and the completion of Personal Emergency Evacuation Plans (PEEP).

Planning for evacuation is about planning for exceptional circumstances and disabled people are no different from anyone else in that they prefer to be in control of their own evacuation. As much as possible the aim should be to allow disabled people independent evacuation; not all people who have an impairment will require assisted evacuation. Some will be confident that they can get out of the building unaided. Also it should not be assumed that people with 'hidden impairments' such as a heart condition or epilepsy, and who normally would not have an access problem, might not require assistance in an emergency situation.

2.0 Personal Emergency Evacuation Plan

The purpose of a PEEP is firstly to ensure the safety of the named individual in a building evacuation situation. The PEEP will also record the safety plan, e.g. routes, corridors, stairs or refuges, etc., identify those persons who will assist and any training or practice required.

The PEEP is appropriate for people with various disabilities, including those with temporary health problems such as a broken leg. The PEEP explains the method of evacuation to be used by a disabled person in each building and is a personal plan so it must be drawn up with the active participation of the person concerned.

All staff and students who could be expected to aid the evacuation of a disabled person should receive a copy of the relevant PEEP.

¹ **Heads of Departments** – This term includes Deans of Schools, Heads of Departments, Institutes, Centres and Directors of Services, etc.

3.0 Responsibilities

3.1. Heads of Department

Heads of Department are responsible for ensuring the completion of the PEEP for both staff and students in their department. However, they may decide to delegate the responsibility to another suitable person in the department who will act as the Management Representative.

Students:

The Student Enabling Centre will ensure that the Head of Department is informed of any student who has indicated the need for a PEEP.

However, if the Head of Department believes there is a student who may need to have a PEEP, action should be taken to verify this with the student concerned or the Student Enabling Centre.

The Head of Department may decide to delegate the responsibility to the Departmental Health and Safety Adviser or another suitable person in the department.

The following are important points to keep in mind in developing a PEEP:

- Are you familiar with the existing fire arrangements for the building(s) concerned?
- Are you able to identify staff to assist in any evacuation?
- Is there a need to follow up with any timetabling issues?
- Is there a need to discuss matters with another department, especially where the student is studying two subjects?
- Are there arrangements in place for the distribution of the PEEP to those members of staff within the department who have teaching and support responsibilities for the student, including part-time members of staff?

Members of Staff:

The Head of Department will nominate an appropriate Manager, ideally the disabled person's Line Manager, to be the Head of Department's representative (Management Representative).

Prior to any meetings the Head should meet with the management representative to define the scope the individual has to make decisions. It is

essential the management representative is delegated the authority to make appropriate decisions.

It is the responsibility of the management representative to own and manage the disabled person's case. The need for the Department to undertake a regular review will be managed and owned by the management representative.

3.2. Disabled Member of Staff or Student

Individuals will be invited to inform the University at the earliest opportunity if they need assistance in an emergency and be involved in discussions about how their needs will be met.

It is expected that, on entering a building for the first time, a person who will require assistance in evacuation should:

- Familiarise themselves with the procedures for the building. (Evacuation action notices detailing the procedure are being introduced throughout University buildings.)
- Contact a member of staff to arrange for the appropriate nominated person to discuss an agreed fire evacuation plan.
- Co-operate with the agreed procedures for safe evacuation in the event of an emergency.

Appropriate assistance will be provided in assisting in the orientation process.

3.3. Students – Student Enabling Centre

The Student Enabling Centre will:

- Notify Heads of Departments of any student who has given notification of the need for a PEEP.
- Provide disability advice.
- Maintain appropriate records on the individual's personal life.

3.4. Staff – Human Resources and Organisational Development

Human Resources and Organisational Development will:

- Inform the Head of Department of any disabled member of staff who has given notification of the need for a PEEP.
- Provide disability advice.

- Arrange any Occupational Health assessments to provide advice about any medical actions required to enable a PEEP to be completed.
- Advise the Department on employment issues should there be a conflict of opinion about reasonable adjustments.
- Maintain appropriate records on the individual's personal file.

