

Personal Emergency Evacuation Plans (PEEPs)

In addition to guidance on fire safety produced by the Government there is a guide entitled **Fire Safety Risk Assessment – Means of Escape for Disabled People (Supplementary Guide)** which provides additional information on accessibility and means of escape for disabled people.

It can be accessed and downloaded from:

[https://www.gov.uk/government/uploads/...data/.../9446 Means of Escape v2 .pdf](https://www.gov.uk/government/uploads/...data/.../9446_Means_of_Escape_v2_.pdf)

This supplementary guide must be complied with in its entirety and be used in conjunction with this document; other guides in the Fire Safety Risk Assessment series; and other corporate guidance on fire safety.

The supplementary guide can be used to assist in completing the record of significant findings from the fire safety risk assessment and should include a detailed account of the measures that are in place to facilitate and assist disabled people to leave the building.

The guide also provides examples and information to help carry out the fire safety risk assessment and record the Personal Emergency Evacuation Plans (PEEPs).

It should be noted that the Fire Brigade's role in fire evacuation is to ensure that the means of escape and associated fire safety measures provided for all those who may be in a building are both adequate and reasonable, taking into account the circumstances of each particular case.

Under current fire safety legislation it is the responsibility of the person(s) having responsibility for the building to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be in the premises, including disabled people, and how that plan will be implemented.

Such an evacuation plan should not rely upon the intervention of the Fire Brigade to make it work.

The Disability Discrimination Act 1995 (DDA) does not make any change to these requirements, it underpins fire safety legislation by requiring employers and organisations providing services to the public to take responsibility for ensuring that all people, including disabled people, can leave the building safely in the event of a fire.

Where an employer or service provider does not make provision for the safe evacuation of disabled people from its premises, this may be viewed as discrimination. It may also constitute a failure to comply with the requirements of fire safety legislation.

Public bodies have additional duties that require them to proactively promote the equality of disabled people. This requires public bodies to do even more to ensure that disabled people do not face discrimination by not being provided with a safe evacuation plan from a building.

Personal Emergency Evacuation Plans (PEEPs) and Generic Emergency Evacuation Plans (GEEPs)

A Personal Emergency Evacuation Plan (PEEP) is a means by which arrangements are made to ensure that an individual's physical or mental abilities or other circumstances do not prevent this from happening. The responsible person should ensure that a PEEP is generated for every member of staff or student with a disability, where this may affect their ability to respond to an emergency. The PEEP shall set out the adjustments necessary for maintaining their personal safety.

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the premises with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

It is the responsibility of Service Heads, Head Teachers, or any other persons with management responsibility for a service to ensure that the Emergency Evacuation Policy is implemented in all premises for which they have overall responsibility.

The checklist below identifies key actions involved in ensuring adequate management of emergency evacuation arrangements for persons requiring assistance.

1. Have you identified all persons that may require assistance during an evacuation, including those requiring assistance on a temporary basis /short term e.g. leg in cast?
2. Have you developed a Personal Emergency Evacuation Plan (PEEP) with the person requiring assistance and did it include the staff that will be involved in the evacuation for your school/area/building (i.e. evacuation assistants) and the premises manager?
3. Have evacuation assistants been provided with all the relevant training and information to undertake their role including information on the structure of the building as it relates to emergency evacuation; disability dignity and evacuation etiquette?
4. Is there a system in place for evacuation assistants to practice their skills and report back following evacuation drills?
5. Have persons requiring a PEEP been consulted regarding involvement in an evacuation drill?
6. If disabled persons cannot take part in an evacuation drill has a system of communicating drills to such persons been established?
7. Has a system of testing evacuation methods been put in place whether as part of a drill or otherwise?
8. Have all PEEPs for a building been reflected in the evacuation plan for the building?
9. Is there a system of review in place for PEEPs, General Emergency Evacuation Plans (GEEPs) and building evacuation plans?

10. Is evacuation equipment inspected and maintained?
11. In public buildings have GEEPs been developed and made available for visitors?
12. Do meeting rooms have notices regarding evacuation arrangements for people requiring assistance?

If you have answered no to any of these questions further action must be taken to adequately manage the fire evacuation provision.

Personal Emergency Evacuation Plan (PEEP) – Forms

The following forms are to be used when completing a Personal Emergency Evacuation Plan (PEEP).

- PEEP 1 - Personal Emergency Evacuation Plan Checklist
- PEEP 2 – Personal Emergency Egress Plan
- PEEP 3 – Request for Reasonable Adjustments to Facilitate Emergency Evacuation of Disabled Persons from Council / School Premises

PEEP 1 and PEEP 2 MUST be completed for all Personal Emergency Evacuation Plans

PEEP 3 must be completed if PEEP 1 and PEEP 2 identify that reasonable adjustments are required.

PEEP 1 - Personal Emergency Evacuation Plan Checklist

Section 1 - General information

Name of Assessor:		
Name of Person Plan Prepared For:		
Assessed Person's Building / School:		
Date of Assessment:		
Nature of Impairment(s)/Disability:		
Area(s) ⁽¹⁾ Covered By The Assessment:		
What times / days ⁽²⁾ are covered by this assessment?		
Does the building Fire Risk Assessment ⁽³⁾ denote that the proposed building has suitable access/egress.	YES	NO

(1) The PEEP should, as far as practicable, be specific to individual areas of work / study / residence. However, if, for example, a number of activities are proposed to take place in adjacent areas from which escape will be effected using the same emergency provisions then it may be possible to assess the provisions on one form. Hearing impaired persons will normally be able to be assessed on one form since the provisions made for this class of persons are likely to be the same regardless of location.

(2) It is important to distinguish in the PEEP whether the area to be accessed will be used inside or outside of "normal" working areas. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. to assure security. The PEEP needs to demonstrate that this has been adequately considered.

(3) If a building assessment deems that a particular area does not meet the general access requirements for person being assessed then alternative management arrangements will need to be identified. Once these arrangements have been identified then a new PEEP will need to be undertaken to ensure that the new location(s) is / are adequate. Additionally, the Assessor should complete form PEEP2 and send to the person in overall control of the building to arrange for an evaluation of possible "reasonable adjustments" to the existing building to permit future access.

Cont....

Please indicate which other Council Buildings / Schools you will be using and whether a PEEP has been completed for them:

Other Council Buildings / Schools used:	PEEP Completed?
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO

One of the following forms should be completed by the assessor and the assessed person.

Form A – Mobility Impairment

Form B – Visual Impairment

Form C – Hearing Impairment

Form D – General – For all other disabilities not falling within Forms A – C.

Completed questionnaires should then be attached to this header sheet along with a copy of any remedial actions deemed necessary on PEEP2.

In order that an effective PEEP can be prepared for you it may be necessary to share some of the information provided with other relevant members of the Council / School staff, i.e. Fire Controller; Fire Wardens; Floor Fire Officers; Security; Line Management; Head teacher; Senior Leadership Team.

I understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Egress Plan.

Signature: Date:

FORM A - MOBILITY IMPAIRED PERSONS

Name:	Name of Department / School:		
Building to which this PEEP applies:			
Floors used:			
	Personal Emergency Evacuation Plan Checklists	yes	no
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	Are you able to and have you been shown how to use the refuge communications equipment?		
6	If you are (or you will be) resident in a property in the course of your work has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)		
7	Do you use a manual wheelchair?		
8	What is the approximate width of your wheelchair	mm	
9	If you use another type of mobility aid, what is it? (insert details)		
10	Could you transfer to an Evacuation Chair in an emergency with assistance?		
b) Activities on the Ground Floor			
11	At the intended time of use, how many fire exits are available for disabled use?		
12	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
13	How long, approximately, would it take you to evacuate, unaided, from the building? (please record a time for each of your available exits up to a maximum of 4)	mins	
		Mins	
		Mins	
		Mins	
14	Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
c) The following questions need to be answered by all "ground floor based" mobility impaired persons that will be assisted by full time "helpers".			
15	Who will be providing this assistance? (insert names)		
16	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc? (insert names)		

	d) Activities based above the Ground Floor (or in a basement with access by stairs)		
17	ASSESSOR: Have all possibilities for relocating the activity or service provision on the ground floor (of this or any other building) been exhausted?		
18	Is the area to be used above the 5 th floor?		
19	Is there a “fire lift”?		
20	At the intended time of use, how many fire exits from the floor to be used are available for use? (Insert number in column)		

21	Do any of the escape routes involve escape into an adjoining building allowing horizontal evacuation?		
22	Have refuges been provided on, or adjacent to, each fire escape route (where applicable)?		
23	Where refuges have been provided, are these appropriate for use at the intended time of occupancy?		
24	Where refuges are not provided on all escape routes, does the existing fire escape signage clearly lead you to other refuges that are available?		
25	Are the refuge doors of the self closing type and operating correctly?		
26	Do refuges have communication points that are accessible for you to use i.e. telephone or speaker connected to building fire control point or Security?		
27	Are you able to use an “evac” chair?		
28	Can you transfer to an “evac” chair without being lifted?		
29	Is there an evacuation chair provided in the building?		
30	Where are the nearest alternative chairs kept?		
31	How long, approximately, would it take you, unaided, to reach a place of safety in an emergency? (Please record a time for each of your available exits up to a maximum of 4.)	min	
		min	
		min	
		min	
	e) The following questions need to be answered by all “non-ground floor based” mobility impaired persons that will be using / provided with full time “helpers”.		
32	Who will be providing this assistance?		
33	Who will cover this “help” role when your normal helper is absent e.g. due to sickness, leave etc.?		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

FORM B - VISUALLY IMPAIRED PERSONS

Name:	Name of Department / School:			
Building to which this PEEP applies:				
Floors used:				
Personal Emergency Evacuation Plan Checklists				
AWARENESS OF EMERGENCY EGRESS PROCEDURES			yes	no
1	Have the general emergency procedures been explained to you?			
2	Could you raise the alarm if you discovered a fire (operate the call point)?			
3	Can you open the fire escape door on the floor(s) you will be using?			
4	Could you use a telephone in the area to call the emergency services?			
5	If you are (or you will be) resident in a property in the course of your work has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)			
6	Do you require the emergency escape procedure to be on tape?			
7	Do you require the emergency escape procedures to be in Braille?			
8	Do you require the emergency escape procedures to be in large print?			
9	Can you read the fire escape signs?			
10	How long would you estimate that it would take to evacuate the building under assessment, unaided (other than with the help of any items identified above), in the event of an emergency?			min
11	How many escape routes are available to you in the event of an emergency?			
12	Have any hazardous "projections" or other structural components been identified on your escape routes?			
b) The following questions need only be answered by those visually impaired persons possessing some degree of visual capacity				
13	Are all escape routes clearly sign posted to meet YOUR requirements?			
14	Where applicable, are all escape corridors designed so as to prevent visual confusion in YOUR circumstances?			
15	Where applicable, are all escape staircases fitted with adequate colour contrasting nosing and a suitable handrail?			
c) The following questions need to be answered by all visually impaired persons that will be using / provided with full time "helpers" while in the building for which this peep is being prepared.				
16	Who will be providing this assistance?			
17	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc. (insert names)			
18	ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY			

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

FORM C - HEARING IMPAIRED PERSONS

Name:	Name of Department / School:		
Building to which this PEEP applies:			
Floors used:			
Personal Emergency Evacuation Plan Checklists			
	AWARENESS OF EMERGENCY EGRESS PROCEDURES	yes	no
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	If you are (or you will be) resident in a property in the course of your work has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)		
6	Can you hear the fire alarm in normal circumstances?		
7	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		
8	Do you require written emergency procedures to be supported by BSL interpretation?		
9	Is your work room fitted with a "hard wired" flashing light, (and a vibrating pillow if a study bedroom) linked to the fire alarm?		
10	Is your toilet (or shower/bathroom in halls) fitted with a flashing beacon linked to the fire alarm?		
11	ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.

GENERAL – FORM D

Name:	Name of Department / School:			
Building to which this PEEP applies:				
Floors used:				
Personal Emergency Evacuation Plan Checklists				
AWARENESS OF EMERGENCY EGRESS PROCEDURES			yes	no
1	Have the general emergency procedures been explained to you?			
2	Could you raise the alarm if you discovered a fire (operate the call point)?			
3	Can you open the fire escape door on the floor(s) you will be using?			
4	Could you use a telephone in the area to call the emergency services?			
5	If you are (or you will be) resident in a property in the course of your work has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)			
6	Can you hear the fire alarm in normal circumstances?			
7	Do you need assistance to get out of your place of work/study in an emergency?			
8	Is anyone designated to assist you to get out in an emergency?			
9	Is the arrangement with your assistant a formal arrangement?			
10	In an emergency could you contact the person in charge of evacuating the building in which you work and tell him where you were located?			
11	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?			
12	Can you move quickly in the event of an emergency?			
13	ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY			

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

**Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.
*You should now move on to complete PEEPS 2***

PEEP 2 – PERSONAL EMERGENCY EGRESS PLAN

NAME OF PREMISES.....

1. PERSONAL DETAILS:

Name:	
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2. LOCATION:

Building	
Floor	
Room Number	
Times when the PEEP is applicable?	

3. AWARENESS OF PROCEDURES:

I have received the emergency evacuation procedures:

In Braille		On Tape	
In B. S. L.		In Print	
In Large Print		In SSE	

4. ALARM SYSTEM:

I am informed of an emergency evacuation by:

Existing alarm system		Visual alarm system	
Vibrating Pager		Other (please specify below)	

5. DESIGNATED ASSISTANCE:

Where applicable, the following people have been designated to give assistance when I need to get out of the building in an emergency.

Name:	Location:

My designated assistants have been trained in the emergency procedures drafted to assure my safety:

Yes No

6. EGRESS PROCEDURE (To be provided by the Assessor):

Details of the specific emergency procedures from first alarm up to the building user reaching a “place of safety”. The details provided here should include a step by step account of how the Responsible Person will ensure that the building user will reach a place of safety from first alarm actuation to final exit. A diagram should be provided, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

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7. ANY MATERIAL PROBLEMS IDENTIFIED

Complete PEEP 3 and send to Corporate Facilities Management. If satisfactory complete section 8.

8. ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Request For “Reasonable Adjustments” to Facilitate Emergency Evacuation of Disabled Persons from Council / School Premises:

Section 1 – Assessor’s details:

Name:	
Department / School	
Contact details (extension / email):	
Address	

Section 2 – Details of Reasonable Adjustment(s) Required:

Exact Location where adjustment(s) required:	
Type of Adjustment(s) Required:	
Reason(s) Adjustment Required?	

Section 3 – Disabled User Details:

Is the Disabled User already at the Premises / School?	YES	NO
If you answered NO to question 3.1, when will they be arriving at the Premises / School?		
Have alternative interim arrangements been identified?		

Signed:		Date:	
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Where adjustments are requested, a copy of this form should be sent to Corporate Facilities Management / School Premises to progress requests.