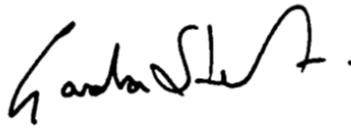


**UNIVERSITY OF PLYMOUTH  
HEALTH AND SAFETY DEPARTMENT**

**Reader Information**

<b>TITLE</b>	Emergency Evacuation of People with Disabilities Guidance
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## Introduction

The University of Plymouth (UoP) is required under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all people, including people with disabilities, can leave the building safely in the event of a fire and must not rely upon the intervention of the Fire and Rescue Service to make it happen.

The Equality Act 2010 does not make any change to these legislation requirements and underpins it by requiring that employers or organisations providing services to the public ensure that all people, including those with disabilities, can leave the building they occupy safely.

UoP understands that many people with disabilities will be able to leave a building unaided; however, some may require assistance.

Heads of School / Services are responsible for ensuring that suitable provisions have been made for people that work or study within areas under their control to evacuate the premises, which they occupy. This may be by way of PEEP (Personal Emergency Evacuation Plan) or by General Emergency Evacuation plan (GEEP). Individuals requiring a PEEP must participate in any discussions and agree the process personal to them. Failure to cooperate reasonably with this University's assessment process and arrangements may result in access to the University facilities being denied.

## Purpose

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is available.

The PEEP is an agreed evacuation plan, which contains all required information to ensure safe egress from a building by an individual requiring assistance to leave the building in an emergency. This guidance document will detail the responsibilities of those involved within the PEEP process and the potential strategies that can be used for evacuation.

It is also will provide guidance for managers involved in the PEEP process.

## Definitions

**PEEP- Personal Emergency Evacuation Plan**

**GEEP- General Emergency Evacuation Plan**

**UoP- University of Plymouth**

**DS- Disability Services**

## Duties and Responsibilities

### Heads of Schools or Services

All Heads of School or Services must ensure any individual who has a disability which, may affect their safe evacuation must be identified and have a PEEP.

If not declared/picked up via the application process by Disability Assist, or the recruitment and induction process; Heads of School or Service must inform the individual of UoP's responsibility to ensure that all people can evacuate safely, explain the PEEP process and provide them with a copy of the Fire Evacuation Code of Practice and PEEP/GEEP guidance

document. The Head of School or Service must then complete the Evacuation Questionnaire Form 1, together with the individual and then liaise with the Health and Safety Department who will develop the PEEP. Where required it will be necessary for Head of School or Service to attend the PEEP meeting and make arrangements for any reasonable adjustments that may be required.

Heads of School or Service are responsible for ensuring that the PEEP is reviewed where there may be a change in circumstances i.e. the individual's condition, change of location other than what is specified in the PEEP, change in emergency evacuation processes.

These responsibilities lie with the Head of School or Service, however, they may wish to designate these duties to the Safety Coordinator or Programme Lead within their area, and in doing so, must have monitoring arrangements in place to ensure the process is in place and is effective.

### Disability Services (DS)

Disability Services act as the first point of contact of the PEEP process for students. Where it may be identified that a student may require a PEEP, DS must send the student the Evacuation Questionnaire Form 1, which is to be completed by the student in liaison with the Head of School or Service and form returned to the Health and Safety Department. It may be necessary for DS to coordinate actions arising from the PEEP meeting and liaise with Reasonable Adjustments Panel (RAP) where necessary.

Health and Safety Department will assess if a PEEP meeting is required and notify Disability Services who will coordinate the PEEP meeting.

### Occupational Health (OH)

Through the recruitment process, the medical questionnaire received by Occupational Health will identify any staff members with a disability, which may have an effect on the individual's safe evacuation and therefore may require a PEEP. Occupational Health will liaise with the member of staff's line manager and the Health and Safety Department to arrange a meeting and Health and Safety will develop the PEEP.

### Health and Safety Department

The Health and Safety Department will be informed of an individual who may require a PEEP either via Disability Services if student; Occupational Health if staff; or via the Head of School or Service, Programme Lead, Safety Coordinator; or via the student or member staff requiring the PEEP.

The Health and Safety Department will review the completed Evacuation Questionnaire Form 1 and inform Disability Services or Occupational Health if a PEEP meeting is required or if the PEEP is sufficient. Where required the member of staff or student will be invited to a PEEP meeting where the PEEP will be developed and signed off using the 'Form 2 - Personal Emergency Evacuation Plan'.

The Health and Safety Department will hold the master copy and the above named bodies/people will be responsible for keeping Health and Safety up to date with any changes that will require a review of the PEEP.

Following the meeting copies of the PEEP will be sent to;

The person for whom the PEEP relates to

Head of School or Service

Disability Assist / Occupational Health

Information will be circulated to Security indicating which buildings and floors (if known) a PEEP holder is in and similar information will be given to Fire Marshals where there is a PEEP holder. In depth PEEP information is not required for these sections.

### Reasonable Adjustments Panel

Where adjustments or modifications may be required to allow Students to access a certain building or part thereof, it may be necessary for the Reasonable Adjustments Panel to meet and discuss whether it is achievable and affordable depending on what is required to be done and whether it impacts on other elements of the building.

### Security

Security are informed by the alarm panel systems if an alarm system is activated and will attend the scene (if on campus). Trained personnel are available to use emergency evacuation equipment. Security check the panel for anyone who has pressed the button and can identify the refuge area you are located. Security liaise with the fire marshals and the Fire Service. Once they receive contact from the communication point, they will maintain contact and assess what they need to do to evacuate people out of the building.

### Fire Marshals

In the event of emergency fire marshals can be identified by their high-visibility jackets.

The role of the fire marshal is to alert people and encourage them to leave the building. Fire marshals check that their area/floor is clear. They will liaise with Security if locating anyone in a refuge point.

Should anyone refuse to leave the building the fire marshal is required to take their name to pass on to the Fire and Rescue Service. Fire marshals must not put themselves at additional risk when assisting with evacuation.

### Students who have declared a disability

If a student has any health conditions or impairments that may affect their safe evacuation from any of our buildings, they must, at the earliest opportunity and prior to their start date, inform UoP, so we can provide them with adequate support and ensure that they are able to evacuate the building(s) they occupy, in the event of a fire, safely and without risk to themselves or others.

If they told us about their disability when they applied, we will contact them to find out more about their support needs. If they did not disclose this information at the time of application, they will need to contact their programme lead as soon as possible. The Programme Lead will then make the necessary arrangements.

The student will be required to complete a questionnaire (Evacuation Questionnaire Form 1). This will be reviewed by the Health and Safety Department, who will decide whether a GEEP is suitable or if they require a PEEP.

Following the initial assessment, the student may be invited to attend a meeting with someone from the Health and Safety Team, Disability Services (DS) and the Programme Lead. This meeting should be held within the first month of them being at UoP. At the meeting, they will be informed of the relevant evacuation procedures and if any further measures such as pagers, evacuation chairs or any other assistance required.

In most cases, this meeting may rule out the need for a PEEP and a GEEP will be adopted. Students, unlike most staff, will be in different locations, a PEEP cannot be carried out for every building the student occupies and therefore where the building has not been identified in a PEEP the GEEP will need to be used. Information regarding the building facilities for evacuation in each of the buildings can be found on page 5.

Every effort will be made by DS to identify students who cannot self-evacuate, prior to arrival on campus and before the term commences. However, it is recommended that Heads of School and Programme Leads, remain vigilant to identify any of their students that have not been through the process or have not disclosed their disability on their application form.

It is essential the student follows the evacuation process detailed in this guidance and/or on their PEEP and that they familiarise themselves with the fire escape routes and where required, the refuge / communication points in the buildings they occupy.

Student cooperation is vital to us ensuring their safety while on campus.

Any information will be shared only with those who may be assisting in their evacuation plan. I.e. Programme Leads; fire marshals; Security.

### Student Accommodation

Any PEEP carried out by this University does not cover students in their accommodation. UoP is not responsible for fire evacuation in student accommodation; this is the responsibility of the accommodation provider. Therefore, where identified, students must also ensure that there is a PEEP in place carried out by their accommodation provider.