3.5. Health and Safety Unit

The Health and Safety Unit is able to:

- Provide specialist fire safety advice for University buildings.
- Arrange training for staff in relation to evacuation procedures.

3.6. Estates and Commercial Services Department

3.6.1. Estates

Estates can advise on building issues and investigate, where reasonably practicable, the modification of a building where requested and to arrange for works to be carried out as instructed. However, the design of some buildings may preclude this option.

Estates is responsible for informing the Department if there is any work that will affect the disabled person's ability to exit a building in an emergency.

Estates will also ensure that the individual PEEP arrangements are incorporated into the Fire Risk Assessments and that refuge areas are identified and clearly marked as part of the building Fire Risk Assessment.

3.6.2. Halls of Residence

The Accommodation Office will be involved in the arrangements if the disabled person intends to reside in University residential accommodation.

Some university accommodation is also let to guests other than students. The University recognises that these guests may be from a wider section of society than the typical student; for example, they may be significantly younger or older, and may have particular needs that differ significantly from those of students. Guests are likely to have a lower level of familiarity with the building and arrangements as a result of the typically short duration of their stay in the accommodation. The Accommodation Office will provide generic evacuation plans to assist in the completion of a PEEP.

3.6.3. Catering Facilities

Catering Services will be involved in the arrangements if the disabled person wishes to use catering facilities. Generic evacuation plans will also be available to assist the completion of a PEEP.

3.6.4. Sports Facilities

Sports Facilities will be involved in the arrangements if the disabled person wishes to use leisure facilities and will provide generic evacuation plans to assist in the completion of a PEEP.

3.7. Information Services

Information Services will be involved in the arrangements if the disabled person wishes to use library facilities, and will provide generic evacuation plans to assist in the completion of a PEEP.

3.8. Volunteers

Volunteers will be valuable in some circumstances to assist the disabled person to evacuate in an emergency. This could be guiding a blind or partially sighted person or assisting someone with mobility difficulties to exit the building.

4.0 Procedure

Where a member of staff or a student requires assistance to evacuate a building, Human Resources and Organisational Development (staff) or Student Enabling Centre (students) should invite the person, with any appropriate assistance, to complete the Emergency Evacuation Questionnaire using the attached proforma letter – **Appendix 1** and questionnaire **Appendix 2**.

The questionnaire should be forwarded to the relevant Head of Department to enable them to arrange a meeting between the disabled person and the management representative and other interested parties to develop the PEEP.

The information gathered in the questionnaire should then be discussed with the aim of formulating and documenting a Personal Emergency Evacuation Plan (PEEP) following the template attached – **Appendix 3**.

Given the unique characteristics of buildings, and the need for a PEEP to take account of the building capabilities, disabled persons regularly using different buildings may have to have a separate PEEP for each building.

Co-ordination of this resides with the relevant member of the 'home' department for the member of staff or student. In the case of students studying in more than one department, the home department is the department where the student has the personal tutor allocated. Where staff members work in more than one department, the home department is the one identified for this purpose by Human Resources and Organisational Development.

Any reasonable adjustments should take account of the need to provide disabled access/evacuation and the safety of the disabled person and any persons volunteering to assist them to evacuate in an emergency.

5.0 Assisting People with Impaired Mobility

If a person uses a wheelchair, or walking aids, the disability is clear.

However, disabilities can sometimes be less obvious and staff members need to be vigilant in an emergency, so help can be given to those who need it most, including the young and the elderly.

For some, the impaired mobility may only be temporary. Members of staff in the advanced stages of pregnancy or with broken limbs will only be temporarily affected, but consideration needs to be given to their special needs in your emergency plan.

5.1. Person with Walking Aids and Impaired Mobility

The following points are for consideration:

- Introduce a 'Buddy System'² whereby a friend, colleague or member of staff accompanies the person to a protected enclosure.
- Be prepared to allow able bodied persons to evacuate the premises first.

² The 'Buddy System' is a procedure whereby a friend or colleague is allocated the responsibility of ensuring the person, who may require assistance, is alerted of the need to evacuate the building and may assist that person in the evacuation. Normally the person allocated this responsibility will work within the vicinity of the person requiring assistance. To maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence.

