

Personal Emergency Evacuation Plan (PEEP) Assessment Form

These questions will help identify the individual requirements for the production of a Personal Emergency Evacuation Plan.

Generic Questions

- Does the person have any difficulty opening doors unaided?
- Are they aware of any specific areas on the evacuation routes which may cause a problem or delay them in the event of an evacuation?
- Do they usually need longer to evacuate a building than other people?
- Does the person work/study in any other locations? (a PEEP will be required for all locations)
- Does the person undertake any form of lone working?
- Will the person require assistance to evacuate their building?

Persons with Mobility Restrictions

- Can they walk unaided to a safe location outside of the building?
- If they use a wheelchair, is it required in all circumstances or are they able to walk short distances to a suitable exit point?
- Is the person able to use the stairs unaided?
- If required, is the person able to self-transfer into, and use an evacuation chair?
- Does the person have any preference on how they would like to exit the building? e.g. sit on stairs and move down the stairs unaided

Persons who are Deaf or Hard of Hearing

- Are they able to hear the fire alarm when it sounds?
- If there are other alarms within their work area, are they able to hear these?
- Do they require alternative alarm systems, such as a vibrating pager, strobe light, or a visual fire alarm indicator?

Persons with Visual Impairments

- Can they identify standard emergency and directional fire signs?
- Are there any hazardous 'projections or other structural components on evacuation routes which present a hazard to the person?

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Potential Outcomes of Assessment

Outcome 1

- No specific actions relating to evacuation are necessary
- Reaffirm that the person is aware of the standard building evacuation plan and retain this record
- Remind the individual and any other relevant person(s) that if the location of their work/activities change then the process should be reviewed

Outcome 2

- A PEEP should be devised using the PEEP proforma
- Ensure any persons required to assist are informed of their role and requirements
- Rehearse the PEEP to ensure it is effective

Outcome 3

- If it is considered by the assessor that reasonable adjustments can be made to accommodate the needs of the individual, these should be discussed and agreed upon by the assessor, the individual and any other relevant parties e.g. manager, academics, disability services, property services, residence manager, security, health, safety & wellbeing etc...
- **These adjustments could be:**
 - A change in working or studying location
 - A change of accommodation
 - The allocation of buddies to assist the person in evacuation
 - Additional signage e.g. large print, tactile or braille
 - Additional colour contrasting edging required to be installed on stairs
 - The provision of evacuation aids, such as [evacuation chair](#)
 - The instillation of specialised warning equipment such as visual alarms or vibrating pads for pillows

Outcome 4

- It may be possible that some adjustments can be **made by the individual** e.g. a change in working pattern or location or use of other physical aids
- These should be agreed upon by the individual, their manager and any other relevant parties

Note: Please ensure the person understands the following:

"The personal information you provide as part of the PEEP process will be used only to assist you in the event of an emergency, and in accordance with the [University Privacy Statements](#). Your completed PEEP will be shared with your line manager or academic supervisor, any staff who have been designated to provide you with assistance in the event of an emergency, included in the Building Warden folder for the building in which you work or study and where appropriate teaching staff. In some cases, other staff who are required to make adaptations or changes to the environment to accommodate your needs may also have access to your PEEP for that limited purpose only."

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