



Personal Emergency Evacuation Plan (PEEP) Code of Practice

Reviews and Revisions

Date	Reason	Reviewer	Next review date	Approved by
04/07/2017	Consolidation of Procedures	Stuart Hewes	04/07/2018	Emrys Pritchard
28/09/2018	1. Annual Review. 2. Amendments to Appendix A - Forms. 3. Inclusion of specific Student Support Team Role and Responsibility and their Process to undertake PEEPs.	Stuart Hewes	04/07/2020	Emrys Pritchard
10/10/2018	Company name change from 'DisabledGo' to 'AccessAble'	Stuart Hewes	04/07/2020	Emrys Pritchard
29/10/2018	Inclusion of 'Nature of Disability/Impairment to Forms	Stuart Hewes	04/07/2020	Emrys Pritchard
12/11/2019	Retuning Students Responsibilities update and of Inclusion of Continued Student Self Declaration Form	Stuart Hewes	04/07/2020	Emrys Pritchard



Contents

1.	Introduction	3
2.	Definitions	3
3.	Responsibilities	4
4.	Writing the PEEP	6
5.	Emergency Evacuation:.....	6
6.	Appendix A – Written PEEP Plan and Questionnaire	9
7.	PEEP Form A - Mobility Impaired	11
8.	PEEP Form B – Visually Impaired	14
9.	PEEP Form C – Hearing Impaired	17
10.	PEEP Form D - General	20
11.	Appendix B – Continued Student Self Declaration Form.....	22
12.	Appendix C – PEEP Card	24



Personal Emergency Evacuation Plan (PEEP) Guidance

Introduction

The aim of a Personal Emergency Evacuation Plan (PEEP) provide people who cannot get themselves out of a building unaided during an emergency situation, with the necessary information to be able to manage their escape from the building to ensure their safety and that their evacuation also does not impede other persons escape and their safety. This will also provide the Faculty or Service concerned with the necessary information to ensure that the correct level of assistance is always available to ensure safe evacuation takes place. A PEEP maybe relevant to any person who may be legally on the University's premises that are either permanently or temporarily impaired or disabled.

Definitions

Impairment/Disability/Disorder

This refers to those persons who are either permanently or temporarily or progressively; physically; (*e.g. mobility, asthma/breathing difficulty, heart condition, pregnancy*), or cognitive/psychological; (*e.g. dyslexic orientation, dyspraxia, learning difficulty, autism, mental health, dexterity problems, epilepsy, Asperger's*), or developmental, or intellectual (*e.g. participation/cooperation restrictions*), or sensory (*e.g. visual, hearing*), or some combination of these that substantially affects a person's life activities particularly during an emergency situation/evacuation.

Protected Escape Route

A protected escape route may consist of a corridor or stair enclosure which, once entered, will lead directly to a place of safety via an emergency exit.

The escape route is separated from the rest of a building by fire-resisting construction, providing a minimum fire resistance of 30 minutes. Access to the escape routes is by 'Fire Doors' which provide a minimum fire resistance of 30 minutes.

Once inside a protected escape route, you are deemed to be in a place of safety.

Refuges

A refuge is an area normally sited within an enclosure such as a protected lobby, protected corridor or protected stairway, which provides a temporary safe area for people who will not be able to use stairways without assistance.

The refuge normally needs to be big enough to allow wheelchair use and to allow the user to manoeuvre into the wheelchair space without undue difficulty.

A means of communication must be provided so that the person requiring assistance can make contact with those people who have been designated to provide assistance. This could be by fixed telephone at the refuge point, mobile phone, or two way radio link.

It is essential that the location of any wheelchair spaces within a corridor or stair enclosure does not adversely affect the means of escape for other people by narrowing the escape route width.

In circumstances where the refuge area identified for a wheelchair user may restrict the free passage



of others trying to evacuate the building, the area may still be suitable for use as a refuge providing that the wheelchair is manoeuvred into position after other persons have left that part of the building.

Evacuation Chairs (EVAC Chairs)

Evacuation chairs are specially designed chairs for the evacuation of a person down a stair enclosure in a controlled and safe manner.

Whilst they are primarily for the use of wheelchair users, they can also be of assistance to those with impaired mobility, chronic/asthmatic conditions etc.

They must only be operated by person(s) trained in their use.

Buddy System

The 'Buddy System' is a procedure whereby a friend, colleague or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate a building and may assist that person in the evacuation.

Normally the person allocated this responsibility will be employed within the vicinity or work area of the person requiring assistance.

In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence.

If the individual does not have a formal arrangement (for example; carer), the disabled/impaired person can nominate a 'Buddy' providing that the 'Buddy' is in agreement to undertake the responsibility.

Responsibilities

Director of Campus Services

As identified in the Fire Policy, the Director of Campus Services is the building landlord for all University owned buildings and is responsible for ensuring that the buildings are safe for occupants to use at all times.

Pro Vice Chancellors /Service Directors

Pro Vice Chancellors/Service Directors are responsible for;

- The requirements for producing, resourcing and implementing PEEPs are identified and acted upon.
- Ensuring that staff and students with disabilities have a PEEP to ensure they can evacuate the buildings safely.
- Where occupancy of certain areas is shared between Faculties/Department, those persons responsible must cooperate and coordinate with Campus Services to ensure between them, that suitable provisions are made and the relevant staff informed, instructed and/or trained accordingly.
- Ensuring all PEEPs are reviewed at least annually and in the event of significant change. This is especially important in the case of progressive conditions.



New Students

- At application stage, new students to the University inform Student Support & Wellbeing that they have a disability.
- This information is then passed to the Student Progress Team.
- Arrangements should be made at the earliest opportunity to develop the PEEP.

Returning Students

- Student Support will forward an electronic link of the 'Continuing Student Self Declaration Form' in advance to them commencing each academic year.
- All returning students who have already met the Student Progress Team and already having a PEEP must complete the mandatory form' to declare there is no change to their medical condition/disability and their exiting PEEP is sufficiently accurate for a revised plan not be necessary and they are capable to self-evacuate the building in the event of an emergency.
- The form can be accessed on Gecko form [here](#)
- An email to the inbox SL.StudentSupport@northumbria.ac.uk is generated when a form response is submitted. The process includes an alert to the student following the form submission to provide confirmation of receiving the response or provide any further resources.
- The reporting mechanism within the system ensures that where students do not respond, escalation as per agreed process will be required.
- Returning students to the University should contact their Student Support & Wellbeing Coordinator and notify them of any changes to both their condition/impairment and should their teaching accommodation change.
- Arrangements should be made at the earliest opportunity to review the PEEP. And can request a meeting via the [Student Portal](#)
- Disabled Student Support Recommendation (DSSR) should be updated if there are any changes to your medical condition/circumstances and you should contact the Dyslexia and Disability Support Team (DDST) in the first instance.
sv.disability@northumbria.ac.uk

Staff

- New members of staff complete a personal declaration and identify they have a disability at recruitment stage.
- This information is passed to the Line Manager.
- Arrangements should be made at the earliest opportunity to develop the PEEP.
- Should a member of staff sustain an injury or disability that potentially could delay/prevent safe evacuation unaided? Are to inform their line manager to review if a PEEP is required.
- Responsibility for undertaking a PEEP for permanent/temporary impaired/disabled staff or students appointed to undertaking PhD study/research will rest with line managers.



Visitors

On making themselves known to local staff (e.g. Reception or school/department/service management) they should receive information and guidance on what to do in an evacuation – fully written-up PEEPs are normally only provided for regular building users, unless there is a particular need.

Temporary or Short Term Disabilities

It is the responsibility of the Line Manager or Support Team Leader to ensure, so far as is reasonably practicable, that staff or students suffering from a temporary injury or illness that renders the individual being unable to self-evacuate during an emergency (*for example; recovering from operation or other treatments, sports injury, broken limbs, pregnancy*) that might impair them from safely evacuating the building, are issued with a PEEP if necessary

Writing the PEEP

Step 1

The relevant PEEP Plan and Questionnaire should be completed with the line manager for the member of staff or a member of staff for any student concerned.

The relevant PEEP Plan and Questionnaire should be completed with Student Progress Coordinator for new and returning students or a member of staff responsible for the student concerned, who may also be supported by the Central Health and Safety Teams, Occupational Health should further specialist advice be required.

Step 2

From the information gathered in the Personal Emergency Evacuation Plan Questionnaire a Personal Emergency Evacuation Plan (PEEP) should be formulated. Advice, support and training for writing the PEEP is available through the Central Health & Safety Team.

Given the unique characteristics of buildings, disabled persons who regularly use different buildings must have a separate PEEP developed for each building.

If assistance with an escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. These assistants may need training, in which case please contact the Fire Safety Advisor.

Evacuation in an Emergency

Assisting wheelchair users

There are a number of considerations where disabled persons are located above the ground floor. In all the following cases, the Fire Safety Advisor will be able to give more advice and will assist with identifying refuges.

a) Temporary Refuges:

A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction i.e. fire doors, and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space.

The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

All designated refuges are in the process of having two-way voice communication installed between the refuge and the 24/7 Security Control Room or fire panel. The locations of all designated refuges within the University can be found on the University web site at the following link.

<https://one.northumbria.ac.uk/service/cs/hs/Pages/Fire-Exits-and-Refuges.aspx>

A refuge is merely the first stage in the evacuation procedure for disabled persons; a specific procedure is then required to ensure that persons are able to be evacuated, if necessary, from the refuge under safe and controlled conditions.

Wheelchair user may be required to be transferred to an approved evacuation chair to assist in their safe evacuation to then remain at the designated assembly point. The individuals wheelchair if practicable, safe to do so and if there is available resource, will accompany them during their evacuation. Should this not be possible, the disabled person will remain at the designated assembly point and their chair will be rejoined with them at the earliest opportunity.