- Be prepared to travel at a rate that is comfortable to the person with impaired mobility.
- Assess the need for specialised equipment.

5.2. Wheelchair Users

The following points are for consideration:

- Fire exits which are wheelchair accessible should have clear signage so they are easily identifiable by the wheelchair user.
- Identify a location for wheelchair refuges and means of communication.
- Determine if a wheelchair user can reach the refuge unaided. If not consider the introduction of a 'Buddy System'.
- Identify the best method of evacuation.
- Establish if there is a need for the provision of specialised equipment. Check if the wheelchair user is experienced in transferring from the wheelchair to other forms of seating. If so, discuss the method of transferring from the wheelchair to the specialised equipment.

Where disabled persons are located above the ground floor there are a number of considerations.

In all the following cases, the Health and Safety Unit will be able to give more advice and will assist with identifying Refuges.

5.3. Temporary Refuges

A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit; for example, the head of a protected stairway – where there is sufficient space.

The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

Refuges are defined after consultation with the Health and Safety Unit and Estates as the requirements for fire separation and structure are very specific. The designation of a refuge in a building requires inclusion in Fire Risk Assessment.

People should not be left in a refuge to await the Fire and Rescue Service. A refuge can be used as a safe resting place as well as a place to wait during evacuation until the necessity for a full evacuation is established.

5.4. Lifts

Lifts cannot be used in an emergency. The PEEP must not include a lift as part of the procedure.

5.5. Safe Routes

A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Clear, unobstructed gangways and floor layouts should be considered at the planning stage. A plan can be attached to the PEEP.

Wherever possible, 'horizontal evacuation' routes should be identified so the person can move freely without having to negotiate steps and stairs.

The Health and Safety Unit can advise on the extent of fire alarms and the fire separation between buildings so that these routes can be better designed.

It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons. It is insufficient to have a route if the door furniture is inaccessible.

It is also necessary to ensure that there are (where possible) alternative routes and that the routes are not excessively long.

5.6. Evac-Chairs

Evac-Chairs, which can be used to assist disabled people downstairs, are held in the Security Lodge/Campus Control Room and the Trent Building. In the event of a fire, Campus staff will collect the Evac-Chair and take it to the scene of the fire.

6.0 Assisting People with Impaired Vision

The following points are for consideration:

6.1. Fire Safety Signs

- Check that the safety signs can be seen. People with impaired vision or colour perception may experience difficulty in seeing or recognising fire safety signs.

6.2. Familiarity with Escape Routes

- Staff/students with impaired vision should be made familiar with escape routes, especially those that are not in general use. This must include alternative ways out of the building.
- If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

6.3. Evacuation of a Building

- In an evacuation of a building, a sighted person should lead those with impaired vision to safety. It is recommended that a sighted person should lead, inviting the other person to grasp their elbow, as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps, etc.
- Similar assistance should be offered to guide dog owners, with the owner retaining control of their dog.
- A normally sighted person should remain with staff with impaired vision until the emergency is over.

7.0 Assisting People with Impaired Hearing

While those with impaired hearing should be able to make their way to a place of safety independently, difficulties may be encountered in identifying the fire alarm.

Generally, most of those with impaired hearing working alongside hearing colleagues/students will not require special equipment, provided they have been made aware of what to do in the event of an evacuation. They will be able to see and understand the behaviour of those around them.

7.1. Points for Consideration

- Is the person a lone worker? If so, there is a need to identify the need for specialised equipment, i.e. flashing lights inter-linked to the fire alarm or vibrating pager systems.
- Is it possible for a colleague or other member of staff to ensure that the person with impaired hearing has been alerted?
- If in sleeping accommodation, is there a need for additional specialised equipment?

8.0 Training

To be effective, any plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Online Fire Safety Awareness Training.
- Evacuation drills for staff and students.
- Specific training for Fire Marshals.
- Specific training in the use of Evac-Chairs, Fire Extinguishers, etc.

