



Guidance for writing a Personal Emergency Evacuation Plan (PEEP)

Advice and support for writing the PEEP is available from the University Fire Safety Unit, the University Safety Office and the University Disability Resource Centre.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. These assistants may require specialist training.

1. Evacuation in an Emergency

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases the University Fire Safety Unit will be able to give more advice and may assist with identifying Refuges and Evacuation Lifts.

1.1 Temporary Refuges -

A refuge is a designated temporary safe space where disabled people can wait for assistance. A refuge area must be clearly signed 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 University Fire Safety Unit as the requirements for fire separation and structure are very specific and the inclusion of a refuge in the building will also require alteration to the Building's Fire Risk Assessment.

A refuge can only be defined if there is also a specific procedure implemented to ensure that users are able to evacuate from the refuge under safe and controlled conditions. It is the responsibility of the Department to ensure that all users of the building are evacuated and not dependent on the assistance of the Fire & Rescue Service.

1.2 Lifts -

Most lifts can not be used in an emergency. Any lift used for the evacuation of disabled people should be either a "fire-fighting lift" or an "evacuation lift." The University Fire Safety Unit will be able to tell you if and in what circumstances a lift may be used in the event of a fire.

If you believe that there is a suitable lift then the University Fire Safety Unit will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.

1.3 Safe Routes -

A 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.

If possible horizontal evacuation routes should be sought out so that the evacuating person can move freely into an adjacent building / area without having to negotiate steps and stairs. The University Fire Safety Unit can advise on the extent of fire alarms and the fire separation between buildings so that these

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routes can be better designed. It is especially important to ensure that locks, doors and other devices can all be operated by the evacuating persons.

1.4 Equipment-

Products such as Evac-Chairs and Stair-Climbing Devices, may be used to assist disabled people to use stairways and are provided in some University buildings.

These devices provide an alternative to carrying a mobility impaired person to a place of safety. They are pieces of equipment that are stored in an appropriate location close to each Fire protected stairway. The potential user self-transfers into the device and just one trained operator is required to manoeuvre the equipment out of the building.

All the above devices are most suited to people who can self-transfer and who weigh less than 160kg.

Other solutions will need to be considered for those that are unable to do so or who are unsuitable due to weight restrictions or who may need to remain in their wheelchair due to built in life support equipment.

Some wheelchair users may be unhappy about being moved in one of these devices as they may feel insecure or may be afraid of heights. This is understandable as many wheelchair users will have little or no experience of staircases.

In part this anxiety can be addressed by having a second person walk in front of the chair as it is moved on the staircase.

It is essential that operators and users are encouraged to be trained and practice use respectively.

Communication is also essential and may include the use of telephones, and hand held portable radios etc.

2. Deaf and Hearing Impaired persons

Deaf people working alongside hearing colleagues / students may not require special equipment. 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 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 pager systems can be used.

3. Blind and Partially Sighted persons

Staff, Visitors and Students should be accompanied by designated staff to assist with evacuation and orientation training may also be necessary.

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4. Training

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore require instruction, practical demonstrations and training appropriate to their responsibilities.

This may include some or all of the following elements:

- Fire drills.
- Specific training for Fire Wardens.
- Specific training in the use of Evac-Chairs and Stair Climbing Devices etc.

The Fire Safety Unit will upon request provide suitable training on all of the above topics (telephone 337822)

5. Maintenance

The Fire Safety Unit is responsible for the maintenance and testing of mobility equipment used for evacuation purposes e.g. Evac-Chairs and Stair Climbing Devices. Other equipment such as hand held portable radios etc is the responsibility of the Department

6. Public Areas.

Some parts of University premises are in use out of normal office hours or may also be open to the public. Even when devices are provided to assist with evacuation of disabled persons these areas may not be staffed at a sufficient level for the required number of trained operators to be available.

It must remain a matter for the individual managers of such buildings to either prohibit or restrict the numbers of persons allowed within the building and who may require assistance.

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Emergency Evacuation Assessment

To be completed by a competent person appointed by the Head of Department, with the assistance of the disabled person.

Name of disabled person:

Hearing Impairment:

1. Can you hear the fire alarm in normal circumstances?

Yes No

2. If you have difficulty in hearing the fire alarm, would a visual indicator assist?

Yes No

3. Is there to your knowledge any special or purposely designed hearing system or device available which might assist in you hearing the fire alarm more clearly?

Yes No

Details:

4. Would your response to the fire alarm being activated be helped by an assistant(s) who could provide support in the fire evacuation procedure?

Yes No

5. Would a vibrating paging unit that operated when the fire alarm was actuated be of assistance?

Yes No

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Visual Impairment:

6. Do you have a visual impairment, which would have an impact on your leaving the building unassisted in an emergency?

Yes

No

7. Do you require an aid to help you move around the building for example: a cane, guide dog or other equipment?

Yes

No

Details:

8. How long does it take you to leave the building in normal circumstances from your place of work, unaided?

Time in minutes: _____

9. Could you find your way to exit the building by an alternative route should your normal route be unavailable?

Yes

No

10. Do you think that the speed at which you are able to leave the building, may have the potential to hold-up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?

Yes

No

11. Would tactile signage or floor surface information be of assistance to you?

Yes

No

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12. Are there any other problems you would wish to highlight or solutions / measures that might assist you?

Details:

Mobility Impairment:

13. Can you leave the building unassisted?

Yes No

14. If not – do you require help from an assistant to leave the building?

Yes No

15. Do you need or use a wheelchair?

Yes No

16. Is the wheelchair required for all circumstances

Yes No

Can it be dispensed with for short periods?

Yes No

17. Is the wheelchair a standard size or an electrically powered type with wider dimensions?

Normal Electrical Width _____

18. Are you able to self-transfer to an evacuation chair / stair climber if required?

Yes No

19. Could the medical nature of your disability be aggravated by the use of such a device?

Yes No

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20. Has a member of staff and a deputy been assigned to assist you in an emergency?

Yes No

Name(s) Details:

21. Any other problems / observations / or solutions?

Details:

GENERAL INFORMATION

22. Do you understand the concept of a Fire Refuge area?

Yes No

23. Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?

Yes No

If yes, why / how?

24. Do you think that any special staff training is required to give you the assistance that you would need in an emergency?

Yes No

25. Are you aware of the emergency egress procedures which operate in the building(s) in which you work or visit?

Yes No

26. Do you require written emergency egress procedures?

Yes No

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27. Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes

No

28. Could you raise the alarm if you discovered a fire?

Yes

No

Assessment carried out by: on (date)

Notes:

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PERSONAL EMERGENCY 'EVACUATION' PLAN

Name _____

Department _____

Working Location _____

AWARENESS OF PROCEDURE

I am alerted of the need to evacuate the building by :

- existing alarm system
- pager device
- visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE

The following people have been designated to give me assistance to get out of the building in an emergency.

Name(s) _____

Contact details _____

EGRESS PROCEDURE

(Include a step by step account beginning from the first alarm).

METHODS OF ASSISTANCE

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED

(Evac-chairs, stair Climbing Device, hand held portable radios etc)

SAFE ROUTE(S)

(Attach plan if appropriate)

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