

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP) PROTOCOL FOR STUDENTS

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.

### PROCEDURE

Students who disclose a disability on application to the University will be contacted by the Additional Support and Disability Advice Centre (ASDAC). ASDAC will identify an evacuation plan outcome on the information provided and update the student's record on the Student Records Database. Outcome options are:

- Evacuation Plan: Not Required
- Evacuation Plan: Can Exit Unaided
- Evacuation Plan: Can Exit with Assistance
- Evacuation Plan: Will go to Fire Protected Area

At the beginning of the teaching block, the Fire Safety Manager will run the report from SITS, that ASDAC populate. All students who disclose either:

- Evacuation Plan: Can Exit with Assistance;
- Evacuation Plan: Will go to Fire Protected Area or
- Did Not Disclose: Will be contacted by the Fire Safety Manager by email.

The email will explain the PEEP process and ask that students, who may need some assistance in evacuating, respond so a detailed specific plan can be put in place. It is the student's responsibility to respond the email if they require assistance.

The Fire Safety Manager will complete the PEEP with the student over email, phone or in person (if necessary) via the Health Safety and Compliance section in Hornbill Service Manager. Once approved in Service Manager, a copy will be sent to the student, Head of School/Department and Security, if applicable. For staff members who do complete student PEEP's (e.g. Res-Life), please refer to the Guidance on the completion of a Student Personal Emergency Evacuation Plan (PEEP) in Service Manager



**STUDENT PEEP FORM**

Students that require a temporary PEEP should contact their Department. Departments should be vigilant and ensure students that require a PEEP have one in place.

The Fire Safety Manager will share the completed PEEP with Security and ensure a copy is also kept within the Premises Information Box.

## 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. Students who require the use of an evacuation chair during an evacuation will be contacted to arrange a rehearsal separate to a fire drill (if they choose to).

## REVIEW

The PEEP should be reviewed and amended if any circumstances change. Examples include:

- The individual's condition changes significantly
- The individual assisting with the PEEP leaves the University
- To address any issues found during a rehearsal