



PERSONAL EMERGENCY EVACUATION PLAN

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Aim

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety, and to give departments the necessary information to ensure that the correct level of assistance is always available.

Responsibilities

It is the responsibility of the Operations Manager to talk to disabled staff or students to identify whether they require any assistance in the event of an emergency. If a member of staff or student requires assistance, the Emergency Egress Questionnaire should be completed (see Annex A). This should be completed by the disabled person with appropriate support from the Operations Manager.

Writing the PEEP

From the information gathered in the questionnaire, a PEEP should be developed; advice and support for writing the PEEP is available from the Operations Manager.

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

If assistance with escape is required, the extent of such assistance should be identified in the PEEP, i.e. the number of assistants and the methods to be used. Teams involved need to ensure that there is cover for absences, and assistants may require training.

Evacuation in an Emergency

Assisting wheelchair users down stairs

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases the Operations Manager will be able to give more advice with identifying Refuges and Evacuation Lifts.

a) **Temporary Refuge**

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-resistant construction and provides a safe route to final exit, e.g. 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 should 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 should only be defined after consultation with the Senior Porter, as the requirements for fire separation and structure are very specific.

b) **Lifts**

Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be either a "fire-fighting lift" or an "evacuation lift."



c) **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. It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons.

It is also necessary to ensure that there are (as far as possible) alternative routes, and that the routes are not excessively long. Further advice is available from the Senior Porter.

Deaf and Hearing-Impaired persons

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

Persons with hearing difficulties may however need an alternative method of being alerted to an emergency if they are working alone. For example, many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used. If additional equipment is required, then please consult the Senior Porter.

Blind and Partially-Sighted persons

Both staff and students should be offered orientation training where applicable. This must include alternative ways out of the building. It is also important that any guide dog is also given ample opportunity to learn these routes.

Training

To be effective, any egress 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:

- Fire drills for staff and students
- Specific training for Fire Wardens
- Specific training in the use of fire extinguishers, etc.

Further advice is available in the first instance from the Senior Porter.

EMERGENCY EGRESS QUESTIONNAIRE FOR DISABLED PERSON

This questionnaire (Annex A below) is intended to be completed by disabled persons to assist the development of a PEEP. Please provide as much information to enable the College to develop a suitable plan. Once developed, the PEEP will be the intended means of escape in the event of an emergency (including drills). If the practice drill identifies concerns in the implementation of the evacuation, then please contact the Senior Porter for assistance in finding suitable solutions.



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ANNEX A: EMERGENCY EGRESS FORM

1. Why you should fill in the form

As your employer, the company has a legal responsibility to protect you from fire risks and ensure your Health and Safety at Work. The Personal Emergency Evacuation Plan (PEEP) will be developed based on the information you provide.

2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend. If you need assistance, the PEEP will specify what type of assistance you need. There may be some buildings where safe evacuation cannot yet be provided without alterations to the building/structure. In these cases we ask you to please be patient whilst solutions are considered and developed.

Name _____

Job Title _____

Department _____

Brief Description of Duties _____

LOCATION

1. Where are you based most of the time?

Please name: the building, the floor and the room number



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2. Do you routinely use more than one location in this building?

YES NO

If yes, please provide further details below. (Please list the buildings and floors used in each building)

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES NO

4. Do you require written emergency evacuation procedures?

YES NO

4a Do you require written emergency procedures to be supported by British Sign Language interpretation?

YES NO

4b Do you require the emergency evacuation procedures to be in Braille?

YES NO

4c Do you require the emergency evacuation procedure to be on tape?

YES NO

4d Do you require the emergency evacuation procedures to be in large print?

YES NO

5. Are the signs which mark emergency routes and exits clear enough?

YES NO



EMERGENCY ALARM

6. Can you hear the fire alarm(s) in your place(s) or work?

YES NO DON'T KNOW

7. Could you raise the alarm if you discovered a fire?

YES NO DON'T KNOW

ASSISTANCE

8. Do you need assistance to get out of your place of work in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 12

9. Is anyone designated to assist you to get out in an emergency?

YES NO DON'T KNOW

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

10. Is the arrangement with your assistant(s) a formal arrangement?
(A formal arrangement is an arrangement specified for them by their Head of Department or written into their job description or by some other procedure.)

YES NO DON'T KNOW

10a Are you always in easy contact with those designated to help you?

YES NO DON'T KNOW

11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES NO DON'T KNOW



GETTING OUT

12. Can you move quickly in the event of an emergency?

YES NO DON'T KNOW

13. Do you find stairs difficult to use?

YES NO

14. Are you a wheelchair user?

YES NO

If you have an assistant to help you in the event of an emergency, any associated training will be documented with the College Health and Safety training records.

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 the Senior Porter.



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TO BE COMPLETED BY THE SENIOR PORTER

If more than one building is involved, more than one plan may be required. Please provide details of any associated training to the Facilities Coordinator so it may be documented with the College Health and Safety training records.

PERSONAL EMERGENCY EVACUATION PLAN FOR

Name _____

Department _____

Building _____

Floor _____

Room Number _____

AWARENESS OF PROCEDURE

The disabled person is informed of a fire evacuation by:

- Existing alarm system
- Pager device
- Visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE:

The following people have been designated to provide assistance to get out of the building in an emergency. Any associated training must be documented with the College Health and Safety training records.

Name _____

Contact details _____

Name _____

Contact details _____

Name _____

Contact details _____



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METHODS OF ASSISTANCE:

(e.g. 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):



Chaucer College Canterbury

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Emergency Egress Form
Disabled Personnel

23/02/2025
Annex A
