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## Personal Emergency Evacuation Plan (PEEP) Procedure 2018 / 2019

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## 1. Procedure

- 1.1. This procedure should be read in conjunction with the [University's Fire Safety Policy](#).

## 2. Aim

- 2.1. All members of the University community have an obligation to take action to protect their own safety and to respond promptly and appropriately to emergency alarms. The aim of this procedure is to provide guidance on the process of assessing and writing a Personal Emergency Evacuation Plan (PEEP) for staff, students and visitors with disabilities or temporary impairments, who may have difficulty hearing an alarm or evacuating a building in the event of an emergency.

## 3. Legal Overview

- 3.1. The Fire and Rescue Service's role in fire evacuation is that of ensuring that the means of escape in case of fire and associated fire safety measures provided for all people who may be in a building are both adequate and reasonable. 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.
- 3.2. An evacuation plan should not rely upon the intervention of the Fire and Rescue Service to make it work; i.e. all persons should be evacuated prior to the arrival of the Fire and Rescue Service
- 3.3. An assessment of individual requirements must take place at an early stage of the application or enrolment process. This is to ensure that reasonable adjustments to enable access to a specific course can be identified and implemented prior to the commencement of the academic year. If someone does not agree with a proposed method of escape and there is no viable alternative, this may mean that they are not able to continue to use the identified building / area in the building. Further reasonable adjustments will then need to be considered as alternative ways for the student / staff / visitor to access the campus, the teaching or resources.
- 3.4. Whilst, a PEEP should be written for 'the real thing', it should also be recognised that a disabled person may be more willing to facilitate their own escape if they know that this is not going to be required of them during a practice. It should be recognised that some procedures such as use of evacuation chairs can pose a risk and therefore it may be necessary to agree within the PEEP a way of reducing or removing the need to escape for a practice drill. Adjustments to consider would include providing information in advance about planned practice test alarms, the use of temporary refuges, options for emergency voice communications and may include arranging practice for PEEP escapes at alternative times to the general fire

practice drills. If applicable the Line Manager would seek this information and discuss this with a staff member and the Learning Support Manager would seek this information and discuss this with a student during the process to prepare the PEEP.

#### **4. Responsibilities for Staff**

- 4.1.** It is the responsibility of individual members of staff to advise their Line Manager of their requirement for a PEEP. The PEEP should be completed within 2 weeks of a disability being declared to a Line Manager.
- 4.2.** Disabled staff, including those with temporary impairments, are responsible for disclosing any hearing, visual or mobility difficulties that would impact on their ability to evacuate in an emergency, to their Line Manager so that a PEEP may be put into place. They are also responsible for taking immediate action to evacuate in the event of an emergency alarm and for following their PEEP once it is in place. Staff should also inform their Line Manager of any changes to their health or mobility that may impact on their ability to evacuate. The Line Manager may seek advice and information to enable the preparation of the PEEP from other University staff, including for example, the Health and Safety Manager and/or the Head of Campus Operations & Facilities and/or the Head of Technical Services or their nominees
- 4.3.** The Line Manager will inform the appropriate HR Business Partner in Human Resources that a staff member has a PEEP in place and will provide HR with a copy of the PEEP. Once advised of this requirement HR will record the PEEP on the HR System (iTrent) and reminders will be automatically sent out to the relevant member of staff and their Line Manager to remind them to review and update the PEEP. When a PEEP is updated, this should be noted on the revised version and old versions destroyed to prevent confusion. Summary reports of staff PEEPs will be generated through iTrent and provided for the Facilities Managers and COG meetings as required.
- 4.4.** It is the joint responsibility of the staff member and their Line Manager to ensure PEEPs are appropriately prepared and reviewed and are updated to reflect any changes to work location, the building(s) or to the staff member's mobility, sight or hearing. They must work collaboratively to ensure that the PEEP is completed in a timely manner and in the case of newly appointed staff, prior to their start date at the University. The Line Manager will ensure that other relevant parties for example the HR Business Partner, appropriate Schools and Departments, the Facilities Manager or Head of Campus Operations & Facilities, receive a copy of the completed PEEP.
- 4.5.** Existing employees who become disabled or acquire a temporary impairment which may impact on their ability to hear/see an emergency alarm or evacuate their place of work are responsible for informing their Line Manager of this.

- 4.6.** It is recognised that staff may occasionally travel between sites or utilise new areas that their PEEP does not cover. In these circumstances it is the responsibility of the staff member to inform the person responsible for the area or for a particular event in advance of their need for support in the event of an emergency evacuation. Where a staff member regularly works across a number of Campus locations, a PEEP should be carried out at each Campus which takes into account the local arrangements. The Line Manager has a responsibility to ensure this is undertaken.
- 4.7.** A PEEP may require updating at any point of the year. When a PEEP is updated, this should be noted on the revised version and old versions destroyed to prevent confusion. A list of current (existing, new or revised) staff PEEPs will be provided by HR for the Chair of the Campus Operations Group (COG) as a standing agenda item at all meetings of COG.

## **5. Responsibilities for Students**

- 5.1. Learning Support Managers (LSMs)** in Library & Student Services will assist students who declare a disability and who may require a PEEP, by liaising with the student regarding their needs and co-ordinating with the Facilities Manager and the Resource Managers, the students' Schools and other Departments as appropriate, in order to prepare the campus PEEP. The LSM will ensure that the student, the relevant staff, Schools and Departments, receive a copy of the completed PEEP. This must include the Facilities Manager. Preparation of the PEEP may commence pre-enrolment if this can be arranged. The PEEP should be completed within two weeks of the student's admission on to their course.
- 5.2. Facilities Managers (FM's)** are responsible for providing advice on the premises and resolving potential evacuation issues; this would include participating in the PEEPs planning walk-around. Advice may also be sought from the Health and Safety Manager. Facilities Managers are also responsible for updating the Campus Emergency Grab Bag.
- 5.3.** A copy of the PEEP will be held in the Campus Emergency Grab Bag (as identified in the University's UERIMP procedures section 10.00). The Campus Emergency Grab Bag is a file held at Reception at each Campus and an electronic document folder held in the 'Emergency' section of the University's 'P' drive. The Facilities Manager at each Campus, upon receipt of a new or revised PEEP will update the Campus Emergency Grab Bag file and electronic folder.
- 5.4. Accommodation Officers** are responsible for co-ordinating the PEEPs for student accommodation, in liaison with the LSM and FM's.
- 5.5. Schools, Departments,** and members of the Campus Operations and Facilities team are responsible for contributing to the PEEP for any students identified as needing one by the Library & Student Services LSM, who will also be responsible for ensuring the PEEP is distributed to relevant departments and staff in accordance with the student's consent to share personal sensitive information as

- identified in the PEEP, for example with the Head of Campus Operations & Facilities and/or the Head of Technical Services and the School (as noted in 5.1 above).
- 5.6. **Schools and Departments** and the **student** are responsible for notifying the LSM of the need to update the PEEP to ensure it is reflective of any changes to students' work location or the building(s). **Campus Registrars** should inform the Facilities Manager if a student SITs record is updated with a new or revised PEEP.
  - 5.7. **Disabled Students including those with temporary impairments** are responsible for disclosing to the LSM any hearing, visual or mobility difficulties that would impact on their ability to evacuate in an emergency, so that a PEEP may be put into place. They are also responsible for taking immediate action to evacuate in the event of an emergency alarm and for following their PEEP once it is in place. Students should inform the LSM of any changes to their health or mobility that may impact on their ability to evacuate.
  - 5.8. **Disabled Students including those with temporary impairments** must participate in the completion of their PEEP if one is required. If a PEEP can't be completed with a student, it may mean that they are not able to continue to use the identified building and/or specific areas in the building or campus. This would be drawn to the attention of their Head of School and Course Leader by the LSM and proceedings under the rules for student conduct regulations may be invoked.
  - 5.9. It is recognised that students may occasionally travel between sites, participate in study trips or utilise new areas that their PEEP does not cover. In these circumstances it is the responsibility of the student to inform the person responsible for the area or for a particular event in advance of their need for support in the event of an emergency evacuation. Risk assessments of external trips must include consideration of individual students' PEEPs.
  - 5.10. When a PEEP is updated, this should be noted on the revised version and old versions destroyed to prevent confusion. A summary list of current (existing, new or revised) student PEEPs will be produced by the LSS Planning, Development and Administration Manager and provided by the LSM for the Chair of the Campus Operations Group (COG) for each meeting.

## 6. General guidance for Visitors

- 6.1. Each Campus has an Emergency Procedures Evacuation document and an Emergency Exits map. Copies of these documents may be located on DocShare at [Documents>Health, Safety & Wellbeing>Fire Procedures>Evacuation Plans](#). These provide summary information about the campus evacuation procedures and a map which includes information about the controls for specific areas such as refuges and emergency exits. University staff arranging advance appointments for visitors to the campus should ask the visitor to notify the person they are visiting within the

University or in the case of the University Libraries, the Gateway Services Manager, of any disability or issue that could affect their ability to safely leave the Campus independently in the event of an emergency evacuation, preferably in advance of their visit, so that additional measures can be put in place to ensure their safety.

- 6.2. There is a notice on the back of the visitor's book at each Campus Reception asking visitors to make those they are meeting with or staff at reception aware if they would require any assistance with an emergency evacuation. If a PEEP is required, the member of staff they are visiting is responsible for making appropriate evacuation arrangements for their visitor.
- 6.3. During public open events it is not always possible for a PEEP to be completed. In this situation the Campus Emergency Procedures Evacuation document and an Emergency Exits map will need to be reviewed and updated by the organiser of the event, taking into account the UCA Event Health and Safety Plan. Copies are available from the Facilities Managers and on DocShare at [Documents>Health, Safety & Wellbeing>Fire Procedures>Evacuation Plans](#)

## 7. Planning for an evacuation in an emergency: additional information

### 7.1. Safety factors related to particular disabilities

For additional guidance on safety factors relating to particular disabilities, please refer to Annex A at the end of this procedure document

### 7.2. Temporary refuges

A refuge is a designated **temporary** safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit. The refuge must be protected by a fire resistant construction and be provided with a safe route to the storey exit and should be available on all storeys, other than that containing a final exit.

- All such locations and any floors without a designated refuge should be noted on the PEEP.
- Refuge points should be clearly signed in every building (floor number and location) and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.
- Refuges should only be defined after consultation with the Director of Estates & Facilities and the Facilities Manager.
- The inclusion of a refuge in the building will also require alteration to the buildings' Fire Risk Assessment which should be completed by the Facilities Manager in consultation with a Fire Risk Assessor and the Director of Estates & Facilities
- A refuge can only be defined if there is also a specific procedure implemented to ensure that persons are able to be evacuated from the refuge under safe and controlled conditions to a place of ultimate safety.

It is the responsibility of the University, through the implementation of this procedure to ensure that persons are evacuated and not left for the Fire Brigade to evacuate.

**7.2.1. Examples of temporary refuges are:**

- A landing on a protected stairway provided it does not reduce the width of the escape route.
- A compartment, such as a protected lobby or protected corridor giving access to a protected stairway.
- Or a separate room

**7.3. Communications at refuges**

(Please note that it may not be a member of the Operations & Facilities team dealing with the evacuation as it could be the Health and Safety Responsible Person (HSRP) who is leading on organising the evacuation).

During an evacuation some disabled people will temporarily rest in refuges while waiting for help to move from the refuge to a final exit and safety. Communication points are available at all identified refuge points. These communications points are activated by the fire alarm and link to a base unit and portable communications systems such as pagers.

The Facilities Manager or HSRP organising the evacuation should seek to establish how many disabled people there are to be evacuated, the impact of the disability on the ability to evacuate the building, and the refuge or refuges in which they are located.

**7.4. Use of Lifts**

Only lifts designated as a “fire-fighting lift” or an “evacuation lift” should be used in an emergency. They are:

Epsom:

- Corridor P11, adjacent to the caretakers office and loading bay

Rochester/Canterbury:

- None

Farnham:

- Green Zone near Goods In

All other lifts should not be used during an emergency evacuation.



### **7.5. Use of Evacuation Chairs**

The use of the Evacuation Chair may involve manual handling where the disabled person cannot transfer themselves to the chair or support their weight with their arms during transfer. As the number of evacuation chairs is limited, the procedure that would be required to evacuate mobility impaired persons must be carefully considered.

**For guidance on the numbers, siting and suitability of “Evacuation Chairs” contact the Facilities Manager.**

## **8. Risk Assessment – Access and Escape**

### **8.1. Escape Assessment**

The first stage of preparing a PEEP is to establish if a PEEP is required or whether general evacuation principles would apply and it will therefore be necessary to undertake an **Initial Access and Escape Assessment (Appendix 1)**. This will allow relevant information to be gathered including the impact of the individual’s disability or medical condition on their ability to evacuate the building in an emergency situation, and Campus location(s).

This stage is intended to:

- Identify the main issues related to the individual's ability to hear an alarm and to evacuate the particular offices, lecture theatres, studios, etc. which they will regularly use.
- Actively involve the staff member or student in the risk assessment to enable them to make choices about the methods and means used to alert them to alarms and evacuating them from the building.

### **8.2. Access Assessment**

This risk assessment will also be used as an opportunity to do a general access audit of the areas that the disabled person will need to access on Campus. See UCA procedure for UCA Procedure for Agreeing Adaptations to Estates & Facilities (Reasonable Adjustments).

### **8.3. Resolution of on-going concerns**

Any Access or PEEP issues identified that require resolution e.g. through adaptations to the building etc. should be escalated by the LSM to the Learning Enhancement & Support Manager (Disability & SPLD) or a member of LSS SMT who will direct the matter to the relevant University senior manager, for example the Director of Estates & Facilities / Head of Campus Operations & Facilities / Head of Technical Services, for students. For staff this should be agreed between the HR Business Partner and the relevant University senior manager, for example the Director of Human Resources / Director of Estates & Facilities / Head of Campus Operations & Facilities

If the resolution of any issues / adaptations are delayed or unachievable, then the LSM or Line Manager should discuss the matter with their Head of School or Department who will liaise with the Deputy Vice-Chancellor Corporate Resources as appropriate. Outstanding or unresolved issues would also be reported at Campus COG meetings if appropriate.

## 9. Drafting the PEEP

Students will be offered pre-arranged time slots to conduct PEEPs. The drafting of a PEEP is usually undertaken with an individual, however in some cases, if appropriate, these may be conducted in small groups. Students who do not complete the PEEP within the 2 week deadline post enrolment will be contacted by their Head of School and/or Course Leader, as they may be prevented from accessing areas of the campus until such time as the PEEP is satisfactorily completed.

From the information gathered in the Initial PEEP Risk Assessment Checklist, a **Final PEEP** should be developed using the PEEP template (See **Appendix 2**). This should cover all buildings, studios and workrooms to be accessed by the individuals and all reasonably foreseeable situations.

### 9.1. Issuing the PEEP

Once the PEEP has been drafted:

- The Line Manager (for staff) or the LSM (for students) will meet with the individual to review the PEEP in its entirety.
- It will be necessary at this stage to perform a trial run (taking into account 3.4 above) of the PEEP to see if the plan would be workable, this should be done outside of a full emergency evacuation or drill.
- Where there is a need for a staff member or student to be assisted to access a refuge – this should be clearly identified in the PEEP along with guidance on who should facilitate this.
- **A full PEEP should be in place within 2 weeks of a student or staff member disclosing that their disability might impact on their ability to evacuate in an emergency.**
- **The relevant departments/individuals should be issued with a copy of the PEEP immediately upon its finalisation as identified and agreed in the PEEP.**
- In the case of student PEEPs, the LSM will inform the LESM (Disability & SpLD) and seek sign-off from them and then submit a copy to the LSS Planning, Development and Administration Manager, who will save them in the correct online file location.
- The LSS PDA Manager will keep a summary spreadsheet of student PEEPs and will provide this for the Facilities Manager and COG meetings as required (see 5.10 above).

- Summary reports of staff PEEPs will be generated through iTrent and provided for the Facilities Managers and COG meetings as required (see 4.3 above).
- The Facilities Manager will ensure that a copy of each PEEP is retained in the Emergency Grab Bag held at each Campus Reception.

## 9.2. Updating the PEEP

- PEEPs should be reviewed on an annual basis to ensure that all aspects are still relevant. Staff PEEPs could be reviewed as a part of the Performance Development Review with their Line Manager. Students PEEPs should be reviewed at the beginning of each academic year, once it is known which lecture rooms and studios will be used. This will be co-ordinated by the LSM in liaison with the academic department and the Head of Campus Operations & Facilities or their nominee.
- The effectiveness of a PEEP may be affected by changes to the environment in which the student or staff member works. University staff will be made aware of building plans and changes through normal communication channels such as management briefings, postings on 'Workplace' the staff portal and by email, **A review of the PEEP should be undertaken whenever there is any significant change to the space used by the individual.**
- Likewise changes to an individual's health may also have an impact on their ability to evacuate and therefore **it is important that individuals request a review of their PEEP should they have a significant change to their health** – this responsibility should be explained to the individual at the time of their PEEP assessment is completed.
- The LSM at each campus will send an updated list of current and old PEEPs to the Facilities Manager at the end of each academic year, so that old copies located in the Grab Bags can be destroyed. HR will produce a similar list annually. The Facilities Manager will update the Campus Emergency Grab Bag accordingly. LSMs and HR will ensure that other holders of copies of student and staff PEEPs destroy old copies on an annual basis.

## 10. Updating the PEEP Procedure

The UCA PEEP Procedure should be reviewed every three years by the Director of Library & Student Services and the Director of Human Resources in consultation with the Director of Estates & Facilities, H&S Manager and members of the Campus Operations Groups (COGs). It will be presented for review and endorsement at the University Health Safety & Wellbeing Committee (UHS&WC).

## 11. Training

- All staff of the University are responsible for undertaking appropriate Health and Safety training and understand, comply and assist with general emergency evacuation procedures. A Health and Safety staff training plan is developed

annually and training opportunities are advertised by the Health and Safety Manager.

- Staff are encouraged to undertake evacuation chair training. It is also recommended that staff attend refresher courses in the use of evacuation chairs.

## Annex A: Additional guidance: safety factors relating to particular disabilities

### Mobility difficulties

- There are a vast range of people who fit into this category and a PEEP may be necessary for people who have heart disease, asthma or heart conditions.
- The preferred option for escape is horizontal evacuation to the outside of the building.
- Within this group, many people will be able to manage stairs, and to walk longer distances, especially if short rest periods are built into the escape procedure.
- The provision of suitable handrails may assist e.g. one may be needed to the left or the right side of the stairs depending on the individual, and step edge markings (these would be considered reasonable adjustment and reduce the need for assistance).
- Where people will be slower down the stairs or they need to shuffle down the stairs on their bottom, they will need to wait until the main flow of people has been evacuated for their own safety and the safety of others. This requirement would be identified within the PEEP. Wherever possible the PEEP will identify how this would be monitored to ensure that there is no problem with their progress.
- As escape within 2 to 3 minutes may not be possible, it is important to explain/assess which escape routes have a degree of fire and smoke resistance and the level of fire protection available. Seeking a refuge if required is another option which will help buy the time required to either facilitate their own escape or leave with assistance.

### Carry-down procedures - This may include:

- Using an Evacuation Chair;
- Carry down in the person's own wheelchair (carry down by 2-4 people holding the wheelchair at one of the fixed points situated in each corner of the wheelchair); **This does not apply to motorised wheelchairs**
- Carry-down using an office chair (a stable chair, preferably one with armrests carried in the same way as a wheelchair); or
- Carry down using wheelies (tilting the wheelchair on its axis so that it is virtually weightless) – some wheelchair users are able to do this unaided). This method is only practical on a short flight of stairs.

**None of the above techniques should be attempted without appropriate training. All types of carry-down escape techniques require a risk assessment and professional moving and handling training for the operators.**

### Deaf and Hearing Impairments

- Deaf people working alongside hearing colleagues/students may not require special equipment and a buddy system may be the most appropriate method for alerting them of the operation of a fire alarm. This must not be done on a casual basis in case everyone assumes that someone else has given them warning.

- Providing they have been made aware of what to do in the event of a fire, they will be able to see and understand the behaviour of those around them.
- However, deaf or hearing-impaired persons working alone, or outside normal Campus hours may need an alternative method of being alerted to an emergency. For example, many alarm systems have visual indicators in the form of a flashing light, or vibrating pagers can be used.
- Campuses currently provide a variety of methods to alert hearing impaired users to an evacuation situation, some being visual signs such as flashing beacons. All toilets, disabled or otherwise, will be swept by Fire Wardens to ensure users are alerted to an evacuation situation. Fire Wardens will be aware that they should not expect a vocal call to be sufficient and will be trained to physically and visually check all areas for which they have responsibility, provided it is safe for them to do so.
- A person in this case may become obvious as they do not react in a logical manner during the escape as they may not have heard the alarm. It may be necessary to approach the person and explain what is happening with signs or a written note or pre-prepared short written instruction.
- Other forms of communication can also be used in addition e.g. intranet, telephone systems etc. The most appropriate forms of communication should be identified during the PEEP process in discussion with the individual.

### **Blind and Visual impairments**

- People who are visually impaired are helped to escape by the provision of good signage and other orientation clues.
- Most visually impaired people have some sight and will be able to use this during an evacuation. Where the physical circumstances are appropriate, they will have no problems leaving the building.
- Consider the use of specialist orientation information e.g. tactile information and audio signals.
- Other building design features on escape routes or stairs that may assist them are: good colour contrasts, handrails, step edge markings, colour contrasted or different textured floor coverings or way finding information or signs.
- Visually impaired people will need to be informed of these features as part of the PEEP.
- Where there is a lack of orientation information staff assistance will be necessary to provide guidance out of the building.
- Instructions available in Braille, large print or audio tape will assist in providing fire instructions. It can also be useful to provide a tactile map of the escape routes and to provide orientation training to visually impaired staff/students.
- Where a person uses a guide dog, they may prefer the dog to assist and only need escape routes pointed out to them. Others may request a human assistant, so a buddy may need to be allocated.

**Assistance with opening doors**

- Some people may need assistance with opening doors e.g. upper limb disorders. A formal or informal arrangement can be made here, but the potential for lone working must be considered here.

Further guidance is available in the HM Government publication '[Means of Escape for Disabled People](#)', which is endorsed by the Disability Rights Commission.

## **Appendix 1: Initial Access and Escape Assessment**

The initial access and escape assessment should gather information relevant to the individual PEEP including the impact of the individual's disability or medical condition on their ability to evacuate the building in an emergency situation, and Campus location(s). It is intended to:

- Identify the main issues related to the individual's ability to hear an alarm and to evacuate the particular offices, lecture theatres, studios, etc. which they will regularly use.
- Actively involve the staff member or student in the risk assessment to enable them to make choices about the methods and means used to alert them to alarms and evacuating them from the building.
- This risk assessment will also be used as an opportunity to do a general access audit of the areas that the disabled person will need to access on Campus. See UCA procedure for UCA Procedure for Agreeing Adaptations to Estates & Facilities (Reasonable Adjustments).



## Appendix 2: Final Personal Emergency Evacuation Plan (PEEP Template)

### Safe Routes/Access

The **PEEP** should contain details of the escape route/s the disabled person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage. Notes made during familiarisation events or trial runs may provide further detail related to recommended escape routes / refuges / fire lifts etc. The final PEEP should therefore record the evacuation procedure, any designated assistance, equipment provision and its' location, primary and secondary safe escape routes.

The Facilities Manager at each UCA Campus can provide building or campus plans on which the safe escape routes can be marked. Through the PEEPs process the Learning Support Manager along with the Facilities Manager should assess the requirements to confirm whether a PEEP is required or whether general evacuation principles may apply.

- Wherever possible, **horizontal evacuation routes** should be sought out so that the evacuating person can move freely into an adjacent building or part of a building away from a fire without having to negotiate steps and stairs.
- It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons. A horizontal escape route is not suitable if the door furniture is inaccessible to a person with a particular disability or a door cannot be opened in an emergency.
- It is also necessary to ensure that there are (where possible) alternative routes and that the routes are not excessively long.

### PERSONAL EMERGENCY EVACUATION PLAN TEMPLATE

This form is a summary of the PEEP Risk Assessment that you have completed with the Assessor.

Any details you provide will be handled in accordance with GDPR requirements and the UCA Data Protection Policy. It may be shared with University staff and stored with your consent by relevant persons such as:

- Yourself
- Your Head of School
- Your Course Leader
- Your LSS Learning Enhancement and Support and Gateway Services team (Student)
- Your Line Manager & Human Resources (Staff)
- Facilities Managers and Resources Managers – copy to be stored in the Campus Emergency Grab Bag

- Campus Registry and Relevant Staff Members
- Your Accommodation Officer

**A printed building plan should be attached to this Evacuation plan detailing the recommended escape routes / refuges / fire lifts etc. The Facilities Manager at each UCA Campus can provide building plans.** Evacuation plans for each campus can also be located in Docshare under Health, Safety & Wellbeing > Fire Procedures > Evacuation Plans

**A: Alarm System**

1. I am able / unable to raise the alarm (delete as appropriate).

2. I am informed of an emergency evacuation by:

Existing audible alarm system:

Vibrating pager:

Visual alarm system:

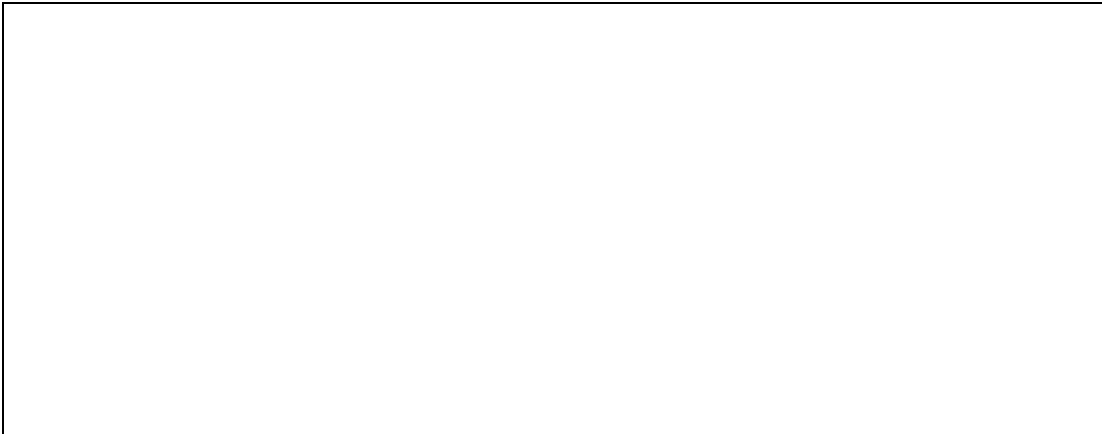
Other (please specify):

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

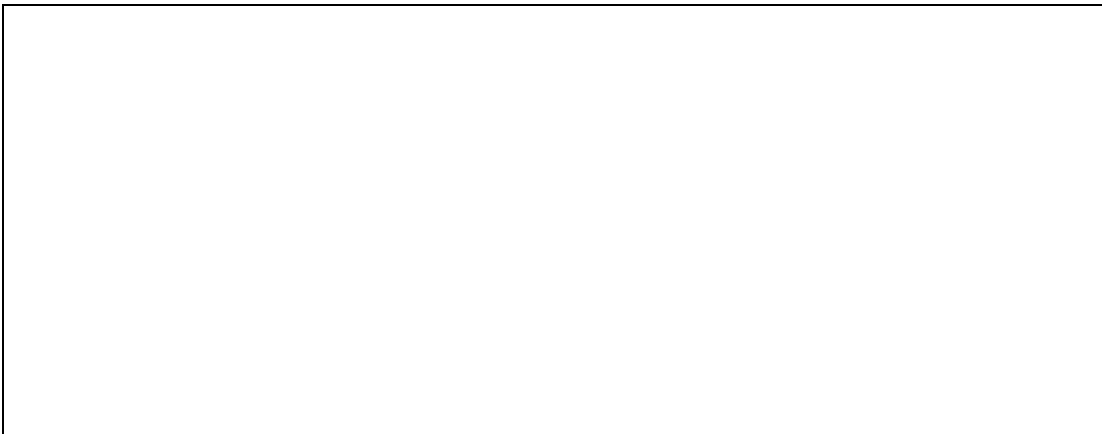
**C: Designated Assistance (details of EVAC Team roles designated to assist in executing evacuation plan)**



**D: Equipment Provided and its Location**



**E: Primary and secondary safe escape routes (*A building layout plan WILL be attached to this form with routes clearly marked*)**



## **F: Signatures**

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above. I understand that if changes are required, I should request for my PEEPs to be reviewed:

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Name (please print):**

\_\_\_\_\_

**Assessor Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

This Personal Emergency Evacuation Plan (PEEP) must be reviewed on an annual basis and/or when any significant changes occur to buildings or persons. (It is the responsibility of the individual who is the subject of this PEEP to advise the Line Manager or Learning Support Manager of any changes which will require for the PEEP to be reviewed). The Plan will be retained until such time as you permanently leave the University. Copies of the completed PEEP and information related to it will be shared with University staff in relevant Schools and Departments.

Please indicate your consent to your personal data being used for the purpose of writing a Personal Evacuation plan (PEEP) and for the PEEP to be distributed to University Staff in relevant Schools and Departments and stored as outlined in the procedure noted above.

### **STAFF**

I specifically give my consent to this PEEP being shared with University staff in relevant Schools and Departments and stored by relevant staff. These staff may include (but are not limited to):

- Line Manager
- HR Business Partner
- Head of School
- Facilities Manager
- Resource Manager
- Gateway Services Manager

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Name (please print):**

\_\_\_\_\_

**STUDENT**

I specifically give my consent to this PEEP being shared with University staff in relevant Schools and Departments and stored by relevant staff. These staff may include (but are not limited to):

- Head of School
- Course Leader
- Facilities Manager
- Resource Manager
- Inclusion Assistant
- Inclusion Mentor
- Gateway Services Manager
- Learning Enhancement and Support Managers
- Accommodation Officers
- Campus Registry

**Signature:**

**Date:**

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**Name (please print):**

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