

Personal Emergency Evacuation Plan (PEEPs) Guidance Document



Document Control

Revision No.	Date Document Reviewed	Publication on Web Site	Date of next Review	Summary of main changes
Draft	July 2016		October 2016	<ul style="list-style-type: none"> ○ Change in format and document update to reflect current practices
1	November 2016	December 2016	November 2017	<ul style="list-style-type: none"> ○ Version approved following consultation process.
2	November 2017	December 2017	November 2019	<ul style="list-style-type: none"> ○ No changes to document
3	May 2019	May 2019	May 2021	<ul style="list-style-type: none"> ○ Slight wording changes following consultation
4	April 2023	May 2023	April 2025	<ul style="list-style-type: none"> ○ Complete review of document ○ Changes to Appendix ○ Approved University HSW Committee April 2023

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1 Introduction

As part of the University's duties under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 all University buildings have received a fire risk assessment which is reviewed within relevant timescales. This assesses the provision for evacuation of all staff, students and visitors including those who may require assisted evacuation during an emergency evacuation. In order to ensure the safe evacuation of all individuals, a personal emergency evacuation plan (PEEPs) may have to be produced and implemented for those who require assistance in an emergency evacuation.

2 Aim

The aim of this document is to provide guidance in the collation of a PEEP for a student or member of staff. The PEEP is an agreed evacuation plan which contains all required information to ensure safe egress from a building by an individual requiring assistance in an emergency. The first option should always be to provide suitable accommodation for the person which may involve arranging or changing to ground floor level accommodation. This guidance document will detail the responsibilities of those involved within the PEEP process and the potential strategies that can be used for evacuation.

3 Responsibilities

The collation of a suitable and effective PEEP requires the input of various stakeholders within the University so that they are fully aware and comfortable with what to do in an emergency. It is therefore important that the member of staff or student who requires the PEEP and associated stakeholders within the University are aware of their responsibilities.

Stakeholder Responsibilities	
Stakeholder	Responsibilities
Line manager for staff member requiring PEEP	<ul style="list-style-type: none">• Compile staff members PEEP whilst ensuring legal and local compliance issues are met.• Ensure reasonable adjustments are carried out.• Monitor and review PEEP as necessary e.g. any changes in the member of staff's needs, or any environmental changes.• Ensure review period is consistent with any recovery period in relation to PEEPs for staff with short-term conditions or injuries.
Member of staff requiring PEEP	<ul style="list-style-type: none">• Identify themselves to line manager or People Services who will, if necessary, seek advice from Occupational Health Advisor.

	<ul style="list-style-type: none"> • Participate in case conference and PEEP. • Advise line manager of changes in circumstances.
Student requiring PEEP	<ul style="list-style-type: none"> • Identify themselves to Disability Team or academic department. • Participate in PEEP and case conference when required. • Advise Disability Team of changes in circumstances.
University Disability Team	<ul style="list-style-type: none"> • Identify students and highlight to the School department that a PEEP is required through student RAP (Recommended Adjustment Page). • Co-ordinate, where appropriate, case conference with interested parties namely; student, Academic Disability Co-ordinator, Head of Department and Estates representative.
School (Includes Head Of Department, Personal Tutor and Academic Disability Co-ordinator as necessary)	<ul style="list-style-type: none"> • Compile Student PEEPs whilst ensuring legal and local compliance issues are met. • Ensure reasonable adjustments are carried out. • Monitor and review PEEPs as necessary in line with e.g. any changes in the student's needs as noted in their RAP, and any environmental changes • For students with short-term injuries or illnesses (who are not disabled, and so do not have a RAP) ensure review period is consistent with any recovery period. • Provide guidance and support. • Contact timetabling for rescheduling of classes to appropriate areas (i.e. ground floor) as appropriate.
Estates and Facilities Representative	<ul style="list-style-type: none"> • Represent Estates and Facilities in case conference and PEEP. • Advise on evacuation routes and assembly points. • Carry out agreed reasonable adjustments to allow PEEP outcomes. • Advise on generic evacuation and risk assessment.
Departmental Fire Wardens	<ul style="list-style-type: none"> • Ensure designated "safe" areas, areas of responsibilities and fire routes are clear. • Advise status to Chief Fire Warden during a building evacuation including any occupants at temporary waiting areas.
Event Co-ordinators All staff	<ul style="list-style-type: none"> • Ensure adequate information and guidance is given to delegates/official visitors to allow temporary arrangements to be made.