Where accommodation is provided via UoP's Residence Life service, the accommodation provider will pass UoP details of fire risk assessments for their buildings.

### Staff who have declared a disability

At the earliest opportunity and preferably before joining, members of staff should notify UoP, where they have a disability that may impact on their safe evacuation of the building they occupy. Through the government "Access to work" scheme the UoP can apply for funding for new starters up to six weeks of someone joining. Staff members need to contact their line manager; they will liaise with the Health and Safety Department who will then assess the need to carry out a PEEP. This may require you to complete the Evacuation Questionnaire Form 1.

Following completion of the form, the Health and Safety Department will contact the member of staff and if necessary with their manager, invite them to a meeting. At the meeting they will be informed of the relevant evacuation procedures and if there any further measures such as pagers, evac – chairs or any other form of assistance is required. In many cases this meeting may rule out the need for a PEEP and a GEEP will be adopted.

Once a PEEP is completed, copies will be held within the School / Department; Human Resource; Occupational Health and the Health and Safety Department. Relevant

information may also be shared with those who may be assisting in their evacuation plan. I.e. fire marshals and Security.

It is essential members of staff follow the evacuation process detailed in this guidance and/or in their PEEP and that they familiarise themselves with the fire escape routes and where required, the refuge / communication points in the buildings they occupy.

### Unknown / Uncontrolled visitors

Visitors wherever possible must inform the member of staff they are visiting, that they have an impairment that might affect their ability to evacuate safely or put others at risk. The safety of a visitor is the responsibility of the person who invited them or made arrangements for them be on campus. Arrangements for their safe evacuation should be made, where possible, in consultation with the Health and Safety department prior to the visitor arriving on campus.

If unaware of a visitor's disabilities before their arrival, security must be informed immediately where the disabilities might affect the ability of that person to evacuate the building safely and without risk to others. Security will need to know their name; who they are visiting and where; the duration of their stay; contact number for the disabled person and a brief overview of their disabled requirements.

In the event of an alarm sounding the GEEP will be implemented.

## Refusal to cooperate / Non-attendance

### Students

Inability or refusal to cooperate may result in a student's study being interrupted in accordance with Study, Wellbeing and Review Policy (SWR). Should the student fail to make contact when invited to a meeting or the student cancels a meeting, after two attempts the University will follow the SWR policy and procedure.

### Staff

Any staff invited to a meeting for a PEEP must cooperate with UoP. Failure to do so could result in disciplinary action. Where a PEEP is required this must be completed at the earliest opportunity and at least within 1 month of starting in post.

## General Emergency Evacuation Plan

### Building Facilities

All staff and students identified as having one of the following disabilities need to complete a questionnaire and where required, attend a meeting, which will identify if the GEEP is not enough and a PEEP may be required;

- Mobility impaired
- Visually impaired or blind
- Hearing impaired or deaf
- Learning difficulties
- Mental Health Issues
- Communication difficulties, e.g. autism or Asperger's

### Refuge Areas / Communication Points

If a Student/member of staff is identified as requiring assistance either to help them evacuate using stairs or by an Evacuation chair, they will need to use the communication

points as instructed below. These are located in refuge areas; wherever possible the chosen areas are designated temporary safe spaces, separating them from the danger by fire resistant construction giving adequate time for escape or for them to wait for assistance.

- People in buildings that have refuge areas should on activation of the fire alarm system proceed to the nearest available refuge point.
- Press the button to talk. This will register on the refuge master panel that is situated near to the fire alarm panel.
- The first responders (Security Staff) on arrival will check the refuge main panel and contact the refuge outstation that has been activated by using the two way communication equipment.
- The person at the refuge must ensure that they hold the press to talk button to talk and release when they have finished.
- Security will check the location of the fire alarm activation in respect of how close it is to the person seeking assistance who is located at the refuge outstation and make a dynamic risk assessment, of whether they need to be immediately evacuated. If the person seeking assistance is in a place of relative safety away from the incident, then they will be informed that there is no need to be evacuated at this time, using the two way communication equipment.