The University has recently launched a web based monitoring system called Safe Zone. This free downloadable app is ideally suited for inclusion within PEEP's as it provides an additional method of summoning assistance in an emergency evacuation. It is recommended that all current PEEP's are reviewed and individuals made aware of the app and that it is included within current and future PEEP's. The app can be downloaded by visiting www.safezoneapp.com.

b) Lifts:

Lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people must be either a "fire-fighting lift" or an "evacuation lift." and will be clearly marked as one.

There are also a number of low rise platforms situated in buildings across the campus. Should the evacuation plan include the use of these it should only be done following a risk assessment to ensure the platform is suitable and an alternative route should be available in the event the platform is unserviceable?

For advice on determining the suitability or otherwise of a platform contact the University Fire Safety Advisor.

c) Safe Routes:

A PEEP should contain details of the [escape route\(s\)](#) the disabled person might be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage.

Wherever possible lateral evacuation routes should be sought so that the evacuating person can move freely into an adjacent fire compartment (this will normally be achieved by passing through a set of corridor fire doors) without having to negotiate steps or stairs.

If possible, alternative escape routes should also be identified in case the main route



becomes inaccessible during the emergency.

It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons. It is not acceptable to have a route if the door furniture is inaccessible.

- d) If required, a copy of the PEEP should be forwarded to the 'CR Facilities Team' and the Security Manager so that any building works that could interfere with the escape routes can be identified and the individuals concerned notified in advance. Provision can then be made regarding alternative safe evacuation routes.

A copy should also be forwarded to the Central Health & Safety Team.

Each team will evaluate the PEEP to determine to mitigate any potential risk, any further or decide if further reasonable adjustments is required to ensure the health, safety and wellbeing of the individuals identified,

Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues students 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, a deaf or hearing impaired person working, studying or living alone in University halls of residence may need an alternative method of being alerted to an emergency, for example, a visual indicator or vibrating pager system.

Blind and Partially sighted persons

Both Staff and Students should be offered orientation training conducted by Guide Dogs for the Blind Association, arranged by Student Support during DSSR, 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.



Appendix A - Written PEEP Plan and Questionnaire

Personal Emergency Evacuation Plan and Questionnaire

The information on this PEEP will be used to plan the safe evacuation of the named individual in case of emergency. The information will also be used for monitoring purposes to ensure that the University has adequate emergency plans.

What do you need to do?

- Read the University PEEP guidance and plan.
- Decide if one of your staff members or students require assistance getting out of their building in the event of an emergency.
- Staff and Students are to immediately notify their Line Manager or Student Support sv.disability@northumbria.ac.uk or +44 (0) 191 227 4127 that they require/eligible for a PEEP so it can be prioritised
- Complete this checklist to help you and confirm you have considered everything.
- Please sign the checklist to confirm mutual agreement.
- Send the completed checklist to the Central Health and Safety Team by email for approval and secure storage. The Central Health and Safety Team will also advise on any access/ingress concerns highlighted during the assessment. Upon completion and by return the sender will be notified of the approval via email.
- Once approved please complete the Personnel PEEP and retain one copy for the Faculty/Service and issue another to the individual. The card is to be carried with them whilst on campus. If entering unfamiliar ground the personal PEEP card is to be shared with their immediate contact/Line Manager and an appropriate assessment completed to ensure the needs of the individual are met.
- Please review the form if anything changes.
- Should new and returning students not respond to the request to meet and set up the PEEP, within 2 weeks of the invitation and/or after receiving 2 email attendance requests, then they will be referred to the Central Health and Safety Team who will explain the mandatory compliance requirements to further encourage to arrange and attend the PEEP meeting.
- Once completed the University will be able to provide information about the emergency evacuation procedures in the building(s) which you work or study. We will also discuss the best ways of getting persons to a place of safety quickly and comfortably.
- In compiling a PEEP, it may be required to involve your formally appointed carer' (if applicable) and person(s) in charge of the buildings in which you work or study.

Notes

- 1) The PEEP should, as far as practicable, be specific to individual areas of study/work/residence.
- 2) It is important to distinguish in the PEEP whether the area to be accessed will be used inside or outside of "normal" working areas, *for example; Students Union and/or Student Central Library*. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. to assure security. The PEEP needs to demonstrate that this has been adequately considered by both the Line Manager and individual.
- 3) If a building assessment deems that a particular area does not meet the general access requirements for the person being assessed, then alternative management arrangements will

need to be identified. Once these arrangements have been identified then the PEEP will need to be reviewed to ensure that the new location(s) is/are adequate.

- 4) The completed copy of the PEEP should be sent to the Central Health and Safety Team,
- 5) Security and the Campus Services Facilities Team, the Personal PEEP card is to be retained by the individual and Faculty.

One of the following Checklists should be completed by the assessor and the assessed person.

