



Personal Emergency Evacuation Plans – PEEP

PEEPs are a requirement of the Fire Safety Order. They apply to persons within a site who are unable to follow standard evacuation procedures. This may be due to a wide scope of reasons but largely relate to physical impairments such as deafness – so unable to hear a fire alarm, or mobility difficulties – so unable to evacuate within a time period.

Primary responsibility for completion of a PEEP assessment lies with the Site Manager, who may draw on the advice and support of their HR Advisor and the Health and Safety Team.

For new colleagues joining the Society it is imperative that **where a PEEP is required** it is completed as part of induction procedures.

The individual must recognise that they may need assistance in order to evacuate. Their involvement in developing a plan will assist them in understanding the concept.

Colleagues may be nominated to provide assistance. In these circumstances these persons will need to be aware of their responsibilities and may need training specific to the agreed PEEP. Deputies must be also nominated to cover absences.

The manager should conduct a meeting with the colleague asking questions - using the form attached. The completed form should then be circulated only to the key parties (site management, nominated colleagues, Health & Safety Team) who require knowledge of the PEEP.

Temporary and Contract Staff

These should be treated in the same way as other colleagues for the purposes of preparing an appropriate PEEP.

Visitors / Customers

The evacuation procedure including escape routes and the assembly point should be identified to all visitors. Colleagues should ensure that, so far as possible, all customers are evacuated safely in the event of an emergency. In general, a specific PEEP Assessment Form should not be completed for visitors / customers unless any impairment would clearly affect the evacuation procedure. This is borne out of a need for operational practicality. In normal circumstances it is acceptable to assume that visitors / customers should be able to evacuate the premises in similar manner to other visitors. A PEEP plan should be devised only where regarded as necessary and usually following advance consultation. Advice can be sought from the Health & Safety Team.

Note to Managers

Where a PEEP is completed the site manager should ensure that it is incorporated into any existing site fire precautions measures – current site-specific evacuation plan / fire risk assessment etc.



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Disabled Refuges

Where disabled colleagues are employed whose duties mean they work off the ground floor (1st Floor etc) and would normally use a lift to access these areas or if the escape route means colleagues or customers using steps to exit the building, it is imperative that 'disabled refuge areas' are identified in advance. Where present these clearly marked areas at staircase landings or lobbies will have to be modified to allow wheelchair users to remain for a short time in a place of relative safety whilst colleagues nominated to assist in the evacuation attend these areas.

These nominated colleagues will assist in moving the disabled persons up or down the staircase or utilising Progressive Horizontal Evacuation if appropriate and desirable. This should lead either to a place of comparative safety within the building from which a place of ultimate safety may be reached, or to a place of safety in the open air.

If it is a modern building (these should have been identified as part of the build process and will be clearly marked already). If you feel you require further guidance to identify a 'refuge area' please contact the H&S Team to discuss further.

Evacuation Chairs (EVAC)

Where provided these are devices that allow an able-bodied person to move a disabled person across floors and down staircases with relative ease. Assistants must be fully trained in the use of Evacuation Chairs. Colleagues who require the use of Evac chairs should be involved in any discussions prior to agreeing a plan to ensure they can be moved safely and that any further associated risks are identified in advance

Progressive Horizontal Evacuation

In larger buildings it may be possible to utilise the fire resisting elements of the building, which might allow disabled persons to move horizontally to the next fire compartment. It may be possible to then wait with a nominated colleague and then return to the work station after the emergency has ended. This is only acceptable for a small incident. Appropriate plan(s), and the required number of nominated colleagues, should be available to assist in the event of the necessity to commence vertical evacuation.

Training

Colleagues such as fire wardens, allocated helpers or nominated others should receive instruction / training in how to assist disabled persons in the event of evacuation. Such instruction should include practical demonstrations and training appropriate to their responsibilities. The following should be included in the training aims:

- Colleagues will be aware of the Society's legal responsibilities for assisting disabled colleagues.
- Colleagues will be able to locate those disabled colleagues who they are to assist within one minute of the fire alarm being sounded.
- During an emergency, colleagues will be able to assist disabled colleagues by using the methods identified in the colleague's PEEP.

The effectiveness of the training should be evaluated during fire drills.



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PEEP Assessment Form

Emergency Evacuation Assessment

Site:		Date:	
Colleague Name:		Job Title:	
Department:		Location:	

Description of Duties including description of areas where normal duties carried out:



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B: Evacuation Details

1. Would it help you if you were to be provided with a written emergency evacuation procedure?

Yes:

No:

2. Do you require the emergency evacuation procedures to be provided in an alternative format e.g. BSL, Braille, tape, large print etc?

Yes:

No:

3. Do you have any problems reading and identifying the signs that mark the emergency exits and evacuation routes to the emergency exits?

Yes:

No:

4. Do you have any problems hearing the fire alarm(s) provided in your place(s) of work?

Yes:

No:

5. Would you experience any problems raising the alarm if you discovered a fire?

Yes:

No:

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

Yes:

No:

Don't Know:

7. Are you likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation?

Yes:

No:

Don't Know:

8. Do you find the stairs difficult to use?

Yes:

No:

9. Are you dependent on a wheelchair for mobility?

Yes:

No:

10. If you use a wheelchair would you have problems being able to transfer from your wheelchair without assistance?

Yes:

No:

11. General Comments (to include any relevant information not already identified above)

If you have ticked "YES" to any of the above, then the Personal Emergency Evacuation Plan in Appendix A should also be completed



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Appendix A

Personal Emergency Evacuation Plan

This form should be completed for a colleague who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

A copy of the completed form will be held by:

- Colleague
- Nominated assist colleague(s)
- Site manager
- Society Health & Safety

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or colleague).

For further help and advice,
please contact: health&safetyteam@midcounties.coop

A: Alarm System

1. I am able / unable to raise the alarm (delete as appropriate).
If unable to raise the alarm independently, please detail agreed alternative procedures.

2. I am informed of an emergency evacuation by:

Existing audible alarm system: **Vibrating pager:**

Visual alarm system: **Other (please specify):**

B: Designated Assistance (details of colleagues' roles designated to assist in executing evacuation plan)



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C: Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)

D: Equipment Provided and its Location

E: Safe Routes (description of the primary and secondary escape routes)

A building layout plan should be attached to this form with routes clearly marked.

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above:

Colleague Signature:

Date:

Employee Name (please print):

Assessor Signature:

Date:
