

**SHEP 25**

**Procedure for developing a**

**Personal Emergency Evacuation Plan**

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| 1 | 26/03/09 | Draft issued for comments | Angie Korny |
| 1 | 07/05/2009 | Approved | Simon Blease |
|  | 13.5.2011 |  | Colin Sandiford |
|  | 21.2.2014 |  | Colin Sandiford |
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| **Rev** | **Date** | **Amendment** | **Approved & Authorised by** |

St. George’s University of London has a duty to ensure that all staff and students are able to access and egress all of St. George’s University of London premises including the halls of residence safely.

**Personal Emergency Evacuation Plan 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.

The plan should written by person responsible for the person it relates too e.g. Line Managers / Tutors / Visitor Hosts on an individual basis in conjunction with the individual’s concerned. If necessary 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 (x0637) ( Room 01.233 Basement Floor, corridor 10 Jenner Wing) or from the [Disability Adviser](mailto:disability@sgul.ac.uk), in the Registry (ground floor Hunter Wing) on extension 0143.

It must be tailored to their individual needs and include 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 or travels from their normal entrance to St. George’s University of London to where they work or study.

If they are residing in an SGUL residence a PEEP should be provided to enable them to evacuate their flat.

Once agreed, a copy must 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.

***Evacuation routes***

* Evacuation in an emergency can be both horizontally as well as vertically e.g. it would be acceptable to evacuate horizontally from Jenner into Hunter Wing or vice versa.
* It would also be acceptable to evacuate from Jenner into St. James, Knightsbridge or Atkinson Morley wings providing this does not obstruct the movement of patients or clinical staff.
* In some circumstances a combination of vertical and horizontal evacuation routes would offer the disabled person the best means of leaving a potentially dangerous area.
* It is important that the disabled person and their inform security that they have evacuated the area in which they are normally based and where they have evacuated too. This information could either be given to security (0909) or the person’s local fire marshal.
* If a disabled person will be out of their normal for some time, their buddy or local fire marshal should be informed so that information can be passed to the fire incident controller is necessary.

***Trying the Evacuation Route***

* When the evacuation route is being tried, the person must not be hurried and they must be allowed to rest if required and any points of difficulty or potential bottlenecks caused by the presence of other individuals must be noted on the PEEP.

**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 (PEEP)**



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



**Personal Emergency Evacuation Plan**

|  |  |  |
| --- | --- | --- |
| Name of Assessor |  | |
| Position of assessor e.g. Line Manager or Tutor |  | |
| Name of Person Plan Assessed For |  | |
| Normal work or study location of individual | | |
| Nature of Disability or disabilities |  | |
| Are the disabilities permanent | Yes | No |
| Building / Area Plan Applicable To (more than 1 plan may be required) |  | |
| Assembly point |  | |
| Is more than one plan required? | Yes | No |
| Details of special requirements / methods of evacuation;- |  | |
| 1. Vibrating Pager 2. Large Text Procedures 3. Braille 4. Fire Evacuation Chairs 5. Assisted Evacuation e.g. Buddy System 6. Horizontal Evacuation into another wing 7. Alternative Workplace (e.g. ground floor, near to exits ) 8. Other (please provide details) |  | |
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| 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 put in place***  Supervisor / Line Manager / Tutor signature  Date of confirmation | | |