



EAST RIDING

OF YORKSHIRE COUNCIL

Fire Safety – Personal Emergency Evacuation Plans Safety Guidance Note

Lead Directorate and Service:	Corporate Resources - Human Resources, Safety Services.
Effective Date:	November 2013
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Approved by:	CMT 7 th November 2011 - Minute 13671

1. Introduction

Most buildings are designed to accommodate wheelchair access and have facilities to assist with managing the escape of wheelchair users.

Some of our employees and residents are less able than the rest of us and this can have an effect on their ability to recognise that an emergency is occurring and/or their ability to make their own escape.

A personal emergency evacuation plan, or PEEP, is designed to provide people who cannot get themselves out of a building unaided during an emergency situation, with the necessary information to be able to leave the building safely. It will also provide colleagues and carers with the information they need to assist them.

2. Who may need a PEEP

Anyone who cannot escape from a building unassisted, using any of the alternative escape routes provided is likely to need a written PEEP.

Wheelchair users will not automatically require a PEEP. It will only be the case if they cannot negotiate a change of level within the building. Note: lifts are not suitable as a means of escape in East Riding of Yorkshire Council premises.

Employees who are hearing and/or visually impaired may have difficulty recognising that an emergency has arisen. They may also require a PEEP as an interim measure, until modifications are made to fire and emergency systems. Visual signals and/or vibrating devices linked to fire alarms may be all that is needed to provide a warning of an emergency.

Consideration should also be given to persons with reduced mental capacity.

3. Information required about a person who may require assistance with evacuation from a premises

- Name
- Exact place of work or residence
- Is this your permanent location or do you work in other parts of the building or in other buildings on the same site?
- Do you know and understand the emergency procedures for all the locations that you use?
- Would you like a copy of the emergency procedures in a different format; Braille, large print, audio tape, supported by British Sign Language interpretation, other?

3.1 Hearing Impairment

- Can you hear fire and emergency signals in normal circumstances?
- If no, would it help if you were provided visual alarms, a vibrating unit linked to the fire alarm or with other assistance in emergencies?

3.2 Visual Impairment

- Does your impairment prevent you from leaving the building by the alternative escape routes?
- Do you need assistance to move around the building, e.g. a cane, guide dog etc.?
- Would tactile signs and floor surfaces assist you to evacuate the building in the event of an emergency?
- If you can escape by your own means, can you move quickly enough that you do not hold others up nor that they may bump into you as they pass and cause injury?
- Would it be preferable to provide you with assistance in emergencies?

3.3 Mobility Impairment

- Can you evacuate the building unaided using any of the escape routes provided?
- If no, is this because of changes in level or floors?
- Do you use a wheelchair?
- Is the wheelchair required in all circumstances or can you negotiate parts of the building without it? If yes,
 - a) on the level, what distance could you manage?
 - b) changes in level, how many steps?
 - c) stairs, how many flights?
- Can you transfer to an evacuation chair or stair climber by yourself or would assistance be required?
- Are such devices suitable for use by someone with your condition?

- Have colleagues been assigned to assist you in the event of an emergency?
- Do you know what a 'refuge' is and where they are in your building?
- Does anyone required to give you assistance to escape need any special training?

3.4 Cognitive Impairment

- Can you retain fire evacuation knowledge?
- Would memory cards support?
- Would more frequent fire drills support?
- Has support been appointed?

4. Assessing an Individual's Needs

The information you have gathered must now be assessed to determine what needs to be done. You must respond to the individual's needs, providing information in an appropriate format and requesting additional equipment/systems modifications as necessary.

In respect of mobility impairment, locating the individual's workplace on the ground floor or on the upper floors of interconnected buildings may be a solution that negates the need for a PEEP.

If this cannot be achieved, a nominated person may need to be identified, briefed and trained in how they can help the less able colleague or resident, including how to use any evacuation devices and refuges. Remember you will need to ensure cover for holidays and sickness absence.

The emergency plans for the building may also need to be modified to ensure that the fire marshal etc. is aware of any changes necessary.

5. Evacuation Devices

Any equipment provided for evacuation purposes must be visually inspected monthly. A form 'Evacuation Chair Monthly Safety Inspection Record' is available for this purpose on the safety services intranet site under inspection forms (safety resources).

Annual inspections by a third party competent person are also required and a contract is available by contacting Infrastructure and Facilities.

6. **Writing the Personal Emergency Evacuation Plan**

The PEEP must contain the following information;

1. Individual's name;
2. The work or resident's location(s) that are relevant to the PEEP;
3. How the person will be alerted to a fire or emergency;
4. The names and contact details of the nominated person(s) assigned to assist with the evacuation;
5. Details of the step by step procedure to be followed from the first alert of an emergency until the evacuation is complete, outside the building;
6. How the person will be transferred to any evacuation device, and how that equipment is used;
7. Details of any equipment provided and where it is located.
8. If necessary, how any communication equipment provided (for example at a refuge) will be used.
9. If appropriate, a plan of the available safe evacuation route(s).

Appendix 1 (Personal Emergency Evacuation Plan) must be used to record the specific evacuation plan for an individual. This should be reviewed at regular intervals. Both the individual and their supervisor/manager must be involved in the process of devising a personal emergency evacuation plan, with assistance from Safety Services where required.



PERSONAL EMERGENCY EVACUATION PLAN

NAME	
PREMISE (name/address/floor/room no)	
PERIOD OF USE (day/time/duration)	
RESTRICTION (mobility / sensory impairment / mental capacity)	
PLAN	

PLAN DEVELOPED BY

INDIVIDUAL/SERVICE USER AGREEMENT