- Form A – Mobility Impairment
- Form B – Visual Impairment Form
- Form C – Hearing Impairment
- Form D – General – For all other disabilities

Data Protection Notice (GDPR)

Personal information collected for the PEEP process will be used to fulfil the University's policy and procedure and its legal obligations. Completed checklists will be retained after completion until you leave Northumbria University. The completed assessment may be shared with other Building Managers with whom the risk or the control of risk is shared. Consent will be requested prior to sharing.



Form A - Mobility Impaired Persons

- Whilst you are either employed or a student here at the University, we have a legal responsibility to protect you from fire risks and to ensure your health and safety. In order to do this, we need to know what assistance you would require during an emergency.
- This form is mandatory for the production of the Personal Emergency Evacuation Plan (PEEP) for both temporary and permanent disabled/impaired staff and students.
- Please provide the following information to enable us to identify and determine if further reasonable adjustments may require/allocated to meet your needs.
- Please complete all sections (as applicable) in as much details as possible so it can be submitted as part to the PEEP plan.
- All information will remain confidential.

Name of Assessor:		Date of Assessment:		
Name of person, plan is prepared for:		Name of Faculty/Service:	Nature of Disability:	
Nature of Disability/Impairment <i>(please insert details)</i>				
Building(s) to which this PEEP is covered by this assessment and applies: <i>(include those buildings which you are based most of your time and those routinely used)</i>				
Personal Emergency Evacuation Plan (PEEP) and Questionnaire			Y	N
1	Has the general emergency procedures and buildings safe routes been explained to you and if requested, a copy provided? https://one.northumbria.ac.uk/service/cs/hs/Pages/Fire-Policy-and-Evacuation-Procedures.aspx			
2	Are there any areas in the building that DO NOT allow suitable access/egress? <i>(If you have indicated yes' please provide details).</i>			
3	Are you aware that the University works with AccessAble to provide detailed accessibility information for all of our buildings and services? Visit AccessAble here: https://www.accessable.co.uk/organisations/northumbria-university			
4	Could you raise the alarm if you discovered a fire (operate the call point)?			
5	Can you open the fire escape/exit door on the floor(s) you will be using?			
6	Could you use a telephone in the area to call the emergency services?			
7	Are you able to use and have you been shown how to use the refuge communications equipment?			
8	If you are (or will be) resident in a University owned property, has a PEEP been prepared for your accommodation? <i>(Please contact your Accommodation Manager to arrange one)</i>			
9	Do you use a wheelchair?			
10	Do you know the approximate width of your wheelchair?			mm
11	If you use another type of mobility aid, what is it? <i>(insert details)</i>			
12	Could you transfer to an evacuation chair in an emergency with/without physical assistance?			



13	Do you require training in the use of an emergency evacuation chair? <i>(If you have indicated yes', a member of the Health and Safety Team is to be informed and will be in touch to arrange a training session).</i>		
14	Do you know if the escape routes in the buildings you work in are free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits? <i>(Please comment with any concerns):</i>		
15	Personalised Evacuation Procedure <i>(Assessor to complete a step by step account beginning with the first alarm)</i>		
Assistance			
16	Is anyone designated to assist you to get out in an emergency? <i>(Please provide their details and contact)</i>		
17	Is this a formal arrangement set up by your immediate manager or a voluntary agreement?		
18	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc.? <i>(insert names and contact details)</i>		
19	Are you always in easy contact with those designated to help you?		
20	In an emergency, could you contact the person(s) in charge of evacuating the building in which you are working and tell them where you are located? <i>(for example; Do you know how to use the Refuge 'Call' Point and understand the Refuge Point Action Plan?)</i> <i>(Please comment on any concerns);</i>		
21	Do you require access to the free Safe Zone App that connects you the Universities Security Team should you need help both on and off Campus? <i>For more information click here:</i> https://www.northumbria.ac.uk/about-us/health-safety/stay-safe/		
Activities based above the Ground Floor (or in a basement with access by stairs)			
22	Have all possibilities for relocating work or service to the ground floor been exhausted?		
23	Is there an "Evacuation Lift" and do you know its location and how to operate it?		
24	Does the individual know which fire exit and refuge locations from the floor/building(s) are to be used? if not go to next question: https://one.northumbria.ac.uk/service/cs/hs/Pages/Fire-Exits-and-Refuges.aspx		
25	Have you confirmed a date and time to provide the individual with a building tour to point out the location of emergency exits/refuge points and lifts?		
26	Please list any concerns relating to the building/s listed during your tour;		
Refuge Points: Relating to the individuals main building(s) you listed above			



