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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

PERSONAL EMERGENCY EVACUATION PLANS (PEEP) PROCEDURE

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Approved by: Executive Team

Date of Approval: 10 October 2019

Review by Date: October 2022

Version: 1

Personal Emergency Evacuation Plans (PEEP) Procedure

1. Purpose and Scope

- 1.1 Health Education and Improvement Wales (HEIW) want to enable disabled people and those with health conditions to be able to work in our premises.
- 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 for means of escape in the event of a fire or any other emergency. The purpose of a PEEP is firstly to secure the safety of the named individual in the event of a building evacuation. It provides the disabled person with the necessary information to be able to manage their escape and also provides HEIW with information to ensure that the correct level of assistance is available.
- 1.4 This procedure applies to HEIW offices, sites under the control of HEIW and sites under the control of others where HEIW employees are working

2. Aims and Objectives

- 2.1 HEIW will develop a suitable and sufficient PEEP when:
 - A new starter informs their Line Manager or HR of an existing disability;
 - An existing member of staff informs their Line Manager or HR of a new issue; or
 - It is identified by the Line Manager or HR that the staff member has mobility or other issues which may hinder swift evacuation in the event of a fire/emergency.
- 2.2 By completing the PEEP the aim is to ensure control measures and co-worker support are provided as necessary to enable safe evacuation from the building in the event of an emergency.

3. Implementation

- 3.1 The purpose of a PEEP is firstly to secure the safety of the named individual in the event of a building evacuation. It provides the disabled person with the necessary information to be able to manage their escape. The plan also provides HEIW with information to ensure that the correct level of assistance is available.
- 3.2 The PEEP will:
 - Record routes, corridors, stairs or refuges etc.
 - Identify any specialist equipment required e.g. tremor alarms for people hard of hearing.
 - 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 tailor made to meet the requirements of the individual and, where applicable, the person/s that may be required to assist with the evacuation of the disabled person.
- 3.4 The PEEP is a personal plan and will be drawn up in consultation and with the active participation of the person concerned. Such an 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 Given the unique characteristics of buildings and the need for a PEEP to take account of the building capabilities disabled people who regularly use different buildings may have to have a separate PEEP for each building.
- 3.7 It should be noted that individuals may develop a temporary mobility difficulty following an accident or surgical intervention, which might affect their ability to evacuate from their normal place of work.
- 3.8 It is essential that the person who may require assistance is fully involved in producing the PEEP.
- 3.9 The PEEP process will use a checklist to aid its development (Appendix 1) which includes items relating to the individual's abilities, location, and activities.
- 3.10 Once requested, the Facilities and Compliance Manager will meet with the employee to ascertain if a PEEP is required. If needed, one will be completed with the disabled person requiring assistance and all staff who could be expected to aid the evacuation of the disabled person receiving a copy.
- 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 Manger 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 and HR.

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 disabilities have a duty to inform their Line Manager or HR 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), where required
 - Comply with the PEEP
 - Advise HR of any changes which may affect health and safety.

4. Training

- 4.1 If identified within the PEEP that specialist training (evacuation chair, emergency exit routes etc.) is required to ensure the PEEP is undertaken safely, it will be the responsibility of the Facilities and Safety Compliance Manager to ensure that this training has been undertaken.
- 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 As each plan will differ depending on the person and disability involved, monitoring requirements will be stated on each plan.

Appendix 1

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

Employee Name:

Job Title:

Department:

Normal Place(s) of Work:

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

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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.