This will be due to the incident being remote from the refuge location and there being a substantial degree of fire resistance and separation between the fire and the refuge outstation.

If the fire is close to the occupied refuge outstation, with no fire resistance or separation between the point of actuation and the disabled person, then the first responder must instigate evacuation of the person. This may be by way of an Evac-Chair where one is installed and available.

If confirmation of a fire has been provided either by the fire service or eyewitnesses then all disabled people located at refuge outstations must be evacuated immediately. It is strongly recommended that the person is accompanied at all times whilst awaiting rescue. This person may be a friend, colleague, member of staff, fire marshal or, if the person is a visitor, by the person who extended the invitation.

If you are still at the refuge point when the Fire service arrive, security will inform them of your location. However, every effort should be made to evacuate you prior to the Fire service arriving.

People who use a wheel chair and who require evacuation where possible will have to transfer from their chair to the Evac-Chair and will be brought down the existing escape stairs.

It is recommended that all staff, students and visitors with mobility impairments take the time to familiarise themselves with the location of all refuge points in the buildings they use to ensure familiarity with where to go in the event of fire.

### Evacuation Chairs

These are available in all buildings which have been identified as requiring them through a PEEP and are usually located in escape stairs. Operated by one person who is trained to use it, when placed on the stairway it slides down the stairs. These are not suitable for long distances and it is not always possible for wheelchair users to transfer into an evacuation

chair. Any person who maybe using this an option must be given the opportunity to practice being moved in the chair. This will increase their confidence in using the equipment. To arrange for this please contact the Safety Coordinator for the relevant Faculty/Department.

Security and some other personnel are trained in the use of evacuation chairs. For information purposes these are detailed in table 1.

Using the evacuation chair should be limited to a real situation only so as not cause risk or unnecessary stress or anxiety on individuals where evacuation is not necessary.

### Assembly Points

Information regarding the assembly points for each of the buildings can be found in the Emergency fire procedures. Details of assembly points are located in the entrance for each of the buildings. If you are unsure please contact one of the fire marshals.

### Mobility impaired

If a Student/ member of staff has limited mobility and have been assessed as been able to safely use the stairs but need to do this carefully and slower than normal pace, then they should wait for the main flow of people to pass, before attempting to descend. All buildings are fitted with handrails. They should not attempt to do this if it is busy as this could result in an increased chance they may fall, or be pushed to the floor. If they are unsure, they should make their way to the nearest communication point on that floor and press the button for assistance.

### If you cannot use the stairs and can be transferred into an evacuation chair

Evacuation chairs are available in all buildings on the campus that require them. In the event of the alarm sounding, the student/member of staff must make their way to the nearest refuge point, press the button and wait for assistance. As instructed in the guidance above.

### If you are unable to transfer from your wheel chair into an evacuation chair

If the student/ member of staffs condition means they are unable to transfer into an evacuation chair, then they will require further assessment. Please refer back to Notification of disability and Arrangements on page 4. They will require a PEEP.

### Visually impaired and blind

There are several things to take into account if someone is visually impaired or blind. It is important to firstly ascertain if they have some sight and if it is enough to enable them to evacuate and make their own way out of the building safely. In most cases, a visually impaired is not able to read the signage provided in most buildings and therefore a PEEP will be required to ensure that arrangements are made for their safe evacuation.

Some visually impaired people may have a support worker with them. If they have a support worker, this person must familiarise themselves with the escape routes and assembly points for each of the buildings they occupy and they must follow the normal escape process. I.e. find the nearest escape route, assist them to descend the stairs and exit the building, then both go to the appropriate assembly point.

If they have a guide dog, this will be taken into consideration in their PEEP.

### Hearing impaired and deaf

The majority of UoP buildings have a deaf alert system that is linked to a pager device. When an alarm is activated this triggers the pager to vibrate. The display on the pager notifies the individual which building is being evacuated. If the building they are occupying

is identified they must evacuate in the usual manner. Follow the signs to the nearest evacuation point. Proceed down the stairs and to the allocated assembly point for that building. If a pager device is deemed not to be suitable in this instance then further options can be explored in their PEEP meeting.

