



University of  
**Nottingham**  
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Health and Safety

# Fire Safety

Personal Emergency Evacuation Plans (PEEPs) and  
General Emergency Evacuation Plans (GEEPs)

SAF-MAN-FIR



University of  
**Nottingham**  
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Health and Safety Department

**Approved**  
Document

# Document Control

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The Health and Safety Department will maintain the official version of this document. Before referring to any printed copies, please ensure that they are up-to-date.

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# Personal Emergency Evacuation Plans (PEEPs) and Generic Emergency Evacuation Plans (GEEPs)

## 1. Regulatory Background

The University of Nottingham recognises its duty under the Equality Act 2010, the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005, to ensure that staff and students can respond to an alarm and either leave the building or move to a designated place of safety within each building in an emergency without the direct intervention of the Fire and Rescue Service.

## 2. Scope

The university has a responsibility to ensure that it can safely evacuate all occupants in all buildings. To achieve this, the university will establish a system of PEEPs (Personal Emergency Evacuation Plans) and GEEPs (Generic Emergency Evacuation Plans), to support those who are unable to self-evacuate and those who require additional support.

Responsibility for ensuring completion for PEEPs for staff lies with the line manager/HSC and with the Disability Liaison Officer (DLO) for students, however, this process will be collaborative and must include consultation with the individual in question. The Health and Safety Department, and in particular the Fire Safety Team, are available to offer support and guidance. All completed PEEPs will be approved by the Fire Safety Team.

## 3. Definitions

A **GEEP or Generic Emergency Evacuation Plan** is a general escape plan for a specific building which gives information on the layout, location of assembly point, evacuation procedures, available equipment, and communication devices in the building. It is intended that all occupied buildings, including multi-occupancy, across all campuses will have a GEEP produced. These will be undertaken by the Fire Safety Team and will be stored alongside the university access plans.

A **PEEP or Personal Emergency Evacuation Plan** is a bespoke 'escape plan' for individuals who may not be able to reach an *ultimate place of safety* unaided, or within a satisfactory period, in the event of any emergency. The **PEEP** (Appendix 1) shall set out the adjustments necessary for the individual to maintain their personal safety.

In addition to the requirement for PEEPs in relation to permanent disability, there may be the need for a **Temporary PEEP**, which would mean temporary measures to be introduced for a period or until a set review date. The need for these would be picked up by a line manager/HSC for staff or a hall manager/tutor/student wellbeing service for a student.

## 4. Roles and Responsibilities

The main roles and responsibilities are laid out in the Fire Safety Policy (SAF-POL-FIR) and this document should be read in conjunction with it.

### **The Health and Safety Department (the Fire Safety Team) will**

- Undertake GEEPs (Generic Emergency Evacuation Plans) for specified buildings
- Provide support to DLOs (Disability Liaison Officers) and HSCs (Health and Safety Coordinators) for the completion of complex PEEPs (Personal Emergency Evacuation Plans)
- Review all returned PEEPs to identify problems/concerns
- Forward relevant PEEPs to Halls Managers/Libraries/Sports as identified and agreed by the student/staff member
- Provide suitable training
- Store and maintain accurate records
- Ensure records are available to Halls Managers, DLOs and HSCs as appropriate and in line with General Data Protection Regulations (GDPR).

### **The Student Support Services Manager will**

- Ensure that students with additional needs are identified (at the earliest opportunity) and assess if the disability may affect their ability to react to an emergency in an appropriate manner
- Ensure Disability Advisers notify DLOs when a PEEP is required
- Ensure suitable training is undertaken – training is to be facilitated by the Fire Safety Team
- Ensure that requirements to undertake PEEP are recorded on 'My Nottingham' on Campus Solutions

### **The Director of Human Resources (Staff PEEPs only) will**

- Make suitable arrangements to identify new members of staff with a disability as part of the on-boarding process. (Declaration via online application form) and communicate to relevant line manager

### **The Line Manager will**

- Discuss reasonable adjustments with new starters (as required during induction process)
- Raise issues that will affect an individual's ability to safely evacuate with the DLO/HSC for the area to ensure a PEEP is in place.
- Identify the need for a temporary PEEP.

### **Disability Advisors and Disability Liaison Officer (DLO) for Students / Health and Safety Coordinator (HSC) for Staff will**

- Identify individuals in school who require a PEEP from Student Support Plans (for students) or via line managers (for staff)
- Ensure a PEEP is undertaken with the individual (see Appendix 1)

- Store information appropriately
- Undertake training/refresher training as identified by the Fire Safety Team
- Raise concerns with the Fire Safety Team where necessary.

### **Hall Managers / Disability Sports Officer will / Libraries HSC**

- Review the completed PEEP for students stored on the database
- Ensure that the recommendations of the PEEP can be met locally (in Halls)
- Identify any additional reasonable adjustments required
- Store information appropriately
- Undertake training/refresher training as identified by the Fire Safety Team
- Raise concerns with the Fire Safety Team where necessary
- Identify the need for a temporary PEEP.

### **Individual students and members of staff will**

- Contact their line manager / HSC / DLO to discuss their needs
- Take part in the PEEP process and completion of the PEEPs form
- React appropriately in an emergency
- Familiarise themselves with university evacuation procedures.

## **5. Notification Process**

### **Students (See Appendix 2 - Student PEEPs Process Flow Chart)**

Students who disclose a disability on application to the university will be contacted by a Disability Advisor and asked to complete a 'Further Details' form. This form will ask the student some specific mobility questions to determine whether a PEEP is required. For example:

- Are you able to hear a fire alarm in normal circumstances?
- Can you walk down 4 flights of stairs unaided?

The Disability Advisor will make an informed decision from the information provided as to whether the student requires a PEEP (A formal PEEP is only required for those students or staff who cannot vacate a building in an emergency without assistance) and if necessary, discuss this with the student – this information will then be recorded on Campus Solutions on a student's Support Plan.

Disability Liaison Officers (DLOs) will be alerted that a student requires a PEEP via a student's Support Plan in the Academic Work Centre and an email sent to the student.

In addition to the above, any member of staff who becomes aware that a student may need a PEEP should contact the student and check that they are in contact with Disability Support Services and, if not, encourage them to make that contact.

## Staff (See Appendix 3 - Staff PEEPs Process Flow Chart)

New staff members who disclose a disability via the pre-employment online questionnaire (as part of on-boarding process) will be contacted by Line Manager (via HR) where it is considered that reasonable adjustments may be required. Line managers will discuss requirements with the individual and involve the HSC to undertake a PEEP if required.

## 6. PEEP Meeting

The DLO (for students) or HSC (for staff) in the school will contact the individual (via email or phone) requiring a PEEP. Once contact has been made the DLO/HSC will arrange to meet with the individual on their arrival at university (or as soon as possible thereafter) to write a PEEP specifically for that individual.

The purpose of the meeting is to discuss with the member of staff/student how they will safely evacuate a building during an emergency. The meeting should take the form of a discussion around the following topics:

- University Fire Arrangements (alarms, drills, assembly points, use of lifts etc)
- Their ability to reach a *place of relative safety* (refuge point) / Reach a place of *ultimate safety* (assembly point)
- The location of refuges and the protected nature of these areas (normally at least half hour fire rated), how to use the intercom/telephone system to contact Security
- The location and use of evacuation chairs and their ability to transfer themselves into an evacuation chair
- Location of building plans and GEEPs
- Use of buildings outside the hours of 09:00 and 17:00 hours
- Contact with Security using their mobile phone
- Where to get information/support regarding the use of Libraries/Labs and Workshops etc.

Should a response from the individual not be forthcoming, the DLO/HSC will make two further attempts to make contact. The effort to make contact is not an open-ended process. Should contact not be made after the third attempt, this will be recorded as such on the database and an email sent (see Appendix 4) to the individual explaining the actions up to that date, the university process for PEEPs, our control measures and asking them to get in contact should they want to have a PEEP undertaken.

