

# PEEP

(Personal Emergency Evacuation Plan)

LEEDS METHODIST MISSION



Oxford Place Centre

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Name of responsible (ratifying) committee	Leeds Methodist Mission Council
Date ratified	
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#### Version Tracking

Version	Date Ratified	Brief Summary of Changes	Author
D1		New Policy	T Parker

## GUIDANCE NOTES AND DOCUMENTATION

### Introduction:

The introduction of The Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations providing services to the public, take responsibility for all people, including those with any type of special need evacuating buildings safely. When an employer or a service provider does not make provisions for the safe evacuation of anyone with a special need from its premises, this may be viewed as discrimination.

It is a general requirement that emergency procedures are pre-planned and that planning should have regard to the needs of all occupants. It is therefore essential to identify the needs of those people with special needs and, where necessary, to make proper arrangements for their assistance in the event of an emergency evacuation. These guidance notes will not determine which procedure should be adopted in any particular circumstances. The procedure will vary as to the needs of the individual, their relationship to the building they working / visiting and its structural characteristics

### A. General Principles:

1. Many people with special needs are able to evacuate safely without assistance or with minimal help from others. Some individuals may require further assistance and the implementation of a formal plan of action for exiting a building during an emergency. This is called a Personal Emergency Evacuation Plan (PEEP) and it is tailored to the individual's needs.
2. PEEPs may be required for all users<sup>1</sup> with mobility, sight and/or hearing impairment, and may be required in other circumstances. Those with short term injuries and/or health conditions (e.g. broken leg) may also require a temporary PEEP.
3. When writing a PEEP, it is essential to invite and facilitate active participation by the individual, and to discuss their individual abilities and specific needs. Once their needs are identified, a PEEP can be developed and shared as necessary, to enable an individual's safe evacuation. The detail of any PEEP will vary from person to person.
4. The detailed fire arrangements in different parts of the building vary, so for this reason, PEEPs should usually aim to develop generic skills and knowledge rather than focus on parts building. In circumstances where someone remains in a single area of the building, specific fire safety arrangements can be included in the PEEP.
5. Individuals who have advised that they fall into the category as having a special need special need have to ensure a PEEP is completed. Once completed it is the individual's responsibility to notify their 'designated person' if they think their PEEP should be reviewed (e.g. in the light of experience) or needs amending due

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<sup>1</sup> Users – when the word 'users' appears in the text it includes staff, tenants, visitors etc. to the building

to a change in circumstances. Where a 'designated person' has noted changes in a disabled person's condition and that individual has not approached him/her to discuss such changes, the 'designated person' should prompt a discussion with the individual to discuss any additional requirements. In any event, it is good practice for the 'manager to prompt a discussion about the PEEP on an annual basis.

6. Visitors to the building are a more difficult group to identify and make individual arrangements. Where invited onto the premises, the person making the invitation (the host) is responsible for discussing the need for a PEEP with the individual.
7. Individuals who have not advised that they have a special need; there is no requirement for any person to disclose information about a special need. If a special need is reasonably apparent, but has not been formally disclosed, the 'responsible person' or host should prompt a discussion with the individual to discuss his/her evacuation needs and formulate a PEEP accordingly. In cases where the special need is not reasonably apparent, the 'responsible person' or host may become aware that an individual requires additional support and assistance to evacuate a building safely in an emergency. Such information may be obtained through their routine communications with the individual. Once aware that additional support may be required, the 'responsible person' or host should prompt a discussion about a PEEP with the individual concerned.
8. Short-term injuries and/or health conditions: the 'responsible person or host should consider putting in place a temporary PEEP, following the principles outlined above, when an individual is suffering from a short term injury and/or health condition which may affect that individual's safe evacuation from a building.
9. The individual "owns" their PEEP, and should liaise with their 'responsible person' or host to keep it under review and up to date.