Care should be taken to ensure when working alone or out of hours, that the student/member of staff can still be informed that there is an emergency evacuation in process. Please remember that it may be for other emergency evacuations and not just fire. If there is no process in place they should contact their Head of School or Service, Programme Lead or Safety Coordinator.

### Communication Difficulties / Cognitive Difficulties / Mental Health

The student/member of staff may require a PEEP if they have communication difficulties to help them understand what the evacuation process is and how they escape safely out of a building when they hear the alarm sounding or, it may be that they have cognitive difficulties or could react in an unpredictable manner. A PEEP can help with this. This is their plan and therefore is discussed and agreed with them, to ensure they feel safe during the process.

Some people with disabilities may not be thought of as having a disability and therefore may find themselves in a category of unknown requirements i.e. Epileptics may also request a PEEP if they feel it necessary.

### Temporary circumstances

Such as pregnancy, broken bones. Any reason that may have an impact on a person's safety while evacuating may require a PEEP if a GEEP is not suitable.

## Fire Exits - Refuge Points - Evac Chairs - Deaf Alert

Table 1

Building	Refuge points	Evac-Chair	Deaf alert	Fire Exits
Babbage	Floor 1,2,3,4	Floor 3	✓	Floor G,1
Brunel Labs	Floor G	X	✓	Floor G
Cookworthy	Floor 2,3,4,5	Floor 2	✓	Floor G,1,2
Cooperage	X	X	X	Floor G
Davy	Floor 1,2,3,4,5,6,7,8	Floor 4	✓	Floor G,1
Fitness Complex	X	X	✓	Floor G
Fitzroy	Floor 1,2,3,4	Floor 2	✓	Floor G
Francis Drake Café	X	X	X	Floor G
Hepworth House	X	X	X	Floor G
The House	Floor 1,2,3	Floor 2	✓	Floor G
IVT (Planetarium)	X	X	X	Floor G
Library	Floor G,1,2,3	Floor 2	✓	Floor G,1
Main Hall	X	X	X	Floor LG,G
Marine Building	Floor G,M,1,2,3	Floor 2	X	Floor G
Marine Station	Floor 1,2	Floor 1	X	Floor G
Mast House	Floor 1,2	X	X	Floor 1,2
Mills Bakery	Floor 1,2	X	X	Floor G,2
Nancy Astor	Floor LG,1,2,3,4	Floor 2	✓	Floor LG,G
Optometry	X	X	X	Floor G
Portland Square A block	Floor 1,2,3,4,5	Floor 3	✓	Floor G
Portland Square B block	Floor 1,2,3,4,5	Floor 3	✓	Floor G
Portland Square C block	Floor 2,3,4,5	X	✓	Floor G
3 Portland Mews	X	X	X	Floor G
1 Portland Mews	X	X	X	Floor G
4 Portland Mews	X	X	X	Floor G
Reynolds	Floor 1	X	✓	Floor G
Roland Levinsky Building	Floor 1,2,3,4,5,6,7	Floor 3	X	Floor LG, G
Robbins	Floor LG	Floor LG	X	Floor LG
Rolle	Floor G,1,2,3,4,5,6	Floor 3	✓	Floor G

Building	Refuge points	Evac-Chair	Deaf alert	Fire Exits
Scott	Floor 1,2	Floor 1	✓	Floor B,G
Sherwell Centre	Floor 1,2	✓	✓	Floor G
Smeaton	Floor G,1,2,3	Floor 2	✓	Floor G
Student Union (SU)	Floor 1,2	X	✓	Floor G,1
Thomas Pitts Hall	X	X	✓	Floor G
Wellbeing Centre	Floor 1,2	✓	✓	Floor G

**For information on buildings not listed above or for any further information please contact [safetyoffice@plymouth.ac.uk](mailto:safetyoffice@plymouth.ac.uk) immediately.**

Information regarding disabled access can be found on the [Disabled Go Website](#).

