

PERSONAL EMERGENCY EVACUATION PLAN (PEEP) PROTOCOL FOR STAFF

A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of any emergency.

WHO NEEDS A PEEP

PEEPs may be required for staff with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (e.g. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can I/the individual evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a **PEEP** will be required.

RESPONSIBILITIES

A PEEP is a personal plan and so must be drawn up with the active participation of the person concerned.

Staff Member

If you need assistance evacuating from a building, even temporarily, it is your responsibility to inform and complete a PEEP via Service Manager with your line manager.

Line Manager

It is the responsibility of the line manager to complete the PEEP with the member of staff and communicate the escape plan to those directly involved i.e. buddies.

Fire Safety Manager

It is the responsibility of the Fire Safety Manager to ensure all submitted PEEP's are suitable and sufficient and resolve them in Service Manager and offers advice in the completion of a PEEP, if required.

PROCEDURE

The PEEP should be completed by the member of staff and their line manager via the Health Safety and Compliance section on Hornbill Service Manager. The outcome of the PEEP will decide the best escape plan in an emergency. There are various methods of evacuation available. Options include:



STAFF PEEP FORM

- Move to the safe refuge point (fire protected stairwells) and wait for assistance;
- Allow other staff and students to evacuate first and then make your way down the stairs at your own pace;
- Using a buddy system for assistance.

For other methods of evacuation please see Technical Guidance Note UOP-HS-G-32 – PEEP Evacuation Methods. Once the form is submitted, the Fire Safety Manager will review the plan, contact the person or line manager (if required) and resolve the PEEP once the plan is suitable. On resolution, the staff member, line manager and University Security (if appropriate) will receive an email detailing the confirmed PEEP.

COMMUNICATION

It is important that during an evacuation, a Fire Marshal or another member of staff is told that you are at the refuge point waiting or are making your way down slowly. This message needs to be relayed to the Fire Liaison Officer, who will in turn inform Security and/or Fire and Rescue Service. Once Security and/or the Fire and Rescue Service are informed, a rescue plan can be implemented.

REHEARSAL

The effectiveness of the PEEP should be tested to ensure the chosen evacuation method is suitable for the individual. These should be rehearsed during planned evacuation drills.

REVIEW

The PEEP should be reviewed annually or if any circumstances change. Examples include:

- The person's condition changes significantly
- The person responsible for assisting the person leaves the University or their role

Service manager (Hornbill) will generate an email reminder annually to ensure a new PEEP is submitted.