27	Have refuges been provided on, or adjacent to, each fire escape route (where applicable)?		
28	Where refuges have been provided, are these appropriate for use?		
29	Where refuges are not provided on all escape routes, does the existing fire escape signage clearly lead you to other refuges that are available?		
30	Are the doors to the refuge the self-closing type and operating correctly?		
31	Do refuges have communication points that are accessible for you to use i.e. telephone or speaker connected to building fire control point or Security?		
32	Do you require training in the use of an emergency call point?		
Other Impairments			
33	Please provide further details of any other diagnosed conditions as appropriate (list not exhaustive); e.g. Blind/partially sighted, colour blindness, unseen disability/medical condition, e.g. diabetes, epilepsy, heart condition, mental health issues, severe allergies, deaf/hard of hearing, temporary injury/condition, Asperger's syndrome/autistic spectrum disorder or other disability/medical condition not listed:		
34	Have you completed the medical assessment form?		
Further Comments:-			

Assessment Sign-Off:

- Please sign here to confirm that you agree to the information contained in the form being shared with University staff responsible for allocating any potential additional adjustments or require to conduct further assessment to ensure your health and safety, e.g. *Student Support and Wellbeing, Central Health and Safety Team, Accommodation.*
- Should any circumstance change, for example; to your impairment/s, place of studies, etc. Students - please inform the DSSR/ Student Support and Wellbeing Team at the earliest opportunity? Please phone 0191 227 4127 or email sv.disability@northumbria.ac.uk. Staff – Please inform your Line Manager.
- The University will process the data provided on this form in accordance with the HR privacy notice.

Assessor Name - Print:	Sign:
Building User Name (<i>Impaired Person</i>) - Print:	Sign
Date:	



Form B - Visually Impaired Persons

- Whilst you are either employed or a student here at the University, we have a legal responsibility to protect you from fire risks and to ensure your health and safety. In order to do this, we need to know what assistance you would require during an emergency
- This form is mandatory for the production of the Personal Emergency Evacuation Plan (PEEP) for both temporary and permanent disabled/impaired staff and students.
- Please provide the following information to enable us to identify and determine if further reasonable adjustments may require/allocated to meet your needs.
- Please complete all sections (as applicable) in as much details as possible so it can be submitted as part to the PEEP plan.
- All information will remain confidential.

Name of Assessor:		Date of Assessment:		
Name of person, plan is prepared for:		Name of Faculty/Service:	Nature of Disability:	
Nature of Disability/Impairment (<i>please insert details</i>)				
Building(s) to which this PEEP applies: (<i>include those buildings which you are based most of your time and those routinely used</i>)				
Personal Emergency Evacuation Plan Questionnaire.			Yes	No
1	Has the general emergency procedures and building safe routes been explained to you and if requested, a copy provided? https://one.northumbria.ac.uk/service/cs/hs/Pages/Fire-Policy-and-Evacuation-Procedures.aspx			
2	Are there any areas in the building that DO NOT allow suitable access/egress? (<i>If you have indicated yes' please provide details</i>).			
3	Are you aware that the University works with AccessAble to provide detailed accessibility information for all of our buildings and services? Visit AccessAble here: https://www.accessable.co.uk/organisations/northumbria-university			
4	Could you raise the alarm if you discovered a fire (operate the call point)?			
5	Can you open the fire escape door on the floor(s) you will be using?			
6	Could you use a telephone in the area to call the emergency services?			
7	If you are (or will be) resident in a University owned property, has a PEEP and Accommodation Health Questionnaire been prepared for your accommodation? (If not, please ask for one to be prepared).			
8	Do you require the emergency action procedure/plans to be on audio, braille and /or large print? (<i>if yes, please specify</i>)			
9	Can you read the fire signage and appropriate health and safety signage used to aid in evacuation?			
10	Do you find stairs difficult to use?			
11	Do you require orientation training? (<i>If you have indicated yes', a member of the Health and Safety Team is to be informed and will be in touch to arrange a training session</i>).			
12	If you use a guide dog it is important that the dog is given ample opportunity to learn the routes. Do you require assistance to support you with this? (<i>If you have indicated yes', this will be incorporated as part your orientation training. A member of the Health and Safety Team is to be informed and will be in touch to arrange a session</i>).			



13	How long would you estimate that it would take to evacuate the building under assessment, unaided (<i>other than with the help of any items identified above</i>), in the event of an emergency?		min
14	How many escape routes are available to you in the event of an emergency?		
15	Have any hazardous "projections, obstructions" or other structural components been identified on your escape routes?		

The following questions need only be answered by those visually impaired persons possessing some degree of visual capacity:

16	Are all escape routes clearly sign posted to meet YOUR requirements?		
17	Where applicable, are all escape corridors designed so as to prevent visual confusion in YOUR circumstances?		
18	Where applicable, are all escape staircases fitted with adequate colour contrasting nosing and a suitable handrail?		
19	Does the individual know which fire exit and refuge locations from the floor/building(s) are to be used? if not go to next question:		
20	Personalised Evacuation Procedure (<i>Assessor to complete a step by step account beginning with the first alarm</i>)		

The following questions need to be answered by all visually impaired persons that will be using/provided with full time "helpers" while in the building for which this PEEP is being prepared.

Assistance

21	Is anyone designated to assist you to get out in an emergency? (<i>Please provide their details and contact, who will be providing this assistance</i>)		
22	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc. (<i>insert names and contact details</i>)		
23	Are you aware of any other measures that could be introduced in the building under assessment that could further aid your evacuation in case of an emergency?		
24	Do you require access to the free Safe Zone App that connects you the Universities Security Team should you need help both on and off Campus? <i>For more information click here:</i> https://www.northumbria.ac.uk/about-us/health-safety/stay-safe/		

Other Impairments

25	Please provide further details of any other diagnosed conditions as appropriate (list not exhaustive); e.g. mobility, unseen disability/medical condition, e.g. diabetes, epilepsy, heart condition, mental health issues, severe allergies, deaf/hard of hearing, temporary injury/condition, Asperger's syndrome/autistic spectrum disorder or other disability/medical condition not listed:		
26	Have you completed the medical assessment form?		

Further Comments:-

--	--	--



Assessment Sign-Off:

- Please sign here to confirm that you agree to the information contained in the form being shared with University staff responsible for allocating any potential additional adjustments or require to conduct further assessment to ensure your health and safety, *e.g. Student Support and Wellbeing, Central Health and Safety Team, Accommodation.*
- Should any circumstance change, for example; to your impairment/s, place of studies, etc. Students - please inform the DSSR/ Student Support and Wellbeing Team at the earliest opportunity? Please phone 0191 227 4127 or email sv.disability@northumbria.ac.uk. Staff – Please inform your Line Manager.
- The University will process the data provided on this form in accordance with the HR privacy notice

Assessor Name - Print:	Sign:
Building User Name - Print:	Sign
Date:	



Form C - Hearing Impaired Persons

- Whilst you are either employed or a student here at the University, we have a legal responsibility to protect you from fire risks and to ensure your health and safety. In order to do this, we need to know what assistance you would require during an emergency.
- This form is mandatory for the production of the Personal Emergency Evacuation Plan (PEEP) for both temporary and permanent disabled/impaired staff and students.
- Please provide the following information to enable us to identify and determine if further reasonable adjustments may require/allocated to meet your needs.
- Please complete all sections (as applicable) in as much details as possible so it can be submitted as part to the PEEP plan.
- All information will remain confidential.

Name of Assessor:		Date of Assessment:		
Name of person, plan is prepared for:		Name of Faculty/Service:	Nature of Disability:	
Nature of Disability/Impairment <i>(please insert details)</i>				
Building(s) to which this PEEP applies: <i>(include those buildings which you are based most of your time and those routinely used)</i>				
Personal Emergency Evacuation Plan Checklists			Yes	No
1	Has the general emergency procedures and building safe routes been explained to you and if requested, a copy provided? https://one.northumbria.ac.uk/service/cs/hs/Pages/Fire-Policy-and-Evacuation-Procedures.aspx			
2	Are there any areas in the building that DO NOT allow suitable access/egress? <i>(If you have indicated 'yes' please provide details).</i>			
3	Are you aware that the University works with AccessAble to provide detailed accessibility information for all of our buildings and services? Visit AccessAble here: https://www.accessable.co.uk/organisations/northumbria-university			
4	Could you raise the alarm if you discovered a fire (operate the call point)?			
5	Can you open the fire escape door on the floor(s) you will be using?			
6	Could you use a telephone in the area to call the emergency services?			
7	If you are (or will be) resident in a University owned property, has a PEEP and Accommodation Health Questionnaire been prepared for your accommodation? (If not, please ask for one to be prepared).			
8	Can you hear the fire alarm in normal circumstances?			
9	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions? <i>(If you have indicated 'yes' please let us know what format you require).</i>			
10	Do you require written emergency procedures to be supported by BSL interpretation?			
11	Is your work room fitted with a "hard wired" flashing light, (and a vibrating pillow if a study bedroom) linked to the fire alarm?			
12	Are toilet/washing facilities in your accommodation and/or workplace fitted with a flashing beacon linked to the fire alarm?			
13	Are you aware of any other measures that could be introduced in the building under assessment that could further aid your evacuation in case of an emergency?			



14	Does the individual know which fire exit and refuge locations from the floor/building(s) are to be used? if not go to next question: https://one.northumbria.ac.uk/service/cs/hs/Pages/Fire-Exits-and-Refuges.aspx		
15	Have you confirmed a date and time to provide the individual with a building tour to point out the location of emergency exits/refuge points and lifts? <i>(If yes', please insert date and time)</i>		
16	Personalised Evacuation Procedure <i>(Assessor to complete a step by step account beginning with the first alarm)</i>		
Assistance			
17	If required. Is anyone formally designated to assist you to get out in an emergency? <i>(Please provide their details and contact, who will be providing this assistance)</i>		
18	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc. <i>(insert names and contact details)</i>		
19	Do you require access to the free Safe Zone App that connects you the Universities Security Team should you need help both on and off Campus? <i>For more information click here:</i> https://www.northumbria.ac.uk/about-us/health-safety/stay-safe/		
Other Impairment			
20	Please provide further details of any other diagnosed conditions as appropriate (list not exhaustive); e.g. mobility, unseen disability/medical condition, e.g. diabetes, epilepsy, heart condition, mental health issues, severe allergies, blindness/partially sighted, colour blindness, temporary injury/condition, Asperger's syndrome/autistic spectrum disorder or other disability/medical condition not listed:		
21	Have you completed the medical assessment form?		
Further Comments:-			