4 Evacuation Principles

There are different evacuation strategies that can be implemented to assist in the safe evacuation of the building as part of a PEEP. The following information covers the basic principles of fire evacuation at GCU and should be considered in line with individual needs. Each building follows the same general principles of evacuation although the physical layout of each differs. Individual aspects of the building such as travel distances and protected zones must also be considered as these will influence the safe evacuation of the person in an emergency. This includes the ability to evacuate vertically without the use of lifts. Timetabling should be consulted to assist in providing a suitable room.

Building Evacuation

The University operates an immediate evacuation plan and all occupants are expected to evacuate the building upon hearing the two-tone sounder. There are no phased evacuation systems in operation for University buildings. Fire alarm systems are specific to their own building/buildings and will not activate in unison for all buildings on campus. For instance, the George Moore and Charles Oakley buildings fire alarms operate at the same time. The rest of the campus would not be expected to evacuate unless there is a separate fire alarm activation in other buildings at the same time.

The only exception to immediate evacuation is when it has been identified within an Individual's PEEP not to evacuate immediately. The procedures and protocols within the PEEP should be followed in place of this. An example of this would be a delayed evacuation for someone who may require more time to make their way down stairs. They would go to a temporary waiting area until the stairwell has cleared to allow them to confidently egress via the stairwell.

Temporary Waiting Areas

A temporary waiting area (previously known as a fire refuge area) is a designated safe area where those who cannot evacuate the building can wait for assistance. These are clearly signposted and should form part of an individual PEEP. They are designed to provide safety for a set period of time in the event of a fire through the use of fire compartmentation. Use of these areas should be explained, shown and agreed with the individual requiring the PEEP. They are intended to be used by those who may require longer to evacuate the building rather than for wheelchair users as their activities should be moved to ground floor accommodation.

The fire warden will advise the Chief Fire Warden of any people awaiting assistance. They will be situated at the fire warden checkpoint outside the main campus security office.

Buddy System

A buddy system can be used to assist or alert a person of the need to evacuate. There should be sufficient nominated persons to ensure that there is always a buddy available. The responsibilities of a buddy are as follows:

- Be the nominated person to assist the individual during an evacuation.
- Assist with the person's evacuation or movement to a temporary waiting area as detailed above.
- Communicate status of the individual to the Chief Fire Warden.

Building Access Routes

The accessibility of areas on campus should be considered as part of a PEEP in terms of areas the individual may use such as catering outlets or Sir Alex Ferguson Library. This includes travel routes and travel distances to a place of safety as there may be alternative step free access to some areas. Further information on this is available from Estates and Facilities and GCU AccessAble webpages/dedicated app: <https://www.accessable.co.uk/glasgow-caledonian-university>

Completion of a PEEP

The PEEPs form and quick guide can be found as an appendix to this guidance document and should be completed by the School/Department with the person requiring the PEEP. This is to ensure that the process is communicated clearly and agreed with all relevant stakeholders. The complexity of the PEEP may require additional input from Disability Team or Estates and Facilities.

PEEPs should be reviewed following any changes to the individual's circumstances or each trimester.

APPENDIX A – Personal Emergency Evacuation Plan (PEEPs) Form

Section A - General Information

(To be completed in conjunction with PEEPs Process Quick Guide)

Name:	
Date:	
School	
Course	

Buildings typically used:	
On campus teaching timetable:	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Areas in use out of normal hours:	
Location and floor levels in respective buildings:	
Use and location of preferred catering facilities:	

Section B - Personal Information

Question	Yes or No
Do you have a full time personal assistant?	
Can you see visual alarm signals?	
Can you hear audible alarm signals?	
Can you use stairs safely in an emergency?	
Would you use the stairs without assistance?	
Can you follow exit signage without assistance?	

Do you use a wheelchair and /or any other device to aid your mobility?

If yes please describe:-

If you use a wheelchair is it manual or electric:

If using any electrical aid, does it require charging on campus:

Will you use your wheelchair at all times while you are at University?

Are there any other measures that could be introduced that would further aid your evacuation in an emergency:-

Section C – Actions and Sign Off

Actions to be completed	Date completed

Persons involved in the creation of this PEEP:	
Name	School/Directorate Representing
John Smith	School of ...
Date:	
Date of next review:	

Signature of person covered by PEEP:	
Signature of person responsible for PEEP:	

APPENDIX B – PEEPS Process Quick Guide

Stage One Identify person who requires a PEEP		
Staff member requiring PEEP	Disabled student requiring PEEP	Student with temporary impairment requiring PEEP
Member of staff alerts their line manager.	Disability Team identifies student as part of Needs Assessment.	Student alerts their academic department.

