** Personal Emergency Evacuation Plan (PEEP) Procedure**

1. **Policy Statement**

1.1 Bournemouth University is committed to promoting access for people who have a disability or long-term medical condition. This includes consideration of the requirements to enable safe and effective evacuation from buildings in an emergency.

1.2 The University will comply with relevant legal requirements and will follow the guidance in British Standard *[BS 9999-2008: Section 46 – Code of Practice for Fire Safety in the Design Management and Use of Buildings*], Codes of Practice and the Building Regulations where it is reasonable to do so with the aim of facilitating safe access and egress.

1.3 Executive Deans of Faculties and Directors of Professional Services are ultimately responsible for ensuring that evacuation procedures are pre-planned, that all staff/students have received instruction in, and have practised the procedures adopted for the safe emergency evacuation of people who require assistance.

1.4 The emergency evacuation requirements for a person with a disability, sensory impairment or short/long-term medical condition will be assessed following an indication from that person and completion of the **PEEP e-form** [see link from flowchart at Appendix 1].

1.5 The information supplied will be sufficient to produce a Personal Emergency Evacuation Plan (PEEP) and where required, a PEEP Summary Sheet [Appendix 2] developed in conjunction with the individual and where necessary involving members of University’s ‘PEEP Group’ (Health, Safety & Wellbeing Team, the local Faculty/Professional Service ESM or Operations Team, Additional Learning Support (ALS) and the BU Fire Officer).

1.6 The requirement for a PEEP will form a key part of application and enrolment for students and recruitment for staff, but any existing staff or students who develop a condition that would prevent them escaping from a building without assistance during their time at BU should, through their Line Management and/or Course Administrators raise an email request to [PEEPS@bournemouth.ac.uk](mailto:PEEPS@bournemouth.ac.uk)

# General principles for evacuating premises

# Impairments, disabilities or injuries may be permanent or temporary and generally fall into one or more of the following categories;

# Hearing Impairment – affecting a person’s ability to hear or react to the emergency warning systems or instructions (i.e. the activation of the fire alarm or instructions given as part of the emergency procedures).

# Visual Impairment – affecting a person’s ability to identify escape routes, directional information, instructions, objects or hazards that may reduce the evacuation time for these individuals.

# Physical and/or Mobility Impairment – affecting a person’s ability to leave the premises independently, or safely negotiate structural elements including stairs, steps, doors and fire doors etc.

# With regards to a hearing or visual impairment, a ‘buddy’ system (whereby appointment of a colleague/peer to assist the individual to leave the premises safely) may be sufficient. Consideration should also be given to locating individuals with mobility issues as near to ground floor level, and as close to the fire exits as possible.

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# Responsibility for completion of PEEPs and reasonable adjustments

3.1 When it is known that an individual requires additional assistance in the event of an emergency it is the responsibility of the line manager/course administrator, assisted by member of the PEEP group as appropriate, to develop a workable evacuation plan in consultation with the person concerned. In the vast majority of cases, all information can be obtained directly from the individuals completed PEEP e-form [see link from Appendix 1], with any resulting arrangements and support being of a low level/light touch.

3.2 Where specific adjustments are required e.g. provision of specialist equipment to allow an individual to evacuate (e.g. an individual using a wheelchair), specific individuals will be appointed/responsible for providing advice and assistance. In the exceptional circumstance where adjustments to a building are required, the work will be funded and overseen by Estates. Partial funding for special equipment for use by an individual may be also available through the Governments ‘Access to Work’ scheme (for staff) ([www.gov.uk/access-to-work](http://www.gov.uk/access-to-work) ) or the Disabled Students’ Allowance scheme ([www.gov.uk/disabled-students-allowance-dsas](http://www.gov.uk/disabled-students-allowance-dsas) ). Equipment provided to help an individual leave a building (e.g. an evacuation chair) must be regularly maintained by competent staff and records held on site. Staff (such as Estates ‘Facilities Assistants’) must be trained to use the equipment and they must practice regularly.

3.3 It will be the responsibility of BU’s Fire Officer to both review and advise on specific cases/issues raised and or where necessary, assist in the completion of PEEP Summary Sheets for certain individuals. The Fire Officer will also provide expert advice to the University’s PEEP group and Executive Deans/Directors in the safe evacuation of BU buildings and designated work/study spaces.

# Arrangements for staff requiring assistance

4.1 New members of staff will have completed a job application form that contains a section where, if the person considers themselves disabled or in need of specific assistance, they can describe any special requirements they need as part of their employment and in the undertaking of their role.

4.2 If this part of the form is completed by the prospective employee it will trigger the Health, Safety & Wellbeing Team to initiate investigations into reasonable and safe evacuation adjustments required at the place of work through the PEEP e-form (PEEPs and reasonable adjustments must then ideally be in place before the person starts work).

4.3 Existing members of staff who become disabled, or who have a temporary disability, impairment or medical condition should raise a request through their Line Manager to the email address [PEEPS@bournemouth.ac.uk](mailto:PEEPS@bournemouth.ac.uk), who through the PEEP e-form process can then determine and advise on what suitable measures need to be taken and/or implemented.

# Arrangements for students requiring assistance

5.1 Applicants to the University who have indicated on their UCAS form that they have a disability, impairment or medical condition will be contacted by ALS [Additional Learning Service] and invited to discuss any special arrangements the student may require and will involve the individual completing the PEEP e-form.

5.2 This will be the trigger to instigate an investigation into any adjustments required in the building or buildings the potential student would use during his or her studies. Measures should ideally be in place before the student begins studies.

