



University of Exeter Health and Safety Protocol

Personal Emergency Evacuation Plans (PEEPs)

Document Number	2.0
Author and Lead	Fire Safety Manager
Status	This document is a protocol that specifies a mandatory process for all managers.
Scope	This protocol will apply to all Exeter campuses of the University of Exeter. This document covers the PEEP process as it applies to Staff in University owned buildings managed directly, those in third party residences managed by UPP, and third party owned premises managed by University staff e.g. Rowancroft and Bonhay Houses. Separate arrangements may exist under service level agreements, or otherwise for premises not listed above.

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1.0 General Introduction and Background Information

All buildings on University premises are provided with means of escape in case of fire or other foreseeable emergency. This can be defined as:

‘A structural means whereby a safe route is provided for persons to leave the building, by their own unaided efforts to a place of safety clear of the building.’

There are persons with a range of special assistance needs who are unable to leave a building by their own unaided efforts. For example those:

- accompanied by an assistant;
- having a guide or companion animal;
- using alternative forms of information and communication;
- having an ambulatory disability;
- using a wheeled mobility appliance;
- who are easily fatigued;
- who easily experience acute anxiety in an emergency;
- who easily experience extreme confusion in an emergency;
- who may experience seizures in an emergency.

The University has legal duties of care to provide assistance to these people. (Both the Equality Duty and the general duty under The Regulatory Reform (Fire Safety) Order 2005 apply).

For want of a better term, for the purposes of this document, we shall call such persons, Persons with Assistance Needs (PANs)

It is important that everyone understands that planning for an emergency evacuation is about planning for exceptional circumstances, not an everyday occurrence. When writing escape plans that include PANs, there is sometimes a tendency to overplay the safety issue to the detriment of the independence and dignity of the PAN.

This document outlines a process by which this issue can be dealt with in a practical equality-based manner. It is aimed at all staff, and contains mandatory duties for those with managerial responsibilities.

1.1 Aim of PEEP Process

The aim of this process is to determine the appropriate assistance action to take place in the event of an evacuation, to ensure the safety of the PAN and that of those persons offering the assistance.

1.2 What is a PEEP?

PEEP is an acronym that stands for Personal Emergency Evacuation Plan. It is a plan of action to be taken to assist a person who cannot leave the building in an emergency by their own unaided efforts. Not every PAN will require a PEEP and some may require more than one.

This document explains who and what they are for, how they are produced and who is responsible for each part of the process.

1.3 Who Needs a PEEP?

The general emergency evacuation plan for a University building should, as a matter of course, have included provision for checking on PANs, and for providing assistance for them (see the Emergency Evacuation Protocol).

For example: Fire Marshals will check the refuge points in their area and will generally be aware of the location of members of staff who are PANs.

However, in situations where Fire Marshals are not in place, for example out of normal building working hours or in student residences, then special provision may need to be made. There may also be circumstances where standard response actions are not appropriate or adequate. Catering for such special circumstances is the province of the PEEP.

1.4 Identifying the Need

Anyone who could have difficulty following the normal evacuation plan for a building could potentially need a PEEP. PANs may be identified in a number of different ways e.g. as part of the accommodation office processes, by their contact with AccessAbility, or the Staff Disability and Wellbeing Advisor, by a line manager, or as part of the recruitment process or by a casual encounter or contact with a visitor to the University.

2.0 Key Contacts

AccessAbility: 0300 555 0444 – accessability@exeter.ac.uk

Disability Advisor: 01392 72 6187 – j.hurry@exeter.ac.uk

Fire Safety Manager: 01392 72 5338 – a.lock-mifiree@exeter.ac.uk

Fire Safety Team: - 01392 72 6176 – firesafety@exeter.ac.uk

Estate Patrol: 01392 72 3999 (non-emergency) - 01392 72 2222 (emergency)

3.0 The PEEP Process

The PEEP processes for staff, students and visitors are conceptually identical, but slightly different in how the process is applied in practice. This document therefore has three parts, one for each application of the process.

Part A: Students

Part B: Staff

Part C: Visitors

The appendixes to each part contain the forms necessary for that part of the process.

Please note that the independence and dignity of the person is very important and if they do not want to take part in the process we should respect that decision. That does not mean that we do not have a duty to consider their needs and efforts should be made to persuade them of the benefits of the PEEP system. If the PAN does not wish to take part, the process should still be followed as far as possible. Once an outcome is reached this should be communicated to the PAN and further attempts made to engage them in the process at this point. Ultimately we may need to consider excluding a person from a particular activity, building or space, for their own safety or for the safety of those who would come to their aid.

Part A: PEEP Process for Students

A 1.0 Introduction

The PEEP process should ideally form part of the induction process of the University; the PEEP interview being, in normal circumstances, carried out before the student takes up residence or commences a course of study. Clearly this is not always possible, in which case it should be carried out as soon as practicable, bearing in mind that failing to do so could expose the student or persons coming to their aid in an emergency, to an increased level of risk.

It is advisable to read the general introduction and background information section of this document and familiarize yourself with all of Part A before carrying out the process with students.

A 2.0 Initial Assessment

Once the potential need for a PEEP is identified, either during an application process or due to a change of circumstances, an initial assessment needs to be carried out to see if the full process is necessary. It may be possible to establish that a PEEP is not actually necessary and that standard evacuation procedures can apply. In such a case the initial assessment form is all that is needed to record this information.

This assessment is carried out by the PAN's Residence Manager (or prospective Residence Manager) using form (Appendix A1) to record the outcomes. It is possible for this to be done by telephone, e-mail or face-to-face.