## Form 1 - Evacuation Questionnaire

**Name:** Click or tap here to enter text.

Student  / Staff  / Visitor

**Email:** Click or tap here to enter text.

**Tel:** Click or tap here to enter text.

**Name of Manager or Academic / Programme Leader:** Click or tap here to enter text.

**Faculty/Department:** Click or tap here to enter text.

**School/Service Area:** Click or tap here to enter text.

**Length of time you will be at UoP:** Click or tap here to enter text.

---

Have you read and understood the Fire evacuation procedure and Emergency Evacuation of People with Disabilities Guidance?

Yes

No  If no, please ensure you have read before attending your PEEP meeting and before starting at University of Plymouth

---

Do you require the procedure or guidance in large print or other alternative format?

Yes

No

If yes, which format do you require?

Click or tap here to enter text.

---

Based on the information provided in the Emergency Evacuation of People with Disabilities Guidance, do you consider yourself to have any special evacuation requirements?

Yes

No

Unsure

If yes, please indicate below;

Unable to hear the alarm

Unable to see signage and escape routes

Unable to use the stairs

Other, please specify; Click or tap here to enter text.

---

From your timetable or together with your manager / Programme Lead, please list all of the buildings you will occupy during your time at University of Plymouth and the floor/room numbers; (Student accommodation is excluded)

Click or tap here to enter text.

---

Please provide name and contact details of support workers (if any) who accompany you while you are on campus?

Click or tap here to enter text.

---

**Signed:**

**Dated:**

(By student or member of staff the plan is for)

---

We operate an evacuation system that includes Personal Emergency Evacuation Plans (PEEPs) for staff and students with disabilities. If you have answered yes to the above question, you will shortly receive a questionnaire. Students must complete this questionnaire prior to starting any programme with the University and Staff within 1 month of starting work.

**Please return your completed form to;**

**Health and Safety Department, University of Plymouth, Room 109/110, 11 Kirkby Place,  
Plymouth PL4 8AA  
safetyoffice@plymouth.ac.uk**

## Form 2 - Personal Emergency Evacuation Plan

Based on the information provided in your Evacuation Questionnaire Form 1, it has been decided that you require a PEEP meeting so we can discuss and agree your requirements. It is important that all people involved in evacuating buildings are made aware of this personal plan, to ensure your safe evacuation out of the buildings you occupy.

If any of the information provided in your initial questionnaire or this plan changes, this PEEP must be reviewed and updated accordingly.

### **PERSONAL / MEETING INFORMATION:**

**Name:** Click or tap here to enter text.

Student  / Staff  / Visitor

**Date:** Click or tap here to enter text.

**PEEP meeting attendees:** Click or tap here to enter text.

**Emergency contact details** (i.e. mobile phone no.) Click or tap here to enter text.

### **Contact details of support workers who accompany you while you are on campus**

Click or tap here to enter text.

---

### **BUILDING INFORMATION:**

Details of all buildings you will occupy during your time at University of Plymouth and the floor/room numbers; (Student accommodation is excluded)

#### **Building**

Click or tap here to enter text.

#### **Floor**

Click or tap here to enter text.

---

### **PERSONAL AWARENESS OF PROCEDURES:**

Knows how to raise the alarm

Will know when alarm is raised

Knows how to exit

Can operate a call point

Has read and understands the Fire evacuation procedures and PEEP/GEEP guidance

---

---

**EGRESS PROCEDURE;**

Click or tap here to enter text.

---

**SIGN OFF:**

Person completing form:			<b>Date:</b>
<b>Name:</b>		<b>Signature:</b>	
I understand the information that has been provided to me to enable me to evacuate safely. If this information changes then I agree to notify those above to review this plan.			
<b>Student/staff Name:</b>		<b>Signature:</b>	

**Copies of this form may be provided to all people assisting with your evacuation, these maybe;**

- The person the plan applies to
- Any support workers identified
- Health and Safety Department
- Fire marshals where appropriate
- Security
- Programme Lead / Academic