

SHEP 25

Procedure for developing a Personal Emergency Evacuation Plan

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1	07/05/2009	Approved	Simon Blease
	13.5.2011		Colin Sandiford
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St. George's University of London has a duty to ensure that all individuals are able to access and egress all of St. George's University of London premises safely.

1. PEEP Development Procedure

A Personal Emergency Evacuation Plan (PEEP) plan should not rely upon the intervention of the Fire and Rescue Service to make it work. It is written by person responsible for the person (Duty Holder) e.g. Line Managers / Tutors / Visitor Hosts on an individual basis in conjunction with the individual's concerned. It is tailored to their individual needs and includes detailed information of their movements during an evacuation. It may be necessary to provide a plan for each building and room that they visit.

It is essential that the individual for whom the plan is being developed walks from the entrance of the St. George's University of London premises where they reside or where they work or study to their flat or the room in which they work and also the return journey . They person must not be hurried during their work and they must be allowed to rest if required and any points of difficulty must be noted on the PEEP.

Once agreed, a copy should be kept by the disabled person concerned, the duty holder and any other person who is required to assist with the execution of the plan. Individuals identified as taking part in an individual's PEEP must be trained in their responsibilities during a fire evacuation or other emergency.

The following flow chart can assist in the development of the PEEP. It is advisable that the plan is updated at least every 6 months or when the person notices any change in their condition or when legislation changes or building causes alterations in traffic routes.

Advice on completing the form and any issues the person may have with access and egress can be sought from the Safety, Health and Environment Office or from [Emma Catlow](#) , Disability Adviser, in the Registry on extension 0143.

Individuals who may require a Personal Emergency Evacuation Plan

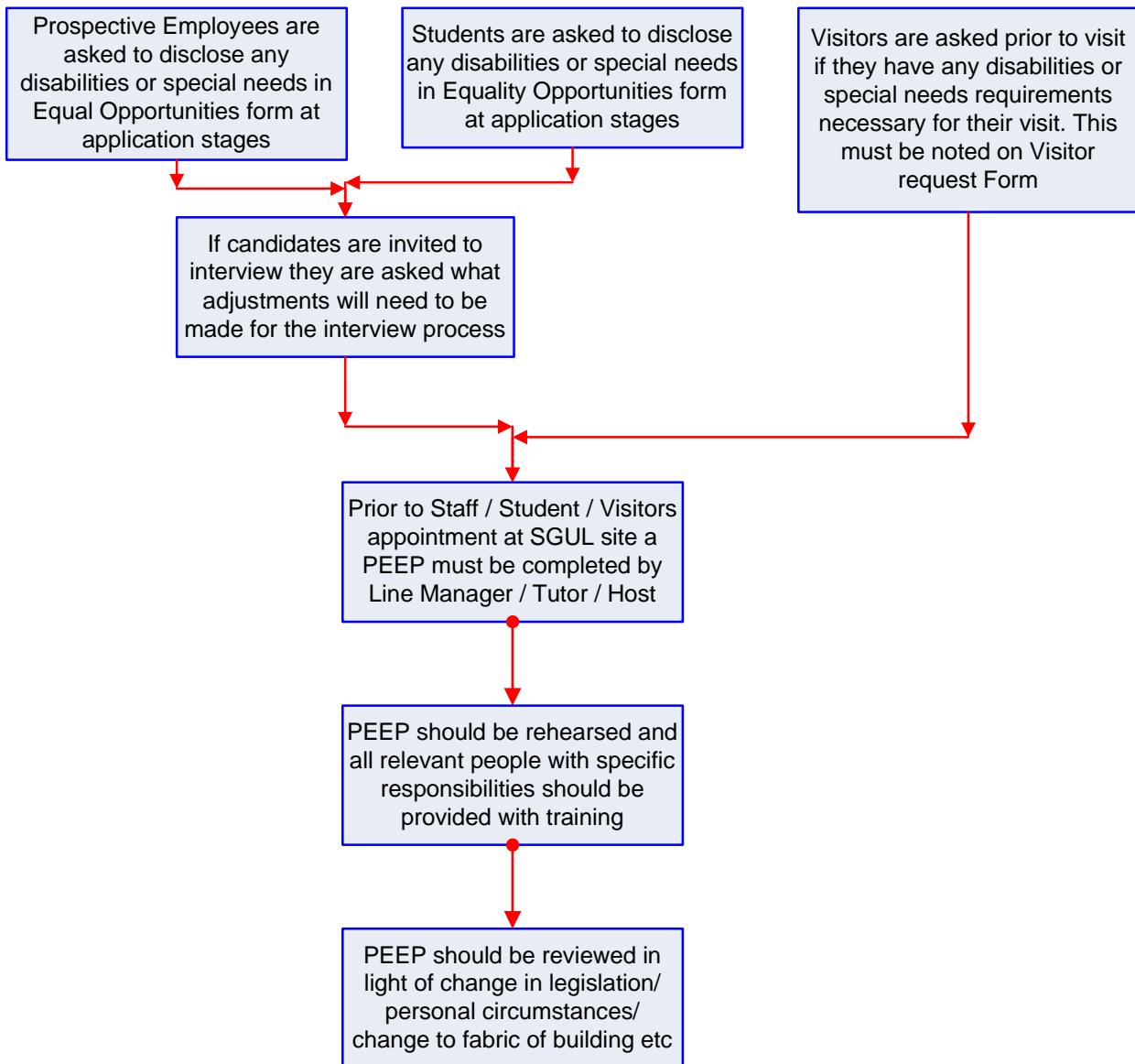
A Peep may be required due to any or a combination of the following conditions. It is important that people are treated sensitively and if necessary and in confidence as they may not wish to have their condition made public.

- Physical Impairments either temporary or permanent
 - Broken limbs
 - Damaged joints
 - Damaged tendons
 - Restricted movement following injury or illness
 - Effects of chronic conditions

- Sensory impairments either temporary or permanent
 - Diminished sight
 - Reduced hearing

- Cognitive impairments either temporary or permanent

Steps to develop a Personal Emergency Evacuation Plan



The following Personal Emergency Evacuation Plan form must be completed by Line Manager / Tutor / Host of Visitor.

Personal Emergency Evacuation Plan

Name of Assessor		
Name of Person Plan Assessed For		
Nature of Disability		
Building / Area Plan Applicable To (more than 1 plan may be required)		
Assembly point		
More than one plan required?	Yes	No
Details of special requirements / methods of evacuation;-		
<ol style="list-style-type: none"> 1. Vibrating Pager 2. Large Text Procedures 3. Braille 4. Fire Evacuation Chairs 5. Assisted Evacuation e.g. Buddy System 6. Horizontal Evacuation 7. Specified Fire Lifts 8. Alternative Workplace (e.g. ground floor, near to fire lifts etc) 9. Other (please provide details) 		
Named individuals with specific responsibilities (including cover for sickness and annual leave)		
Have these people been trained in their responsibilities	Yes	No
Hours plan applicable for		

Staff training / orientation taken place for all named individuals (both individual who plan is applicable to and buddies etc)?	Yes	No
Any Additional Details		
Plan issued and discussed with user on Changes required		
Acknowledgement and acceptance of plan by user Users signature Date of signature		
Confirmation that all procedures have been in place Supervisor Line Manager signature Date of confirmation		