9.0 Communication

It is important that the arrangements are known to:

- The Individual.
- Heads of Department and Department Health and Safety Advisors.
- Anyone assisting the disabled person.
- Human Resources and Organisational Development (for members of staff).
- Line Manager (for members of staff).
- Student Enabling Centre (for disabled students).
- Porters, Reception or Security for the Campus.

10.0 Review

As circumstances can change, it is important that the arrangements are monitored. The PEEP should be reviewed routinely once every twelve months, and also if:

- The disabled person's job or the student's programme of study changes.
- Anyone nominated to assist the disabled person leaves.
- Any of the locations they visit are altered.

Date

Address

Dear

Personal Emergency Evacuation Plans (Questionnaire)

We are currently reviewing and improving our emergency evacuation procedures and we want to ensure that all of our staff members are able to leave the building safely in the event of a fire or other emergency. We understand that many disabled people will be able to leave the building unaided; however, some may require assistance. Therefore, we are writing to you to ask you whether you would like us to draw up a Personal Emergency Evacuation Plan (PEEP) with you in order to ensure that you can leave the building safely in the event of an emergency.

The plan will explain what options you wish to take in the event of a fire evacuation. The plan will also state who is designated to assist you in your escape should you require this. Human Resources and Organisational Development or other Manager, in full consultation with you, will draw up your PEEP. These people will have been trained on disability equality issues and will work with you to find the best solution.

We are including a questionnaire for you to fill in to help you assess your own need for a plan. Please return the questionnaire as soon as possible by
If you do require a plan, we will arrange a meeting with you to discuss it. If necessary, we will appoint people to help you. You will receive a copy of your plan, which will also be given to those people who are part of your escape plan. The fire incident controller (or other) will also receive a copy and will pass it on to the Fire Service if necessary. If you do not request a plan, we will accept that you are able to make your own way out unaided.

This does not affect your right to employment. As your employer have a duty to provide you with a suitable escape plan regardless of your disability. We will not expect you to make any extraordinary effort to escape at any other time.

If you have a temporary condition that may impede your evacuation, such as pregnancy, please inform us if you feel you need assistance. If your disability does not normally affect your work but might be a problem in an escape situation, please

inform us so that we can arrange suitable assistance. This will not affect your right to employment.

Thank you for taking the time to fill in the questionnaire, which will enable us to bring about any necessary changes.

Yours sincerely

Human Resources and Organisational Development

QUESTIONNAIRE

EMERGENCY EVACUATION QUESTIONNAIRE FOR DISABLED PERSONS

This questionnaire is intended to be completed by disabled persons to enable a Personal Emergency Evacuation Plan (PEEP) to be developed, with the assistance of the School/Service Disability Adviser or the Health and Safety Adviser. If you do not feel comfortable answering any of the questions and only want to use the form as a basis for developing the plan in a meeting to discuss your specific needs, then that is acceptable. However, if you do not provide appropriate information, then we may not be able to develop a plan which best suits your needs.

Once developed, the Plan will describe the intended means of escape in the event of an emergency (including fire drills). If you, the School/Service Disability Adviser or Health and Safety Adviser consider there to be any significant issues raised by this process that cannot be resolved easily, then the Head of Health and Safety can be contacted on extension 2726 for further assistance in finding alternative solutions.

Why you should fill in the form

Staffordshire University has a legal responsibility to ensure your health and safety in the workplace and to protect you from the risk of fire. To do this properly we need to know:

- If you require information about our emergency evacuation procedures; and/or
- If you need assistance during an emergency.

If so, then you should complete the form. It shouldn't take more than a few minutes.

What will happen when you have completed the form

You will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) in which you work/reside.