Stage Two Carrying out the PEEP process		
Staff member requiring PEEP	Disabled student requiring PEEP	Student with temporary impairment requiring PEEP
<p>Member of staff completes Sections A and B with their line manager. They can then arrange a “walk through” with a representative of Estates and Facilities if required. This is to identify safe egress arrangements and another additional measures required.</p> <p>Assistance can be arranged through contacting Facilitieshelp@gcu.ac.uk and a relevant member of staff can assist. A separate guidance document is available which details the location of temporary waiting areas in each building.</p>	<p>Disability Adviser includes recommendation for PEEP in the student’s RAP and completes Section B with student, as part of Needs Assessment Process. Part-completed PEEP is sent to the ADC.</p> <p>The ADC and student completes section A and the ADC arranges a “walk through” with a representative of Estates and Facilities if required. This is to identify safe egress arrangements and another additional measures required. Timetabling may need to be contacted to arrange for classes to be moved to the ground floor if there is difficulty with vertical evacuation.</p> <p>Assistance can be arranged through contacting Facilitieshelp@gcu.ac.uk and a relevant member of staff can assist. A separate guidance</p>	<p>The ADC and student complete Sections A and B. They can arrange a “walk through” with a representative of Estates and Facilities if required. This is to identify safe egress arrangements and another additional measures required.</p> <p>Assistance from Estates and Facilities can be arranged through contacting Facilitieshelp@gcu.ac.uk. A separate guidance document is available which details the location of temporary waiting areas in each building.</p>

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Stage Three

Closing off the PEEP

Staff member requiring PEEP	Disabled student requiring PEEP	Student with temporary impairment requiring PEEP
<p>Details of any additional measures required are recorded as Actions in Section C, and the form is not signed off until all Actions are recorded as Completed. A review date is agreed.</p> <p>Line manager and member of staff both sign completed PEEP form. A copy of the completed form is provided to the member of staff, and the line manager retains a copy and saves this securely, in accordance with GDPR. Estates and Facilities (Facilitieshelp@gcu.ac.uk) may also be sent a copy if involved in the process.</p>	<p>Details of any additional measures required are recorded as Actions in Section C, and the form is not signed off until all Actions are recorded as Completed. A review date, most likely each trimester should be agreed.</p> <p>The ADC and student both sign completed form. A copy of the form is provided to the student, the ADC retains a copy and saves this securely, in accordance with GDPR. A copy of the form is also emailed to the Disability Team. Estates and Facilities (Facilitieshelp@gcu.ac.uk) may also be sent a copy if involved in the process.</p>	<p>Details of any additional measures required are recorded as Actions in Section C, and the form is not signed off until all Actions are recorded as Completed. A review date is agreed.</p> <p>The ADC and student both sign completed form. A copy of the form is provided to the student, the ADC retains a copy and saves this securely, in accordance with GDPR.</p>

Stage Four

Reviewing the PEEP

Staff member requiring PEEP	Disabled student requiring PEEP
<p>Member of staff and line manager review the PEEP, noting any changes to locations and the staff member's circumstances. If required (due to e.g. a change of workplace), the line manager arranges a 'walk through' with a representative of Estates and Facilities.</p> <p>Any necessary amendments to the form are made, including any new Actions. A review date</p>	<p>This should happen when the new timetables are published, so usually just prior to the start of each trimester. Student and ADC review the PEEP noting any changes to locations and the student's circumstances.</p> <p>If required (e.g. a new building appears on the timetable), the ADC arranges a 'walk through' with a representative of Estates and Facilities.</p>

<p>is agreed. Once complete, the form is signed off by the member of staff and their line manager. Both parties retain a copy for their own records.</p> <p>Assistance from Estates and Facilities can be arranged through contacting Facilitieshelp@gcu.ac.uk. A separate guidance document is available which details the location of temporary waiting areas in each building. Estates and Facilities may also receive a copy of the PEEP if involved in the process.</p>	<p>Any necessary amendments to the form are made, including any new Actions. A review date is agreed. Once complete, the form is signed off by the student and the ADC. Both parties retain a copy for their own records.</p> <p>Assistance from Estates and Facilities can be arranged through contacting Facilitieshelp@gcu.ac.uk. A separate guidance document is available which details the location of temporary waiting areas in each building. Estates and Facilities may also receive a copy of the PEEP if involved in the process.</p>
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