Whatever method is chosen it is for the person filling in the form to satisfy themselves that the information is complete. This is important as the effectiveness of this process and hence the safety of the person in an emergency can rest on the information gained in this simple initial assessment.

A 2.1 Outcome of Initial Assessment

Three questions form the basis of the initial assessment the answers being recorded on the Initial Assessment form:

1. Would you be able to hear the fire alarm being activated at all times (including in the shower or whilst asleep?)
2. Would you be able to make your way to a fire assembly point in a reasonable time if the alarm were activated, opening fire doors and negotiating stairs en route?
3. Would you normally need any aids or a buddy/carer to assist you in your evacuation, e.g. wheelchair, crutches, assistance animal?

If the answer is *no* to either of the first two questions then a full assessment interview should take place, so that the persons needs can be fully assessed. It is important therefore that the initial assessment is completed as soon as possible after the potential need is identified. In this case mark the further referral *yes* box.

If the answer is *yes* to both these two questions then special arrangements are not necessary. (In which case, you should answer *no* to the referral question). However, if as would normally be the case, the interview has taken place prior to the commencement of a course of study, or before

moving to a new research or study area, then the questions should be revisited as part of the induction process. The interviewee should be told that (s)he can raise any problems that arise at any time, and the process should be revisited if relevant circumstances change.

If the answer to the third question is yes then then AccessAbility should be contacted to ensure that they are aware that there may be other needs outside the scope of this process.

A 3.0 PEEP Assessment Interview

Once it is established that there is a possibility of a PEEP being needed, a face to face interview with the PAN should take place. This is normally conducted by the Residence Manager, with the assistance of the Fire Safety Manager, and AccessAbility as necessary. It should be established whether PEEP's are required for buildings other than the student's accommodation block

The form in Appendix A2 provides both a structure for the discussions in and a record of the outcomes. This interview should take the form of consultation and discussion, with the process and possible outcomes being explained to the PAN and agreement reached as to the way forward. Since the divulgence of personal information forms part of the interview process, the interviewer should seek the informed consent of the interviewee before seeking such information. Reassurance should be given that their information will be treated as confidential and only shared with those who are directly involved in the process, and only so far as is necessary for them to carry out their task. It is important to visit the actual residence and other buildings involved and follow the escape routes.

A 3.1 Outcomes of PEEP Assessment Interview

There are six possible outcomes from the assessment interview:

1. No action needed - standard evacuation procedures apply;
2. Devise standard PEEP action Plan;
3. Adjustments required or to be made by University;
4. Adjustments required or to be made by PAN;
5. Adjustments not practicable - exclusion from a space or activity by mutual consent;
6. Adjustments not practicable - no agreement reached;

The action to be taken for each of these outcomes is given below

A 4.0 Actions following PEEP interview

The outcome of the PEEP interview and any actions decided upon, are recorded on part 2 of the interview form (Appendix A2)

A 4.1 Outcome 1

1. No specific actions relating to escape activity are necessary.
2. Reaffirm that the PAN is aware of the building evacuation plan and retain the record of the interview.

3. The person making the initial referral should be informed of the outcome.
4. The Person in Charge should be informed of the outcome.
5. Remind the PAN that if their residence or the locations of their work/study activities change then the process should to be revisited.

A 4.2 Outcome 2

A PEEP should be devised using the PEEP pro forma (Appendix A3). This is in two parts, Part 1 for the PAN's actions and guidance and Part 2 for the actions of those who may be called upon to assist

Part 1 should be signed by the PAN and the Assessor. Part 2 should be attached and a copy of part 2 given to:-

1. Estate Patrol by e-mail.
2. The Person in Charge (by e-mail). The Person in Charge will send a copy to the Evacuation Officer for the building (if applicable) and place a copy in the Building Fire Box.
3. Any other person named as an assistant.

A 4.3 Outcome 3

If it is considered by the assessor that reasonable adjustments can be made to accommodate the needs of the PAN then the Fire Safety Team can provide advice, if requested and the Assistant Director for Residences should be informed using Part 2 of the form. The Residence Manager will then liaise with the Assistant Director for Residences and Estate Services in order to implement these changes. In the event that these changes involve buildings other than residences then the Residences Manager will liaise with the Person in Charge for the same purpose. It is also possible that timetable adjustments can be made to facilitate the PAN's needs. The PAN's College or timetabling should be consulted. In the interim it may be necessary to relocate the individual until such adjustments are completed or other adjustments to sleeping/research/study may be implemented on a temporary basis.

A.4.4 Outcome 4

It may be possible to facilitate the use of standard evacuation procedures or a PEEP, by some adjustment by the PAN. For example: a change in study pattern or locations, or use of other physical aids.

A 4.5 Outcome 5

If it is not practicable to provide a means by which the PAN can be safely evacuated in an emergency then the parties involved should reach a consensus on what action to take. This may include changing a PAN's accommodation arrangements, or location of study or research activity.

A 4.6 Outcome 6

In the unlikely event that a satisfactory outcome cannot be reached by mutual consent, it may be necessary for the Residence Manager to impose an outcome for the safety of other members of staff who may be called upon in an emergency. The PAN can appeal against this decision by way of a

formal complaint in writing to the Dean of his/her College, who will ensure that the matter is investigated in a way appropriate to the nature of the complaint.

A 5.0 Review

It is a good practice for the parties to meet again at an agreed time to review whether the actions have been implemented and are working satisfactorily. Clearly, if outcomes 3-6 are reached then once further action has been satisfactorily completed, we then revert back to outcome 1 or 2.

The process should be reapplied when the student moves to a different residence, or utilises different buildings for work or study, or circumstances change such that the actions decided upon are no longer appropriate. The movement form for students should incorporate the fact that the person has or may need a PEEP.

The PEEP form should be removed from the Fire Box for the Building as soon as the PEEP is no longer required or relevant to that building.

A 6.0 Record Keeping

It is important that we maintain an audit trail to show compliance with our statutory duties. To this end it is necessary that the records of actions taken in pursuance of this protocol are kept up to date. It is prudent to review these regularly. Initially this should be monthly.

Care must be taken to ensure the security and ethical treatment of personal information. Forms associated with this process have separate sections so that personal data can be seen only by those that need access to it. A master copy of the forms used will be kept for three years. Any and all other copies should be destroyed immediately they cease to be useful in relation to facilitating evacuation activity.



Initial Emergency Evacuation Assessment - Student

Please take a few minutes to answer these questions about how you would cope in an emergency evacuation. The answers will assist us in deciding if you need a more detailed assessment and whether further action is required to ensure you can safely and effectively evacuate University premises in any emergency situation.

NAME	DATE
CONTACT DETAILS	
ACCOMMODATION ADDRESS	
UNIVERSITY STUDENT NO.	
<p>Would you be able to hear the fire alarm being activated at all times (e.g: in the shower or asleep)</p> <p>YES/NO</p> <p>Would you be able to make your own way to a Fire Assembly point in reasonable time if the alarm was activated, opening fire doors and negotiating stairs en route?</p> <p>YES/NO</p> <p>Would you normally need any aids/buddy or carer to assist you in your evacuation e.g. wheelchair, crutches, assistance animal?</p> <p>YES/NO</p> <p>If yes Please state which:</p>	
Any other relevant information?	

For Office Use Only

Name of Assessor	Full Assessment Required?	YES/NO
Position		
Refer for further assessment	YES/NO	
If Yes send copy of form to	AccessAbility	
Does this person appear to have sufficient command of English to understand verbal directions in the case of an emergency? YES/NO		

PEEP Full Assessment Form – Student

PART 1

Name	Assessor's Name
University Student Number	
College	Contact No.
Accommodation Address	
Mobile Number	
Email Address	Date of Assessment
Is this PEEP being created for a temporary or permanent condition?	
If temporary, please state a review date (this should be when your condition is expected to improve such that you will no longer need a PEEP)	
What is the nature of your condition or disability?	
How does your condition/disability affect you?	
In which buildings (other than accommodation) will you be spending most of your time?	

	Please Circle	Comments
Are you able to RAISE the alarm in an emergency?	Yes No	
Can you HEAR the fire alarm under normal circumstances? Please indicate if you wear hearing aids.	Yes No	
Are you able to read and follow normal Fire Exit signs?	Yes No	
Are you able to open fire doors unaided	Yes No	
Are you able to use stairs unaided	Yes No	

Do you usually need longer to evacuate a building than other people?	Yes No	
Do you use any mobility aids? (e.g. manual wheelchair, electric wheelchair, crutches, walking frame, assistance dog, prosthetic limbs)	Yes No	If yes, please state
If you use a wheelchair is it required in all circumstances? (Yes) or can it be disposed of for short periods? (No)	Yes No	
Will you need assistance from another person? e.g. a "Buddy" ? Please give names.	Yes No	Buddy 1 Buddy 2
Do you have any problems with communication? e.g. language difficulties or speech impairment?	Yes No	
Do you experience seizures or episodes which mean that you may not be able to respond to the fire alarm?	Yes No	
Do you suffer from any chronic respiratory condition which may slow your progress in an evacuation?	Yes No	
Are you aware of the evacuation procedures and exit routes for your building?	Yes No	
Where are your nearest Fire Exits?		
Are you aware of any specific areas on these routes which may cause a problem or delay you in the event of an emergency evacuation? If yes, please state in comments.	Yes No	
How long will it take you to evacuate using your nearest exit?		
Please give any other information which you feel may be relevant about your condition or needs.		
Assessor comments and further information		
Note for the Assessor	Progress to PART 2 to record the outcome and determine any required adjustments following this assessment. Also consider the need for PEEPs for other buildings.	

PEEP Full Assessment Form – Student

PART 2 - Outcomes and Adjustments

Student Number	
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Outcome (Circle No. as applicable)		Action
1	No Personal Evacuation Plan required	
2	Personal Evacuation Plan required	
3	Adjustments required by Student	
4	Adjustments required by University	
5	Adjustments not practicable- agreement reached	
6	Adjustments not practicable- consent not reached	

Declaration

I consent to the details on this form being used in preparing arrangements for assistance in the event of an emergency. The information on this form will be considered confidential.

Note: The information will be retained for 3 years after you leave the University and securely destroyed thereafter.
Details on this form will be circulated as follows:

Part 1 Copies for: The Assessor, the Interviewee and the Person in Charge (if applicable).

Additionally, if there is a need for them to be aware of some information to aid evacuation, then Estate Patrol will be given those details.

Part 2 As it contains less personal information it may be more widely circulated to facilitate any adjustments that may be necessary for the preparation of a PEEP; initially copies for those listed above, then further circulation as considered appropriate by the Assessor.

