# Personal Emergency Evacuation Plan (PEEP) Guidance Document

## Document Control

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date Document Reviewed</th>
<th>Publication on Web Site</th>
<th>Date of next Review</th>
<th>Summary of main changes</th>
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</thead>
<tbody>
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<td>o Change in format and document update to reflect current practices</td>
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PEEP Guidance Document

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 less able bodied and those who require assisted evacuation during an emergency evacuation. In order to ensure the safe evacuation of all individuals, a personal emergency evacuation plan (PEEP) 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 to leave the building in an emergency. 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 individuals within the University. It is therefore important that the student/staff member who requires the PEEP and individuals within the University are aware of their responsibilities.

It is the responsibility of the Line Manager to collate the PEEP with their staff member and update as required, including any actions. The Facilities Management Department should receive a copy if the University facilities are affecting the evacuation process or the individual i.e. access to part of a building. It is vital to ensure that all staff who are regularly involved with the staff member requiring the PEEP is aware of evacuation plans and any adjustments that are made.

The Disability Team identify students that may require a PEEP and assist in the PEEP process with the School. The Facilities Management Department should receive a copy of the PEEP if the University facilities are affecting the evacuation process or the individual i.e. access to part of a building. It is vital to ensure that all staff members who are regularly involved with the student requiring the PEEP is aware of evacuation plans and any adjustments that are made.

The student/staff member that requires the PEEP should be aware of escape routes and protocols in the event of an incident whilst the responsibilities of implementing the evacuation should be clearly defined and agreed with everyone involved.
<table>
<thead>
<tr>
<th>Staff</th>
<th>Responsibilities</th>
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</table>
| The Disability Team                 | • Identify students in need of PEEP  
• Co-ordinate case conference with interested parties namely; school representatives, line manager (where appropriate), elected buddy (where appropriate), Disability Services.  
• Assist in PEEP and communication to Schools |
| Departmental Disability Co-ordinator| • Act as a “first point of contact” for the student  
• Co-ordinate actions from PEEP  
• Provide guidance and support |
| Line Manager                        | • Compile Staff PEEPs whilst ensuring legal and local compliance issues are met. Although not exhaustive to include:  
  – Communication on long / short term adjustments  
  – Physical changes to environment  
  – Updates to buddy staff as necessary  
• Ensure reasonable adjustments are carried out  
• Monitor and review PEEP’s as necessary in line with disability and environmental requirements, i.e. short term adjustments.  
• Ensure review period is consistent with any recovery period. |
| Facilities Management Department (FMD) Representative | • Represent FMD 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           | • Ensure designated “safe” areas, areas of responsibilities and fire routes are clear.  
• Advise status to Fire Convener |
**Evacuation Strategies**

**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 untoward incident
- Assist with the Person’s evacuation or movement to a temporary waiting area (fire refuge area)
- Communicate status of the individual to the Fire Convenor

**General Principles and Guidance for Safe Evacuation**

The development of PEEPs must be carried out on an individual basis as each building within the University Campus has varying methods of escape. 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.
Immediate 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.

The only exception to this immediate evacuation plan 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.

Temporary Waiting Areas (Fire Refuge Area)

A temporary waiting area (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 the PEEP. They are designed to provide safety 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.

The Fire Warden or responsible person should, where necessary, advise the Fire Convener of people awaiting assistance. This should be reported to the Fire Wardens Check Point at the main Campus Security Office.

Safe Routes

Consideration should be given to potential safe travel routes and travel distances when implementing a PEEP. Floor plans of buildings can also be included within the PEEP so that the individual is fully aware of safe routes. Where necessary, assistance can be sought from Facilities Management Department. Careful consideration should be given to this following the incorporation of new routes between buildings as part of the Heart of Campus Project. Where possible, several routes should be identified including areas of the building visited by the individual such as the Refectory or Saltire Centre.

Completion of a PEEP

The PEEP Form should be completed by the School/Department representative and the person requiring the PEEP. This will form the PEEP for the individual and document any actions that are required to allow safe evacuation in an emergency.
### APPENDIX – PEEP Form

### General Information *(to be completed by the individual requiring assistance and School/Department)*

<table>
<thead>
<tr>
<th>Name of Person:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Department Representative: Name and Department Address:</td>
<td></td>
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</table>

**Course:**

**Buildings being used:**

1.

2.

3.

4.

5.

**Daily Timetable**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
</table>

**Areas in use out of normal working hours**

**Location and floor levels in respective buildings**

**Use and location of preferred catering facilities**
### Personal Information (to be completed by the individual requiring assistance and School/Department)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a full time personal assistant?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Can you see visual alarm signals?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you hear audible alarm signals?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you use stairs safely in an emergency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would you use the stairs without assistance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you follow exit signage without assistance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you use a wheelchair and/or any other device to aid your mobility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you use a wheelchair is it a manual or electric chair?</td>
<td>Manual</td>
<td>Electric</td>
</tr>
<tr>
<td>Will you use your wheelchair at all times while you are at University?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any other measures that could be introduced that would further aid your evacuation in an emergency?</td>
<td></td>
<td></td>
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</tbody>
</table>

**Agreed by:**
- School Representative
- Disability Team
- FMD
- Others

**Name:**

**Date:**

**Actions:**

**Complete:**

**Review date:**

**Individual signature:**

**School/Department signature:**