Assessment Sign-Off:

- Please sign here to confirm that you agree to the information contained in the form being shared with University staff responsible for allocating any potential additional adjustments or require to conduct further assessment to ensure your health and safety, *e.g. Student Support and Wellbeing, Central Health and Safety Team, Accommodation.*
- Should any circumstance change, for example; to your impairment/s, place of studies, etc. Students - please inform the DSSR/ Student Support and Wellbeing Team at the earliest opportunity? Please phone 0191 227 4127 or email sv.disability@northumbria.ac.uk. Staff – Please inform your Line Manager.
- The University will process the data provided on this form in accordance with the HR privacy notice.

Assessor Name - Print:	Sign:
Building User Name - Print:	Sign
Date:	



Form D – General

- Whilst you are either employed or a student here at the University, we have a legal responsibility to protect you from fire risks and to ensure your health and safety. In order to do this, we need to know what assistance you would require during an emergency.
- This form is mandatory for the production of the Personal Emergency Evacuation Plan (PEEP) for both temporary and permanent disabled/impaired staff and students.
- Please provide the following information to enable us to identify and determine if further reasonable adjustments may require/allocated to meet your needs.
- Please complete all sections (as applicable) in as much details as possible so it can be submitted as part to the PEEP plan.
- All information will remain confidential.

Name of Assessor:		Date of Assessment:		
Name:		Name of Faculty/Service:		
Nature of Disability/Impairment (<i>please insert details</i>)				
Building(s) to which this PEEP applies: (<i>include those buildings which you are based most of your time and those routinely used</i>)				
Personal Emergency Evacuation Plan Checklists			Yes	No
1	Has the general emergency procedures and building safe routes been explained to you and if requested, a copy provided? https://one.northumbria.ac.uk/service/cs/hs/Pages/Fire-Policy-and-Evacuation-Procedures.aspx			
2	Are there any areas in the building that DO NOT allow suitable access/egress? (<i>If you have indicated yes' please provide details</i>).			
3	Are you aware that the University works with AccessAble to provide detailed accessibility information for all of our buildings and services? Visit AccessAble here: https://www.accessable.co.uk/organisations/northumbria-university			
4	Could you raise the alarm if you discovered a fire (operate the call point)?			
5	Can you open the fire escape door on the floor(s) you will be using?			
6	Could you use a telephone in the area to call the emergency services?			
7	If you are (or will be) resident in a University owned property, has a PEEP and Accommodation Health Questionnaire been prepared for your accommodation? (If not, please ask for one to be prepared).			
8	Can you hear the fire alarm in normal circumstances?			
9	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions? (<i>If you have indicated 'yes' please let us know what format you require</i>).			
Assistance				
10	Can you evacuate a building unaided in the event of an emergency?			
11	Do you need assistance to get out of your place of work/study in an emergency?			
12	Is anyone designated to assist you to get out in an emergency?			
13	Is the arrangement with your assistant a formal arrangement?			
14	In an emergency are you able to contact Campus Services Security (Ext 3200) and tell them where you are located?			



15	Are you aware of any other measures that could be introduced in the building under assessment that could further aid your evacuation in case of an emergency? <i>(Please list)</i>		
16	Do you require access to the free Safe Zone App that connects you the Universities Security Team should you need help both on and off Campus? <i>For more information click here: https://www.northumbria.ac.uk/about-us/health-safety/stay-safe/</i>		
17	Personalised Evacuation Procedure <i>(Assessor to complete a step by step account beginning with the first alarm)</i>		

Assessment Sign-Off:

- Please sign here to confirm that you agree to the information contained in the form being shared with University staff responsible for allocating any potential additional adjustments or require to conduct further assessment to ensure your health and safety, e.g. *Student Support and Wellbeing, Central Health and Safety Team, Accommodation.*
- Should any circumstance change, for example; to your impairment/s, place of studies, etc. Students - please inform the DSSR/ Student Support and Wellbeing Team at the earliest opportunity? Please phone 0191 227 4127 or email sv.disability@northumbria.ac.uk. Staff – Please inform your Line Manager.
- The University will process the data provided on this form in accordance with the HR privacy notice

Assessor Name - Print:	Sign:
Building User Name - Print:	Sign
Date:	



Appendix B – Continuing Student Self Declaration Form

Student Progress Team Northumbria
University Sandyford Building Newcastle
upon Tyne
NE1 8ST

CONTINUING STUDENT SELF DECLARATION FORM - PERSONAL EMERGENCY EVACUATION PLAN

This form is mandatory where a continuing student, who has already met with the Student Progress Team to produce a Personal Emergency Evacuation Plan (PEEP) for permanent/temporarily impaired/disabled students, wishes to declare that there is no change in their medical condition/disability and the existing plan is sufficiently accurate for a revised plan not be necessary. Please complete all sections of this form so that it can be submitted as part of the PEEP plan.