5.3 Faculties must be alert to the fact that not all students who may require assistance in the event of an evacuation (and therefore completion of a PEEP) will present to ALS. This should form part of enrolment in the wider sense.

5.4 Students who sustain an injury leading to disability (temporary or permanent) whilst studying at BU should contact a faculty representative and/or ALS (where required) who will be able to advise in the PEEP process.

**Halls of Residences and Student Villag**e

Both Residential Services and ALS will be involved in the arrangements if the individual requiring assistance will be residing in either a Hall of Residence or the Student Village.

# Arrangements for visitors (including contractors) requiring assistance

Members of staff who arrange visits to University premises by visitors/contractors will need to determine whether visitors have a disability, impairment or injury that requires assistance in the event of an emergency. They will also need to know that the venue, be it for a meeting, lecture or other reason, has suitable arrangements in place to deal with this. Where it is known in advance that someone needing a PEEP will attend, it would be better to arrange the event in a building or room where there is no need for special equipment or assistance, i.e. a level access with no need to use a lift or stairs. Advice and guidance is always available from the Fire Officer on ext. 61015.

# Public events (and unannounced visits) by persons requiring assistance

7.1 In the event that an individual does not forewarn an event organiser or University contact of the need for assistance in an emergency evacuation, the organiser/contact will need to ensure suitable emergency evacuation arrangements are already in place for the venue and that there are sufficient processes and trained personnel available to put them into effect if needed (this may require nothing more than ensuring the individual is accompanied during their time on Campus).

7.2 In practical terms, the organiser/contact should have already considered this possibility as part of the risk assessment undertaken for the activity/event/operation to ensure that appropriate arrangements (where necessary) are in place before they arrive on campus.

1. **All Individuals on Campus**

It is expected that all individuals [particularly those requiring some assistance in an emergency) upon entering any building for the first time should;

* Familiarise themselves with the procedures for the building (evacuation and safety notices are situated throughout all University buildings).
* Cooperate fully with the agreed procedures for safe evacuation in the event of an emergency.

# Personal liability for either volunteer or nominated assistants

The University owes a duty of care to all staff, students and visitors and holds both ‘Employers’ and ‘Public’ Liability insurance to indemnify the University and its authorised people who are both trained and acting on its behalf.

# Means of escape are unavailable or not agreed by the disabled person

Where a building has access to upper storeys via a passenger lift, unless that lift is specifically designed, constructed and manned for use during a fire alarm evacuation, or there is no alternative means of assisted escape available or not agreed as suitable by the person requiring assistance, access to the upper floors of a building should be denied as the individual’s safety during an evacuation cannot be assured.

# Records of PEEPs

11.1 Completed on-line PEEP e-forms will be held by the Health, Safety & Wellbeing Team and fed into the PEEP Group (see 1.5) as required. Where additional information is required, this will be added to the PEEP and copies shared as appropriate.

11.2 The individual will be given a copy (and/or a PEEP Summary Sheet) and instructed to make this available as required.

**Appendix 1**

Requirement for a personal emergency evacuation plan (PEEP) identified

staff

student

Both should be made aware of BU policy on the completion of PEEPs. Individual employees or their line manager should notify the Health, Safety & Wellbeing Team (HS&W) and for students, the notification will come from within the individual’s faculty or ALS.

Copy of PDF sent to employee and contact made by HS&W to ensure that they are able to evacuate safely – this may also include a practice run, depending on outcome of form completion.

on-line form [link](https://forms.office.com/pages/responsepage.aspx?id=VZbi7ZfQ5EK7tfONQn-_uPv8NS8EA0JDkel5si_aiu5UME1EODlKSEJEQVA0OEdTM1kxQlBWUkM2Ry4u) sent and form completed

student

staff

Copy of PDF sent to faculty named representative in order to meet with the student and complete the PEEP Summary Sheet. Named faculty representative to ensure that student can evacuate safely – this may also include a practice run, depending on outcome of form completion.

PDF filed and PEEP details (including PEEP Summary Sheets) held centrally by HS&W Team

PEEP Summary Sheet held by student and copy sent to HS&W.

**Appendix 2**

** PEEP Summary Sheet**

*This document is only to be used as a summary of the main Personal Emergency Evacuation Procedure form (see section 1.4 above).*

**PERSONAL DETAILS:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | Date issued: |  | |
| Emergency contact details (i.e. mobile phone number) | | | | |  | | |
| Staff | |  | Student | C:\Users\hbrennan\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\4SXRIVID\Check_mark_23x20_02.svg[1].png | Valid to date:  (Minimum annual review) | |  |

**PLACE(S) OF STUDY**

|  |  |  |  |
| --- | --- | --- | --- |
| Building |  |  |  |
| Floor |  |  |  |
| Room Number |  |  |  |
| Times when applicable |  |  |  |

**MOBILITY**

|  |  |  |
| --- | --- | --- |
| **Status** | **Tick** | **Notes** |
| Requires significant assistance |  |  |
| Requires limited assistance | C:\Users\hbrennan\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\4SXRIVID\Check_mark_23x20_02.svg[1].png |  |
| Able to self-transfer into Evacuation Chair |  |  |
| Able to escape unaided |  |  |
| **Additional Notes** | | |

**Summary of action required: To be completed by PEEP Assessor**

|  |
| --- |
| Additional Learning Support: |
| Estates: |
| By the individual: |
| Residential Services: |
| Faculty, Department or Professional Service: |
| Other? |
| **Completed by (PEEP Assessor)**  **Name Date** |

**October 2022**