If you need any assistance, the 'Personal Emergency Evacuation Plan' (PEEP) will detail the assistance you require. It will then be up to the School/Service to try to ensure that this assistance is provided, wherever it is practical to do so. There may be some locations where safe evacuation cannot yet be provided without physical alterations to the building. If such circumstances arise, you will be kept up-to-date with developments as they are implemented. In a few cases it may not be possible to provide you with safe access to the building or a safe means of escape and other solutions will need to be found.

| EMERGENCY EVACUATION QUESTIONNAIRE | | | | |
|---|---|-----------------|--------------|-----------------|
| Name: | | | | |
| Job Title/Student of: | | | | |
| School/Service: | | | | |
| Brief Description of Work/Studies: | | | | |
| | | | | |
| LOCATION | | | | |
| | | Building | Floor | Room No. |
| 1 | Where are you based for most of the time? | | | |
| 2 | Do you routinely use more than one location in this building? If yes give details below: | | | Yes |
| | | | | No |
| 3 | Do you routinely use other buildings? If yes give details below: | | | Yes |
| | | | | No |
| AWARENESS OF EMERGENCY EVACUATION PROCEDURES | | | | |
| 4 | Are you aware of the emergency evacuation procedures which operate in the building(s) in which you work/reside? | | | Yes |
| | | | | No |
| 5 | Do you require written emergency evacuation procedures? | | | Yes |
| | | | | No |
| 6 | Do you require emergency evacuation procedures to be supported by British Sign Language interpretation? | | | Yes |
| | | | | No |

| EMERGENCY EVACUATION QUESTIONNAIRE | | | | |
|---|---|-------------------|------------|-----------|
| 7 | Do you require the emergency evacuation procedures to be in Braille? | Yes | No | |
| | | | | |
| 8 | Do you require the emergency evacuation procedures to be on tape? | Yes | No | |
| | | | | |
| 9 | Do you require the emergency evacuation procedures to be in large print? | Yes | No | |
| | | | | |
| 10 | Are the signs which mark emergency routes and exits clear enough? | Yes | No | |
| | | | | |
| EMERGENCY ALARM | | | | |
| 11 | Can you hear the fire alarm in your place of work/residence? | Don't know | Yes | No |
| | | | | |
| 12 | Could you raise the alarm if you discovered a fire? | Don't know | Yes | No |
| | | | | |
| ASSISTANCE | | | | |
| 13 | Do you need assistance to get out of the premises in an emergency? If NO go to question 18. | Don't know | Yes | No |
| | | | | |
| 14 | Is anyone designated/employed to assist you to get out in an emergency? If NO please go to question 17. If YES give name(s), location(s) and contact details: | Don't Know | Yes | No |
| | | | | |

| EMERGENCY EVACUATION QUESTIONNAIRE | | | | |
|---|--|-------------------|------------|-----------|
| 15 | Is the arrangement with your assistant(s) a formal arrangement? (A formal arrangement is an arrangement specified by the Dean/Director or written into their job description or where someone is employed to provide support or some other formal procedure.) | Don't know | Yes | No |
| | | | | |
| 16 | Are you always in easy contact with those designated to help you? | Don't know | Yes | No |
| | | | | |
| 17 | In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work/reside and tell them where you were located? | Don't know | Yes | No |
| | | | | |
| GETTING OUT | | | | |
| 18 | Can you move quickly in the event of an emergency? | Don't know | Yes | No |
| | | | | |
| 19 | Do you find stairs difficult to use? | Don't know | Yes | No |
| | | | | |
| 20 | Are you a wheelchair user? | Don't know | Yes | No |
| | | | | |

Thank you for completing this questionnaire

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return the completed form to:

Date:

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

| | |
|--|-----------------|
| Name: | |
| Job Title/Student of: | |
| School/Service: | |
| Floor: | Room No: |
| AWARENESS OF PROCEDURE | |
| The disabled person is informed of a fire evacuation by: | √ |
| Existing alarm system | |
| Visual alarm system | |
| Other (please specify) | |
| DESIGNATED ASSISTANCE | |
| The following people have been designated to give me assistance to get out of the building or to a refuge in an emergency: | |
| Name: | |
| Contact Details: | |
| Name: | |
| Contact Details: | |

Name:

Contact Details:

METHODS OF ASSISTANCE

Transfer procedures, methods of guidance, etc.:

EQUIPMENT PROVIDED

Including means of communication:

EVACUATION PROCEDURE

A step by step account beginning from the first alarm:

SAFE ROUTE(S)