Section A: to be completed by the student

Student Name:	
Student Number:	
Student Telephone Number:	

Please note that signing this form (below) means that you agree to the information contained in the form being shared with University staff responsible for Health and Safety, emergency evacuation, Student Progress Team, Programme Leader in order that effective support can be arranged.

Section B: Do you consider the existing PEEP is sufficiently detailed that you are capable of evacuating the building in the event of an emergency? Your declaration must be based on the fact that a) there has been no change in your condition since the production of the PEEP and b) that the teaching accommodation that is on your current timetable does not involve locations that have materially changed from those originally discussed in the initial PEEP meeting.

YES

NO

Section C: Are you able to exit the building unaided or do you require assistance to exit the building.

YES, I CAN EXIT THE BUILDING UNAIDED

NO, I WILL REQUIRE ASSISTANCE TO EXIT THE BUILDING



Please detail what assistance/reasonable adjustment you may require:

Please note that the Disabled Student Support Recommendation (DSSR) should be updated if there are any changes to your medical condition/circumstances and you should contact the Dyslexia and Disability Support Team (DDST) in the first instance. sv.disability@northumbria.ac.uk

Signature of student

Name:	
Signature:	
Date:	

Please return this form to:
(Detailed instructions here about electronic return of form via Gecko system)

Appendix C

PERSONAL EMERGENCY EVACUATION PLAN CARD			
Name			
Date <i>(valid for one academic year)</i>			
Faculty/Service/Department			
Building/s which this PEEP is covered			
Contact Number			
Nature of Disability/Impairment <i>(please insert details)</i>			
Awareness of Procedure and Method of Assistance (e.g. transfer procedures, methods of guidance etc.)			
I have been informed of the fire evacuation and my type of evacuation is <i>(please tick X relevant box)</i>			
to go to the nearest, safe refuge point	<input type="checkbox"/>	to be transferred and evacuated by 'Evac Chair'	<input type="checkbox"/>
to remain and be met at my workstation	<input type="checkbox"/>	use stairs handrails	<input type="checkbox"/>
to make my own way out slowly and safely	<input type="checkbox"/>	evacuation lift	<input type="checkbox"/>
to be supported whilst walking down stairs	<input type="checkbox"/>	Other (please specify):	<input type="checkbox"/>
My Designated Assistance or 'Buddy' is:			
The following have been designated to give assistance to get out of the building in an emergency;			
Name			
Contact Number			
I Require to USE the following equipment to support my safe evacuation: (please provide details, including means of communication e.g. Safe Zone)			

My Personalised Evacuation Procedure is? (A step by step account beginning with the first alarm)

1	
2	
3	
4	
5	
6	
7	

Should my circumstances change, for example, my disability/impairment, place of studies/work. I will at the earliest opportunity inform; (Students) – the DSSR/Student Support and Wellbeing Team 0191 227 4127 or email sv.disability@northumbria.ac.uk (Staff)– Please inform your Line Manager

Signed by Assessor		Date	
Signed by Individual		Date	

PEEP Safety Instructions

- **Once completed - Please retain at all times,**
- **On hearing the alarm, ONLY stop and collect belongings that maybe required for your evacuation,**
- **Follow your PEEP Procedure, to either remain at your workstation, make your way to the nearest Refuge, wait for your assistance or evacuate yourself,**
- **If you need to wait at a Refuge. Follow the instructions on the displayed Refuge Action Notice;**
 - **Please remain calm, you are in a location of relative safety,**
 - **Use the Call Point to contact the Evacuation Coordinator,**
 - **Give the Evacuation Coordinator your details Maintain contact,**
 - **Help will be on its way as soon as possible. An Evacuation Coordinator will attend your location and assist with your evacuation.**
- **Should you be unable you be unable to communicate, please call Security 0191 227 3200 and/or activate the Safe Zone App (if you have one),**
- **ALWAYS Listen and Follow on any instructions given by Security/Evacuation Coordinator,**
- **DO NOT attempt to leave the Refuge Point, at any time, even temporarily,**
- **Once the area is safe, clear, and if possible, make your way to the final exit of the building to the designated emergency evacuation assembly point,**
- **Once at the assembly point, you or your assistance MUST report your presence to a Fire Marshal who will inform the Lead Evacuation Coordinator,**
- **Remain at the assembly point until the ‘All Clear’ is given and it is safe to return to your building of evacuation.**
- **If you are Wheel Chair user and are evacuated by ‘Evac Chair’. Don’t worry, either your Wheelchair will accompany you during your evacuation if it is safe to so or it will be re-joined with you at the earliest opportunity.**