SIGNED BY ASSESSOR	DATE
SIGNED BY STUDENT	DATE

REVIEW DATE DUE
COMMENTS

PEEP Protocol Appendix A 3 (March 20)

PART ONE - INFORMATION FOR THE PAN IN THE EVENT OF AN EMERGENCY

CONTACT DETAILS

Name [Print full first and last name]	Mobile Telephone Number	University address covered by this plan [Name of Building, Floor and Room Number]
<p>I am aware of my escape routes and plan and have had the opportunity to follow them with my assessor. Y/N</p>		
<p>I will be made aware that an emergency evacuation is required by:- a normal fire alarm/vibrating alarm/buddy Personal Emergency Evacuation Plan (PEEP)</p>		
<p>I am able to use the stairs with the assistance of EVAC Chair/ crutches/ walking stick/ assistance animal/ buddy</p>		
<p>The following people have agreed to assist me in my evacuation:- Buddy 1 or Buddy 2.....</p>		
<p>My nearest Refuge area is.....</p>		
<p>I am able to get to a Refuge area. I am not able to get to a Refuge area so will wait for assistance in my work place. (delete as appropriate)</p>		
<p>I will proceed to my designated Refuge area with the assistance of wheelchair/ crutches/ walking stick/ assistance animal/ buddy</p>		
<p>I will inform ESTATE PATROL of my location on tel</p>		
<p>If my circumstances or work place changes I will contact.....</p>		
<p>Other Information</p>		

Evacuation in an Emergency

There are FIRE ACTION notices displayed in all accommodation bedrooms and at fire points in corridors and by exits. These describe the action to take if you discover a fire or you hear, see or feel a fire warning device (bell or siren, flashing light or pillow vibrator).

If you have a mobile phone please store the University's Estate Patrol (Security) and use it for assistance in any emergency

Emergency phone number 01392 72 2222

For non-urgent enquiries you can contact estate patrol on 01392 72 3999 (24 hr)

If you require the Emergency Services (Fire Ambulance, Police) call 999 directly and then inform Estate Patrol on the number above.

Assistance during an Emergency

If you have indicated during the PEEP process that you do require assistance to leave the building this will be noted by the University Residence Management and Estate Patrol.

- If the fire alarm actuates assistance will be provided in accordance with the action plan attached.
- For reassurance that help is on the way, you may use the Estate Patrol Emergency Number at any time (01392 72 2222)

Escape from the Ground Floor

You should evacuate from the ground floor (with or without assistance) by the nearest available exit. You should then proceed to the fire assembly point.

Escape from Floors other than the Ground

During an emergency evacuation, only designated emergency lifts must not be used (as there is a risk of becoming trapped if the power supply fails) and escape from the building is possible using the stairs. If able to do so, you should use the stairs to access the ground floor and then proceed to the fire assembly point. Otherwise familiarise yourself in advance with the location of refuge areas.

Refuge Areas

Our buildings are divided into smaller self-contained compartments to prevent the spread of fire and smoke. These compartments (which may be rooms, corridors or stairwells) are separated by fire doors which are designed to resist the passage of fire and smoke. Thus even if a fire occurs in one area, other areas compartments will remain fire and smoke-free for a significant period of time. This means that locations of relative safety exist within buildings which people may use as a temporary refuge. Refuge areas are located in these areas of relative safety.

A Refuge Point is a designated space where those who cannot use the stairs (e.g. wheelchair users), can safely wait or assistance. Refuge areas (normally on the landing of stairs on fire exit route) will be clearly signed and will be of sufficient size to accommodate both those using it as a refuge and any people passing through on their way out of the building. Refuge areas in academic buildings are checked by fire marshals as part of normal evacuation procedures.

Many refuge areas have dedicated communications equipment designed to be safely used in a fire, that connects either to a dedicated point near the entrance to the building or directly to Estate Patrol.

Fire Marshals

Fire Marshals will assist in the evacuation of people from our non-residential buildings in the event of an emergency during normal working hours. During an evacuation Fire Marshals are identified by their fluorescent yellow vests. They will help you evacuate if you need assistance. If you see a Fire Marshal please make yourself known to them and ask for assistance.

Deaf and Hearing Impaired persons

If you are deaf or hearing impaired and are accompanied by hearing colleagues, you may not require any special alert equipment, providing you have been made aware of what to do in the event of a fire. You will be able to see and understand the behaviour of those around you and evacuate with them. However, if you are alone you will need an alternative method of being alerted to an emergency. In your room, overnight, you may be provided with a pillow vibrator (rumbler) which will activate on the sound of the fire alarm bell or siren.

Blind and Partially Sighted persons

If you are blind or partially sighted your host can offer you 'orientation training' if you wish. This will include guiding you through alternative ways out of your room, out of the building to a final place of safety, at the assembly point. If you use an assistance dog it is important that the dog is also given ample opportunity to learn these routes.

Contacts

General advice e-mail firesafety@exeter.ac.uk

PAN Signature	
Staff Signature	
Date	

PART TWO - INFORMATION FOR EVACUATION TEAM IN THE EVENT OF AN EMERGENCY CONTACT DETAILS

Name [Print full first and last name]	Mobile Telephone Number	University address covered by this plan [Name of Building, Floor and Room Number]	
PERSON HAS BUDDY TO ASSIST			
Name.....or		YES	NO
Name.....			
MEET PERSON AT REFUGE POINT (specify if possible)		YES	NO
MEET PERSON IN WORKPLACE/ CHECK ROOM		YES	NO
PERSON USES WHEELCHAIR - motorised Y/N (indicate if motorised)		YES	NO
EVAC CHAIR NEEDED (nearest.....)		YES	NO
PERSON HAS A HEARING IMPAIRMENT		YES	NO
PERSON HAS A VISUAL IMPAIRMENT		YES	NO
USUAL TIMES OF OCCUPANCY FOR THIS LOCATION			
OTHER IMPORTANT CONSIDERATIONS			

Following the completion of this data:

1. Advise the PAN to put the emergency number of Estate Patrol (01392 72 2222) in their mobile phone and advise them to call them in the event of an evacuation.
2. Ensure a copy of this document is put in the Fire Log [box] and copies to Estate Patrol and the Person in Charge (if applicable).

Date	
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Part B: PEEP Process for Staff

B 1.0 Introduction

The PEEP process should ideally form part of the induction processes of the University. The PEEP interview being, in normal circumstances carried out before the staff member takes up their post. Clearly this is not always possible, in which case it should be carried out as soon as practicable, bearing in mind that failing to do so could expose the staff member or persons coming to their aid in an emergency, to an increased level of risk.

It is advisable to read the General introduction and background information section of this document and familiarize yourself with Part B before carrying out the process with staff.

B 2.0 The Initial Assessment

The purpose of an initial assessment is to identify those persons for whom a PEEP may be necessary. The use of the initial assessment form should be part of an appointment or interview process and should ideally be used before a potential staff member attends the University site. This should ensure that any reasonable adjustments can be made to accommodate the needs of the individual in advance. (They may be treated as a visitor until the appointment is confirmed).

Once the potential need for a staff member to have a PEEP has been identified, either on appointment or due to a change of circumstances, the Staff Disability and Wellbeing Advisor (a member of the University Occupational Health Team) & the Person in Charge should be informed and the Fire Safety Team can provide advice, if requested. This will normally form part of the process for informing the Staff Disability and Wellbeing Advisor of any potential for assistance needs. This information is passed to the line manager if it appears that they may not already be aware of the issue.

The staff members Line Manager, or Human Resource Services (as part of the recruitment process) should carry out an initial assessment. The Fire Safety Team may be contacted for advice if necessary. The initial assessment form in Appendix B1 will be used to record the outcomes. It is possible for this to be done by telephone, e-mail or face to face.

Whatever method is chosen it is for the person filling in the form to satisfy themselves that the information is complete. This is important as the effectiveness of this process and hence the safety of the person in an emergency can rest on the information gained in this simple initial assessment.

B 2.1 Outcome of Initial Assessment

Three questions form the basis of the initial assessment the answers being recorded on the Initial Assessment form (Appendix B1)

1. Would you be able to hear the fire alarm being activated at all times;
2. Would you be able to make your way to a fire assembly point in a reasonable time if the alarm were activated, opening fire doors and negotiating stairs on route?
3. Would you normally need any aids or a buddy/carer to assist you in your evacuation, e.g. wheelchair, crutches, assistance animal?

If the answer is *no* to either of the first two questions then a full assessment interview should take place, so that the person's needs can be fully assessed. It is important therefore that the initial assessment is completed as soon as possible after the potential need is identified. In this case mark the further referral *yes* box.

If the answer is *yes* to both these questions then special arrangements are not necessary. (In which case, you should answer *no* to the referral question). However, if as would normally be the case, the interview has taken place prior to the taking up a post, or moving to a new work area, then the questions should be revisited as part of the local induction. The PAN should be informed that (s)he can raise any problems that arise at any time, and the process should be revisited if circumstances change.

If the answer to the third question is *yes* then the Staff Disability and Wellbeing Advisor should be contacted to ensure that they are aware that there may be other needs outside the scope of this process.

B 3.0 PEEP Assessment Interview

Once it is established that there is a possibility of a PEEP being needed, then a face-to-face interview with the PAN should take place. This is normally conducted by the Staff Disability Advisor, with the assistance of the Fire Safety Team as necessary.

The form in Appendix B2 provides both a structure for the discussions in Part 1 and a record of the outcomes (Part 2). This interview should take the form of consultation and discussion, with the process and possible outcomes being explained to the PAN and agreement reached as to the way forward. Since the divulgence of personal information forms part of the interview process, the interviewer should seek the informed consent of the interviewee before requesting such information. Reassurance should be given that their information will be treated as confidential and only shared with those who are directly involved in the process, and only so far as is necessary for them to carry out their task. It is important to visit the actual buildings involved and follow the escape routes.

B 3.1 Outcomes of PEEP Assessment

There are six possible outcomes from the assessment interview:

1. No action needed - standard evacuation procedures apply;
2. Devise standard PEEP action Plan;
3. Adjustments required or to be made by University;
4. Adjustments required or to be made by PAN;
5. Adjustments not practicable - exclusion from a space or activity by mutual consent;
6. Adjustments not practicable - no agreement reached;

The action to be taken for each of these outcomes is given below.

B 4.0 Actions following Peep interview

The outcome of the PEEP interview and any actions decided upon, are recorded on part 2 of the interview form.

B 4.1 Outcome 1

1. No specific actions relating to escape activity are necessary.
2. Reaffirm that the PAN is aware of the building evacuation plan and retain the record of the interview.
3. The person making the initial referral should be informed of the outcome.

4. The Person in Charge should be informed of the outcome.
5. Remind the PAN that if the locations of their work/wellbeing activities change then the process should to be revisited.

B 4.2 Outcome 2

A PEEP should be devised using the PEEP pro forma (Appendix B3). This is in two parts part one for the actions of those who may be called upon to assist and part two for the evacuee's actions and guidance.

Part 1 should be signed by the PAN and the Assessor. Part 2 should be attached and a copy of part 2 given to:-

1. Estate Patrol (by e-mail).
2. The Person in Charge (by e-mail). The Person in Charge will send a copy to the Evacuation Officer for the building and place a copy in the Building Fire Box.
3. Any other person named as an assistant.

B 4.3 Outcome 3

If it is considered by the assessor that reasonable adjustments can be made to accommodate the needs of the PAN then the Fire Safety Team can provide advice, if requested and the PAN's Line Manager should be informed using part B of the form. The Line Manager will then liaise with The Person in Charge and with Estate Services in order to facilitate these changes. It is also possible that working hours adjustments can be made to facilitate the PAN's needs. It may be necessary to relocate the individual until such adjustments are completed or as an interim measure other adjustments to working/wellbeing arrangements may be made.

B 4.4 Outcome 4

It may be possible to facilitate the use of standard evacuation procedures or a PEEP, by some adjustment by the PAN. For example: a change in working pattern, or use of other physical aids. Contact the Person in Charge accordingly.

B 4.5 Outcome 5

If it is not practicable to provide a means by which the PAN can be safely evacuated in an emergency then the parties involved should reach a consensus on what action to take. This may include changing a PAN's location, or work activity.

B 4.6 Outcome 6

In the unlikely event that a satisfactory outcome cannot be reached by mutual consent, it may be necessary for line management to impose an outcome for the safety of other members of staff who may be called upon in an emergency. In the case of staff the PAN can appeal against this decision by way of a formal complaint in writing to the Director of Human Resources, who will ensure that the matter is investigated in a way appropriate to the nature of the complaint.

B 5.0 Review

It is a good practice for the parties to meet again at an agreed time to review whether the actions have been implemented and are working satisfactorily. Clearly if outcomes 3-6 are reached then once further action has been satisfactorily completed we can revert back to outcome 1 or 2.

The process should be reapplied when the staff member moves to a different base location or utilises different buildings for work or wellbeing activities, or circumstances change such that the actions decided upon are no longer appropriate.

The PEEP form should be removed from the Fire Box for the building as soon as the PEEP is no longer required or relevant to that building.

B 6.0 Record Keeping

It is important that we maintain an audit trail to show compliance with our statutory duties. To this end it is necessary that the records of actions taken in pursuance of this protocol are kept up to date. It is prudent to review these regularly. Initially this should be monthly.

Care must be taken to ensure the security and ethical treatment of personal information. Forms associated with this process have separate sections so that personal data can be seen only by those that need access to it. A master copy of the forms used will be kept for three years. Any and all other copies should be destroyed immediately they cease to be useful in relation to facilitating evacuation activity.

PEEP Protocol Appendix B 1 (March 20)

Initial Emergency Evacuation Assessment – Staff

Please take a few minutes to answer these questions about how you would cope in an emergency evacuation. The answers will assist us in deciding if you need a more detailed assessment and whether further action is required to ensure you can safely and effectively evacuate University premises in any emergency situation.

NAME	DATE
CONTACT DETAILS	
UNIVERSITY WORK LOCATION (if known)	
EMPLOYEE NO.	
<p>Would you be able to hear the fire alarm being activated at all times</p> <p>YES/NO</p> <p>Would you be able to make your own way to a Fire Assembly point in reasonable time if the alarm was activated, opening fire doors and negotiating stairs en route?</p> <p>YES/NO</p> <p>Would you normally need any aids/buddy or carer to assist you in your evacuation e.g. wheelchair, crutches, assistance animal?</p> <p>YES/NO</p>	
Any other relevant information?	

For Office Use Only

Name of Assessor	Full Assessment Required?	YES/NO
Position		
Refer for further assessment	YES/NO	
If Yes send copy of form to	Staff Disability and Wellbeing Advisor	
Does this person appear to have sufficient command of English to understand verbal directions in the case of an emergency? YES/NO		

PEEP Full Assessment Form PART A – Staff

Name	Assessor's Name
Employee Number	
Work Location	Contact No.
Mobile Number	Line Manager's Name
Email Address	
What is your normal working Pattern?	Contact No
Will you be working outside 'normal' hours or working alone?-detail	e-mail
In which buildings (other than your normal base) will you be spending most of your time?	Date of Assessment

	Please Circle	Comments
Is this PEEP being created for a temporary or permanent condition?	Perm Temp	
If temporary, please state a review date (this should be when your condition is expected to improve such that you will no longer need a PEEP)	Date:-	
<p>What is the nature of your condition or disability?</p> <p>How does your condition/disability affect you?</p>		

Are you able to RAISE the alarm in an emergency?	Yes No	
Can you HEAR the fire alarm under normal circumstances? Please indicate if you wear hearing aids.	Yes No	
Are you able to read and follow normal Fire Exit signs?	Yes No	
Are you able to open fire doors unaided?	Yes No	
Are you able to use stairs unaided?	Yes No	
Do you usually need longer to evacuate a building than other people?	Yes No	
Do you use any mobility aids? (e.g. manual wheelchair, electric wheelchair, crutches, walking frame, assistance dog, prosthetic limbs)	Yes No	If yes , please state
If you use a wheelchair is it required in all circumstances? (Yes) or can it be disposed of for short periods? (No)	Yes No	
Will you need assistance from another person? e.g. a "Buddy" ? Please give names and details.	Yes No	Buddy 1 Buddy 2
Do you have any problems with communication? e.g. language difficulties or speech impairment?	Yes No	
Do you experience seizures or episodes which mean that you may not be able to respond to the fire alarm?	Yes No	
Do you suffer from any chronic respiratory condition which may slow your progress in an evacuation?	Yes No	
Are you aware of the evacuation procedures and exit routes for your building?	Yes No	

Where are your nearest Fire Exits?		
Are you aware of any specific areas on these routes which may cause a problem or delay you in the event of an emergency evacuation? If yes, please state in comments.	Yes No	
How long will it take you to evacuate using your nearest exit?		
Please give any other information which you feel may be relevant about your condition or needs.		
Assessor comments and further information.		
Note for the Assessor	Progress to PART 2 to record the outcome and determine any required adjustments following this assessment. Also consider the need for PEEPs for other buildings.	

PEEP Protocol Part B Appendix 2 (Mar 20)

PEEP Full Assessment Form – Staff

PART B - *Outcomes and Adjustments*

Employee Number		
Outcome (Circle No. as applicable)		Action
1	No Personal Evacuation Plan required	
2	Personal Evacuation Plan required	
3	Adjustments required by Employee	
4	Adjustments required by University	
5	Adjustments not practicable - agreement reached	
6	Adjustments not practicable - consent not reached	

Declaration

I consent to the details on this form being used in preparing arrangements for assistance in the event of an emergency. The information on this form will be considered confidential.

Note: The information will be retained for 3 years after you leave the University and securely destroyed thereafter. Details on this form will be circulated as follows:

Part 1 Copies for: The Assessor, the Interviewee and the Person in Charge

Additionally, if there is a need for them to be aware of some information to aid evacuation, then Estate Patrol will be given those details.

Part 2 As it contains less personal information it may be more widely circulated to facilitate any adjustments that may be necessary for the preparation of a PEEP; initially copies for those listed above, then further circulation as considered appropriate by the Assessor or the Fire Safety Manager.

SIGNED BY ASSESSOR	DATE
SIGNED BY STUDENT	DATE

REVIEW DATE DUE
COMMENTS

PEEP Protocol Appendix B 3 (Mar 20)

PART ONE - INFORMATION FOR THE PAN IN THE EVENT OF AN EMERGENCY

CONTACT DETAILS

Name [Print full first and last name]	Mobile Telephone Number	University address covered by this plan [Name of Building, Floor and Room Number]

<p>I am aware of my escape routes and plan and have had the opportunity to follow them with my assessor. Y/N</p>
<p>I will be made aware that an emergency evacuation is required by :- a normal fire alarm/vibrating alarm/buddy Personal Emergency Evacuation Plan (PEEP)</p>
<p>I am able to use the stairs with the assistance of EVAC Chair/ crutches/ walking stick/ assistance animal/ buddy</p>
<p>The following people have agreed to assist me in my evacuation:- Buddy 1 or Buddy 2.....</p>
<p>My nearest Refuge area is.....</p>
<p>I am able to get to a Refuge area. I am not able to get to a Refuge area so will wait for assistance in my work place. (delete as appropriate)</p>
<p>I will proceed to my designated Refuge area with the assistance of wheelchair/ crutches/ walking stick/ assistance animal/ buddy</p>
<p>I will inform ESTATE PATROL of my location on tel</p>
<p>If my circumstances or work place changes I will contact.....</p>
<p>Other Information</p>

Evacuation in an Emergency

There are FIRE ACTION notices displayed in all accommodation bedrooms and at fire points in corridors and by exits. These describe the action to take if you discover a fire or you hear, see or feel a fire warning device (bell or siren, flashing light or pillow vibrator).

If you have a mobile phone please store the University's Estate Patrol (Security) - and use it for assistance in any emergency

Emergency phone number 01392 72 2222

For non-urgent enquiries you can contact estate patrol on 01392 72 3999 (24 hr)

If you require the Emergency Services (Fire Ambulance, Police) call 999 directly and then inform Estate Patrol on the number above.

Assistance during an Emergency

If you have indicated during the PEEP process that you do require assistance to leave the building this will be noted by the Person in Charge and Estate Patrol.

- If the fire alarm actuates assistance will be provided in accordance with the action plan attached.
- For reassurance that help is on the way, you may use the Estate Patrol Emergency Number at any time (01392 72 2222)

Escape from the Ground Floor

You should evacuate from the ground floor (with or without assistance) by the nearest available exit. You should then proceed to the fire assembly point.

Escape from Floors other than the Ground

During an emergency evacuation, only dedicated emergency lifts must can be used (as there is a risk of becoming trapped if the power supply fails) and escape from the building is possible using the stairs. If able to do so, you should use the stairs to access the ground floor and then proceed to the fire assembly point. Otherwise familiarise yourself in advance with the location of refuge areas.

Refuge Areas

Our buildings are divided into smaller self-contained compartments to prevent the spread of fire and smoke. These compartments (which may be rooms, corridors or stairwells) are separated by fire doors which are designed to resist the passage of fire and smoke. Thus even if a fire occurs in one area, other compartments will remain fire and smoke free for a significant period of time. This means that locations of relative safety exist within buildings which people may use as a temporary refuge. Refuge areas are located in these areas of relative safety.

A Refuge Point is a designated space where those who cannot use the stairs (e.g. wheelchair users), can safely wait for assistance. Refuge areas (normally on the landing of stairs on fire exit route) will be clearly signed and will be of sufficient size to accommodate both those using it as a refuge and any people passing through on their way out of the building. Refuge areas in academic buildings are checked by fire marshals as part of normal evacuation procedures.

Many refuge areas have dedicated communications equipment designed to be safely used in a fire, that connects either to a dedicated point near the entrance to the building or directly to Estate Patrol.

Fire Marshals

Fire Marshals will assist in the evacuation of people from our non-residential buildings in the event of an emergency during normal working hours. During an evacuation Fire Marshals are identified by their fluorescent yellow vests. They will help you evacuate if you need assistance. If you see a Fire Marshal please make yourself known to them and ask for assistance.

Deaf and Hearing Impaired persons

If you are deaf or hearing impaired and are accompanied by hearing colleagues, you may not require any special alert equipment, providing you have been made aware of what to do in the event of a fire. You will be able to see and understand the behaviour of those around you and evacuate normally. However, if you are alone you will need an alternative method of being alerted to an emergency. In your room, overnight, you may be provided with a pillow vibrator (rumbler) which will activate on the sound of the fire alarm bell or siren.

Blind and Partially Sighted persons

If you are blind or partially sighted your host can offer you 'orientation training' if you wish. This will include guiding you through alternative ways out of your room, out of the building to a final place of safety, at the assembly point. If you use an assistance dog it is important that the dog is also given ample opportunity to learn these routes.

Contacts

General advice e-mail: firesafety@exeter.ac.uk

PAN Signature	
Staff Signature	
Date	

PART TWO - INFORMATION FOR EVACUATION TEAM IN THE EVENT OF AN EMERGENCY

CONTACT DETAILS

Name [Print full first and last name]	Mobile Telephone Number	University address covered by this plan [Name of Building, Floor and Room Number]

PERSON HAS BUDDY TO ASSIST Name.....or Name.....	YES	NO
MEET PERSON AT REFUGE POINT (specify if possible)	YES	NO
MEET PERSON IN WORKPLACE/ CHECK ROOM	YES	NO
PERSON USES WHEELCHAIR - motorised Y/N (indicate if motorised)	YES	NO
EVAC CHAIR NEEDED (nearest.....)	YES	NO
PERSON HAS A HEARING IMPAIRMENT	YES	NO
PERSON HAS A VISUAL IMPAIRMENT	YES	NO
USUAL TIMES OF OCCUPANCY FOR THIS LOCATION		
OTHER IMPORTANT CONSIDERATIONS		

Following the completion of this data:

1. Advise the PAN to put the emergency number of Estate Patrol (01392 72 2222) in their mobile phone and advise them to call them in the event of an evacuation.
2. Ensure a copy of this document is put in the Fire Log [box] and copies are sent to Estate Patrol and the Person in Charge.

Pan Signature	
Staff Signature	
Date	

Part C: PEEP Process for Visitors

C 1.0 Introduction and Background Information

Visitors to the University may have a range of assistance needs that may or may not be obvious or apparent. We however still have a duty to ensure that they can be evacuated in the event of an emergency. (See section 1.0)

Since the advent of disability discrimination Legislation buildings have, over time have rightly become more accessible to persons who may have mobility issues. However the provisions for assisting the evacuation of such persons have lagged behind and there will be situations where a visitor may find escape activity problematic. It is often possible to provide the necessary assistance once the need has been identified. Visitors can be characterized in a number of ways, but for our purposes we can group those who arrive at our campuses for:

- Regular planned Visits
- Occasional Planned visits
- Unplanned Visits to Specific Individuals or Departments
- Unplanned Visits to Public Buildings on our Campuses
- Visitors to planned events
- Contractors

C 2.1 Regular Planned Visitors

Since we know this person is coming to the University at a specific time or range of times –for example a visiting lecturer, we can use the questions on the Initial Assessment form to identify whether the need for a PEEP exists, and if so use the PEEP process for staff in part B as guidance in producing a PEEP suitable for this person's needs. This is the responsibility of the staff member arranging the visit who will be supported by their College or Professional Service.

C 2.2 Occasional Planned Visits

As with regular planned visitors it should be possible to use the questions on the Initial assessment form to identify whether a PEEP is required. It is a matter for the staff member arranging the visit (supported by their College or Professional Service) to determine how much of the process is necessary to cater for their guest. In normal circumstances a visitor that is accompanied at all times may not require a PEEP. However if the assistance of persons outside the department may be needed to facilitate evacuation (for example Estate Patrol) then a plan must be produced, the appropriate persons informed, and a copy made available in the building Fire Box for each building visited. These should be removed at the completion of the visit.

C 2.3 Unplanned Visits to Specific Individuals or Departments

Sometimes a visitor will arrive unexpectedly. It is the duty of the person accepting the visit to ensure that the visitor's needs are identified and catered for. It is normal for such visitors to be accompanied when in our buildings. Where special assistance needs are identified that may prevent satisfactory evacuation from an area, then the person should be excluded from that area unless it is possible to put an adequate PEEP in place. Remember: generally Lifts should not be used for evacuation purposes.

C 2.4 Unplanned Visits to Public Buildings on our Campuses

Many of our buildings are accessible to members of the public on an ad hoc basis. It is impossible to be certain whether a person with special assistance needs may be in a particular space at a particular time. Part of the benefit of General Evacuation Plans that incorporate the use of Fire Marshals is that Fire Marshals are normally available to sweep through areas, including refuge areas provided for mobility impaired persons, and Fire Marshal training includes consideration of this issue.

In addition many buildings in which visitors may be expected incorporate Reception areas. Reception staff or anyone else with concerns about the needs of an individual within a building may contact Estate Patrol in the First instance, and use their line management chain for assistance as necessary.

C 2.5 Visitors to planned events

The organisers of the event are responsible for inquiring of the attendees, either through the ticketing process or otherwise, as to whether any assistance needs will exist in the event of an evacuation during the event. Arrangements for facilitating evacuation during the event should take account of these needs.

C 3.0 Contractors

In the case of contractors the UoE Contractors Code of Safe Conduct will apply. Where a contractor indicates that one or more of their employees may have assistance needs, Estates Services may choose to satisfy themselves that the contractor has considered evacuation arrangements and provided a process for evacuation that is suitable and sufficient for the persons' needs.

C 4.0 Further advice

The staff Disability and Wellbeing Advisor and the Fire Safety Team may be contacted for advice on evacuation provision for visitors.