

## **Appendix 9 -Personal Emergency Evacuation Plans (PEEP) Procedure**

**Executive Sponsor & Function:**

-Director of Workforce and OD

**Document Author:**

Ben Baker, Facilities and Compliance Manager

**Approved by:**

HEIW Executive Team

July 2024

**Review –**

**July 2027**

### **1. Purpose and Scope**

- 1.1 Health Education and Improvement Wales (HEIW) want to enable persons with a disability and those with health conditions to be able to work safely.
- 1.2 As defined within the Equality Act 2010 the term 'disability' refers to a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to do normal daily activities;
- 1.3 A Personal Emergency Evacuation Plan (PEEP) is an individual plan developed and enacted in the event of a fire or any other emergency. The purpose of a PEEP is to secure the safety of the named individual in the event of a building evacuation. It provides the person with the necessary information to be able to manage their escape and ensures that the correct level of assistance is available.

1.4 This procedure applies to all staff working at HEIW.

## **2. Aims and Objectives**

2.1 HEIW will develop a PEEP when:

- A new starter informs their Line Manager or People team of an existing disability.
- An existing member of staff informs their Line Manager or People team of a new issue.
- It is identified by the Line Manager or HR that the staff member has mobility or other issues which may hinder evacuation in the event of a fire/emergency.

2.2 By completing the PEEP the aim is to ensure risks are identified and that control measures provided as necessary to enable safe evacuation from the building in the event of an emergency.

## **3. Implementation**

3.2 The PEEP will:

- Record evacuation routes, corridors, stairs or refuges etc.
- Identify any specialist equipment required e.g. EVAC chairs
- Identify persons who will assist in carrying out the evacuation
- Identify training or practice required to implement the plan successfully.

3.3 The plan will be tailored to meet individual requirements and, where applicable, the highlight the person/s that may be required to assist with the evacuation of the person with a disability.

3.4 The PEEP is a personal plan and will be drawn up in consultation with the person identified as having a disability, the Line Manager and a member of the Facilities Management team. The evacuation plan should not rely upon the intervention of the Fire and Rescue Services.

3.5 If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the method to be used.

3.6 Staff working in other locations should consider multiple personal emergency evacuation plans due to the unique characteristics of most buildings.

3.7 Staff who develop temporary mobility difficulties for example following an accident or surgical intervention, should also produce a PEEP to ensure safe evacuation in the event of an emergency.

3.9 The PEEP process will use a checklist to aid its development (Appendix 1) which includes items relating to the individual's requirements, location, and activities.

3.10 Once a person has identified their need for a PEEP, the Facilities and Compliance Manager will meet with the employee and Line Manager to develop the PEEP.

3.11 It is a requirement that the employee is briefed on the contents of the PEEP and that they sign to acknowledge that they have received this information.

3.12 In addition, the Facilities and Compliance Manager should:

- Inform fire wardens and other relevant persons of the PEEP form and advise what to do in the event of evacuation;
- Set up a 'Buddy' system where required by the PEEP;

- Provide a copy of the PEEP to the Line Manager.

NB. Arrangements for visitors with disabilities will be assessed as the need arises.

- 3.13 To be effective, the PEEP depends on the ability of helpers to respond quickly and effectively. Helpers should be given sufficient instruction, practical demonstration, and training as appropriate. The plan should be tested when completed and used during regular fire drills to ensure that the disabled person and helpers are fully aware of the procedures to be undertaken and have confidence in those procedures.
- 3.14 Employees with a disability have a duty of care to inform their Line Manager or People Team of any temporary or long-term disability which could increase potential health and safety risks and should:
- Assist in risk assessment and the creation of a Personal Emergency Evacuation Plan (PEEP).
  - Comply with the PEEP
  - Advise of any changes which may affect ability to comply with PEEP or health and safety in general.

#### **4. Training**

- 4.1 If the PEEP identifies any specialist training (evacuation chair, emergency exit routes etc.) it is the responsibility of the Facilities and Compliance Manager to ensure that this training is provided.
- 4.2 A practice evacuation drill should be carried out at least once a year to monitor the effectiveness of any active PEEP and training and practice dates must be recorded.

#### **5. Monitoring**

- 5.1 The individual nature of a PEEP ensures it will require regular monitoring, as things change and at least once on an annual basis.

**Appendix 1**

**Personal Emergency Evacuation Assessment  
(Private and confidential)**

Employee Name: .....

Job Title: .....

Department: .....

Normal Place(s) of Work: .....

| <b>PART A</b> |   |          |          |            |
|---------------|---|----------|----------|------------|
|               |   | <b>Y</b> | <b>N</b> | <b>N/A</b> |
| <b>1</b>      | Would it help you if you were to be provided with a written Personal Emergency Evacuation Procedure (PEEP)?                       |          |          |            |
| <b>2</b>      | Do you require the emergency evacuation procedures to be provided in an alternative format? e.g. Large font, Braille              |          |          |            |
| <b>3</b>      | Do you have difficulty understanding what is happening in an emergency?   |          |          |            |
| <b>4</b>      | In the event of an emergency situation, would you need help to leave the building?  |          |          |            |
| <b>5</b>      | Do you have any problems reading and identifying the signs that mark the emergency exits and evacuation routes?                   |          |          |            |
| <b>6</b>      | Do you have strong enough eyesight to see your way out of the premises unaided?   |          |          |            |
| <b>7</b>      | Would you have any problems hearing the fire alarm?   |          |          |            |
| <b>8</b>      | Would you experience any problems raising the alarm if you discovered a fire?   |          |          |            |
| <b>9</b>      | Has anyone been designated to assist you to get out in an emergency?  |          |          |            |
| <b>10</b>     | Are you likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation? |          |          |            |
| <b>11</b>     | Do you find the stairs difficult to use?  |          |          |            |
| <b>12</b>     | Are you dependent on a wheelchair for mobility?   |          |          |            |
| <b>13</b>     | If you use a wheelchair would you have problems being able to transfer from your wheelchair without assistance?                   |          |          |            |
| <b>14</b>     | Do you think the speed at which you walk may have the potential to hold up other people leaving the building?                     |          |          |            |

**If you have ticked "YES" to any of the above then the Personal Emergency Evacuation Plan in Part B should also be completed**

## Personal Emergency Evacuation Plan (PEEP)

### PART B

The required action has been determined from discussion with the person requiring additional help.

In the event of a fire or other emergency requiring evacuation of the premises, this person will be assisted to escape by the following means:

|   |               |                           |                       |
|---|---------------|---------------------------|-----------------------|
| I will be made aware of the need to exit the building by: |               |                           |                       |
| Audible Alarm   | Visible Alarm | Buddy (insert name below) | Other (specify below) |
|   |               |                           |                       |

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

|                                  |
|----------------------------------|
| Insert names and contact details |
|                                  |

I require the following assistance from my helpers to facilitate my evacuation:

|  |
|--|
| Include details of transfer procedures, equipment, methods of guidance, etc. |
|  |

My preferred means of escape to a position of safety is:

Attach plan if appropriate and include location of refuges, safe routes & alternative routes as appropriate

|  |
|--|
|  |
|--|

The following also needs to be provided to help me:

|   |
|---|
| Include details of any considerations or controls not covered above |
|   |

|                     |                     |
|---------------------|---------------------|
| Employee Name:      | Date of assessment: |
| Employee Signature: |                     |
| Assessor Name:      | Review required by: |
| Assessor Signature: |                     |

This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur.