

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)



Aim

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety. It aims to give employers the necessary information to ensure the right level of assistance is always available.

Responsibilities

It is the responsibility of the employer to talk to staff with a disability to identify whether they require any assistance in the event of an emergency. If a member of staff requires assistance, it is good practice to complete a Personal Emergency Evacuation Plan.

Writing the PEEP

Preparing a Personal Emergency Evacuation Plan (PEEP) is done by the employer, using information about the employee's assistance needs. It is done in two steps:

1. The information is gathered from a questionnaire which the employee completes.
2. The employer then uses this information to write up the Plan.

Buildings have unique characteristics and a PEEP needs to take account of a building's capabilities. Therefore, persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of this assistance should be identified in the PEEP – eg. the number of assistants needed and the methods to be used.

Safe Routes

A PEEP should contain details of the escape route(s) the person will be expected to use.

- Clear unobstructed gangways and floor layouts should be considered at the planning stage.
- It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons.
- It is also necessary to ensure that there are (as much as possible) alternative routes and that the routes are not excessively long.

Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

Blind and Partially Sighted persons

It is important that staff be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

Training

The effectiveness of any evacuation plan depends on the ability of staff to respond efficiently. It is important that employees receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff
- Specific training for Fire Wardens
- Specific training in the use of Fire Extinguishers etc