## **B. Practical steps to developing a PEEP:**

1. All special needs individuals should be asked to complete a PEEP questionnaire. PEEP questionnaires are designed to obtain basic information about their particular special need, their whereabouts in the building, and their need for assistance.
2. The objective of any PEEP is to assist their safe exit from the building. For those who are ambulant and able to walk downstairs unaided (for example, people with sight or hearing impairment), the PEEP may provide information and guidance on, for example:
  - alarms systems and the expected responses; (enabling the disabled person's confidence to wait a few minutes for crowding on stairs to reduce;
  - arrangements for lone working;
  - requesting assistance to locate the nearest exit route e.g. by guiding them by the hand or arm.

3. The key objective of a PEEP is to move the individual to an assembly point outside of the building.

### C. Personal Emergency Evacuation Plan (PEEP) Form:

The PEEP document for completion is s attached to these Guidance Notes.

Once completed by the individual the master copy should be held by the person with special Needs and a copy held by:

- the main office / reception area of the workplace or place of visit
- Oxford Place Main Office as appropriate

DRAFT

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

*To be completed by the person with special needs, assisted by the responsible person.*

<b>Full Name:</b>	
<b>Job Title / Reason for Visit:</b>	
<b>Area of Work / Visit:</b>	
<b>Phone number:</b>	
<b>Location in the building:</b>	
<b>Floor and / or room</b>	

<b>AWARENESS OF EMERGENCY EVACUATION PROCEDURES:</b>		
Are you aware of the emergency evacuation procedures relating to your location?	Yes	No
Are the emergency routes and exits clearly marked?	Yes	No
Do you require written emergency evacuation procedures?	Yes	No
Do you requires the emergency evacuation procedures in any special format?	Yes	No
<i>If yes, please specify</i>		

<b>ALARM SYSTEM:</b>		
Can you hear the fire alarm in your location?	Yes	No
Do you require to be informed of an evacuation in a way other than the ringing alarm bell?	Yes	No
<i>If yes, please specify</i>		
Could you raise the alarm if you discovered a fires?	Yes	No

<b>THE EVACUATION:</b>		
Can you move quickly in the event of an emergency?	Yes	No
Do you find the stairs difficult to use?	Yes	No
Are you a wheelchair user?	Yes	No
Would you require assistance to evacuate your location in an emergency?	Yes	No

<b>DESIGNATED ASSISTANCE:</b>		
The following people have been designated to give assistance when I need to get out of a building:		
Name(s)	Contact Phone Number	
We have agreed on a pre-arranged point?		Yes    No

<b>EQUIPMENT PROVIDED:</b>		
Evac chair?	Yes	No
Other equipment?	Yes	No
<i>If yes, please specify</i>		
None required	Yes	No

PERSONAL EVACUATION PROCEDURES (Including safe routes):	
These are step by step instructions beginning from the sound of the first alarm:	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

AWARENESS OF PROCEDURE:		
I have received a copy of information about the emergency evacuation procedures in:		
In Braille	<input type="checkbox"/>	Any other notes or comments:
In British Sign Language	<input type="checkbox"/>	
In print	<input type="checkbox"/>	
In large print	<input type="checkbox"/>	
On Disk	<input type="checkbox"/>	
Other – see opposite	<input type="checkbox"/>	

CONFIRMATION OF RECEIPT AND USE OF PEEP:	
<p>I understand that I am responsible for keeping my PEEP as accurate as possible and drawing attention to changes in circumstance that should prompt a review.</p> <p>The data provided by you on this form will <b>only</b> be available to Oxford Place Centre staff, who may need to use it for the purpose of ensuring your health and safety whilst you are at the Centre. It may also be shared with the emergency services if necessary. It will be stored in accordance to the Data Protection Policy.</p> <p>I understand the above notice and give my consent to my data being shared as detailed above</p> <p>My 'responsible person' or contact for this is:</p>	
Signature of Individual:	Signature of responsible person
Date:	Date: