



# Procedure – Personal Emergency Evacuation Plans (PEEP)

Reference: FS002

Health & Safety – Evacuation for individuals with medical conditions

Bursary – 19<sup>th</sup> April 2016 (Next Review April 2022)

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## 1. Introduction

St Edmund Hall has a moral responsibility to ensure the safety of all users of our facilities. The College also has legal duties to employees and non-employees under the Health & Safety at Work Act 1974 and Management of Health & Safety at Work Regs 1999 to ensure that arrangements are in place for the safe evacuation of persons during an emergency. In particular, the College must apply the specific requirements stated within the Disability Discrimination Act 2005 and ensure procedures are suitable for all persons. This includes undertaking Personal Emergency Evacuation Plans (PEEP's) for individuals with disabilities that may impede their safe escape during an emergency.

### What is a PEEP?

A PEEP is a **Personal Emergency Evacuation Plan**. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

### Who needs a PEEP?

PEEPs may be required for individuals with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (i.e. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can an individual evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

The Personal Emergency Evacuation Plan is a formal document that is nationally recognised and will be completed for all residents and visitors that require assistance in evacuating buildings in the event of an emergency.

An information email will be sent by the Fire Safety Officer each year to confirm Fire Safety Procedures and request that those that require additional assistance inform the Fire Safety Officer / Bursary.

Information regarding PEEP's is also available in the Grey Book.

This policy applies to Students, Fellows, Staff, Visitors and Conference / Commercial Guests.

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### 2. Scope & Responsibility

- 2.1. The Domestic Bursar (as the designated Fire Officer) is responsible for ensuring that all residents and guests are aware of the requirement to inform the Bursary should a resident or guest need additional assistance to vacate the buildings.
- 2.2. The Estates Manager (as the designated Deputy Fire Officer) and Head Porter are responsible for the completion of individual PEEP's and for regular review.
- 2.3. The Domestic Bursar and Estates Manager are responsible for regularly reviewing documents and making appropriate adjustments as required.
- 2.4. The Head Porter is responsible for maintaining records for PEEP's and providing appropriate information in the event of an emergency.
- 2.5. The Head Porter is responsible for providing information to external Emergency Services as appropriate.
- 2.6. It is the responsibility of each Head of Department to ensure that any staff that require specific assistance complete a PEEP and take the role of responsible person in an emergency.
- 2.7. It is the responsibility of the resident and/or their visitors to ensure that they inform the Domestic Bursar or Accommodation Manager of any mobility difficulties that they may have to ensure that effective plans can be put in place. Initial correspondence will be sent by the Admissions Officer to new students.
- 2.8. It is the responsibility of the Conference and Events Manager to confirm with external guests and conference delegates whether they require additional assistance during an emergency.
- 2.9. The Nurse is responsible for informing the Bursary of any temporary requirements that they are made aware of.
- 2.10. The individual with a requirement for a PEEP, must ensure that inform the relevant individuals above.

### 3. Procedure

#### 3.1. For Students

PEEPs for students are organised by the Disability Officer (Domestic Bursar) and Head Porter. If a student thinks that they need a PEEP and have not already got one in place they should contact the Disability Officer. This information is available in the Grey Book.

Information will also be included in the Accommodation Information provide to all new students. This is managed by the Accommodation Manager and sent via the Admissions Officer as part of the overall information pack for Freshers. Once a place has been confirmed and the need for a PEEP identified, their escape plan will be developed as part of the Admissions process.

Completed forms will be reviewed on a yearly basis or if individual circumstances change.

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### 3.2. For Staff and Fellows

If Staff or Fellow's need assistance evacuating from a building, even temporarily, it is the individual's responsibility to inform and complete a PEEP with the Disability Officer (Domestic Bursar) and Head Porter. The completion of the PEEP will decide upon the best escape plan in an emergency. Completed forms will be held at the Porter Lodge so that the information is available in an emergency.

Heads of Department will be the designated responsible officer for any individuals that need support in their team. Trained Fire Marshals will take on the role for any Fellow's that may need assistance.

Completed forms will be reviewed on a yearly basis or if individual circumstances change.

### 3.3. For Visitors and Guests as part of a Group

As part of the final confirmation of booking, the lead booker is required to inform the College of any specific mobility needs. These will be reviewed by the Conference & Events Manager, with assistance from the Domestic Bursar, and where possible, appropriate steps put in place to ensure their safety for the duration of their visit.

### 3.4. Ad-Hoc Arrangements – Individual Guests & Visitors

Should an individual present to the Lodge and request specific assistance, the Porter will discuss the requirements and if possible facilitate. Should the Porter need assistance or advice they will contact the Head Porter or Disability Officer (Domestic Bursar).

Guests that attend functions held in the Hall will be assisted in an evacuation needs by the Service staff in attendance. The supervisor for the function will take responsibility to assist with any guests that required help in evacuating the area.

### 3.5. Record Keeping

All PEEP's will be held by the Lodge for information and use during an emergency. The Muster Control team will be informed of all residents that require assistance and individuals will be allocated to specific requirements if required. This information will also be held at the Lodge.

The Conference & Events Manager will inform the Lodge of any specific requirements relating to a particular function.

### 3.6. Planned Evacuation Drills

Individuals that need assistance that live in College Accommodation will take part in the scheduled drills each term. A trained Fire Marshal will be allocated to each person and will be responsible for ensuring that they are safely evacuated from the building.





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### 3.7. Unplanned Fire Evacuations

Individuals that have a PEEP will be allocated to a Fire Marshal by the Fire Officer and will be assisted in the evacuation by them.

#### Version Control:

Version	Date Created	Created By	Position	Authorised By	Position
1	02/08/16	J. Taylor	Domestic Bursar (Disability Officer)	S. Costa	Sr & Finance Bursar
2	27/02/17	J. Taylor	Domestic Bursar (Disability Officer)	S. Costa	Sr & Finance Bursar
3	27/01/20	C. Sweeney	Domestic Bursar		

#### Appendix One – Information for the Grey Book

##### Addition to Section 15.7 - Fire Precautions

##### Personal Emergency Evacuation Plan

If you have a disability that prevents you from quickly and safely evacuating from your room or any other location of the College if there is a Fire alarm, please contact the Domestic Bursar to complete and agree your own Personal Emergency Evacuation Plan (PEEP). This will ensure that assistance is in place to maintain your safety in an emergency. PEEP's will be held by the Head Porter.





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### Appendix Two – Fire Safety Email

#### Fire Safety – Please Read

Dear All,

#### Fire Safety Requirements

For those returning to College residence and to our Fresher's, the information below is important and we would ask that you read this email and note its contents.

#### FIRE EVACUATION INFORMATION

Information regarding the evacuation of your room to a safe waiting point is available on the back (or near to) of your door. Please take the time to read this information.

#### PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

Should you require any assistance in evacuating your room or other areas of the College, please contact the Domestic Bursar to complete a PEEP. This will ensure that we are prepared to assist you in an emergency.

You are reminded that you must take part in any drills that are undertaken throughout the year.

Please also read section 15.7 Fire Precautions in the Grey Book.

Should you have any questions or concerns please contact me as the designated Fire Officer.