Returning students should be contacted at the beginning of a new academic year to ask if there have been any changes in their circumstances that might affect them in evacuating during an emergency. A full PEEPs form does not need to be completed again if there are no significant changes but the communication with the individual should be recorded robustly.

## 7. Storage of Information

Current students and staff who disclose a disability and require a PEEP will be recorded by the DLOs, Disability Advisors / HSCs robustly on a current electronic PEEPs system controlled by the Fire Safety Team.

Completed PEEPs forms must be stored on the designated SharePoint site in a timely manner. This site will include personal information and will be subject to the GDPR Regulations. Access to this site will need to be authorised by the Fire Safety Team and different levels of access will be determined by role/need.

Completed PEEP forms must be retained for Staff and Students whilst they are at the university and for four years after leaving. PEEP forms for temporary reasons must be retained until no longer required and for four years after the reason is resolved.

## 8. Training

Appropriate training will be provided by the Fire Safety Team as deemed by role and responsibilities.

## 9. Visitors

The university recognises its duty under legislation such as the Equality Act 2010 and the Regulatory Reform (Fire Safety) Order 2005 to ensure that visitors at additional risk, such as the disabled, vulnerable and mobility impaired, can respond to an emergency alarm and can either evacuate safely, or move to a *place of relative safety*, within each of our buildings. Please refer to the Visitors Policy (SAF-MAN2.15).



## Appendix 1

## Personal Emergency Evacuation Plan (PEEP) Form – SAF-FOR-PEEP

## Personal Details

Name	
Staff/Student ID	
School	
Mobile Phone	
Email	

## Reason for PEEP

Reason for PEEP			Comments
Can alarm signals be seen or heard?	Yes	No	
Can stairs be used safely in an emergency?	Yes	No	
Is the reason for the PEEP temporary? (if temporary consider a date for review)	Yes	No	

Please note, if the answers to the first two questions above are yes, a PEEP is not required. The PEEP form should still be signed and retained by both parties as a record to show it was agreed by the individual.

Are there any additional factors to be considered to enable the individual to evacuate safely? (E.g. provision of Deaf Alerter / vibrating pillow, buddy system etc)

## Building Information

Please name all the buildings that may be used on a regular basis	

Please use the below link to view accessibility drawings:

<https://www.nottingham.ac.uk/estates/spaceresource/accessplans/home.aspx>

## Safety Information and Evacuation Procedures

Safety information provided or discussed	Confirm discussion and make any comments
University Fire Arrangements (including Alarm Systems, Beacons, Drills, Assembly Points, Use of Lifts)	
Refuge points, locations and accessibility, use of intercom/phone	
Evacuation chairs (location, use of)	
Location of building plans and GEEPs	
Accessible toilets	
Access to high risk areas (labs & workshops)	
Security contact details (0115 951 8888)	
Visiting other campuses or offsite locations	
Procedures in halls of residence	
Use of buildings outside 9:00am – 5:00pm	
Any further measures that would aid evacuation	

Please email the completed PEEP to the university Fire Safety Team on the below email for it to be checked and approved. The Fire Safety Team will either approve and store or return it if there are any further adjustments to be made.

[FireSafety@nottingham.ac.uk](mailto:FireSafety@nottingham.ac.uk)

(If the individual has stated they do not require assistance and they can self-evacuate this form should be signed by both parties and sent on to the University Fire Safety Team)

#### Staff / Student

PEEP produced for and accepted by *(signing this you are giving consent for the PEEP to be shared with, where necessary, HSCs, Disability Advisors, DLOs, Hall Managers and Sports and Libraries):*

Name Signature

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Date

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#### PEEP produced by (Disability Advisor/DLO/HSC)

Name Signature

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Date

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#### Approved by University Fire Safety Team

Name Signature

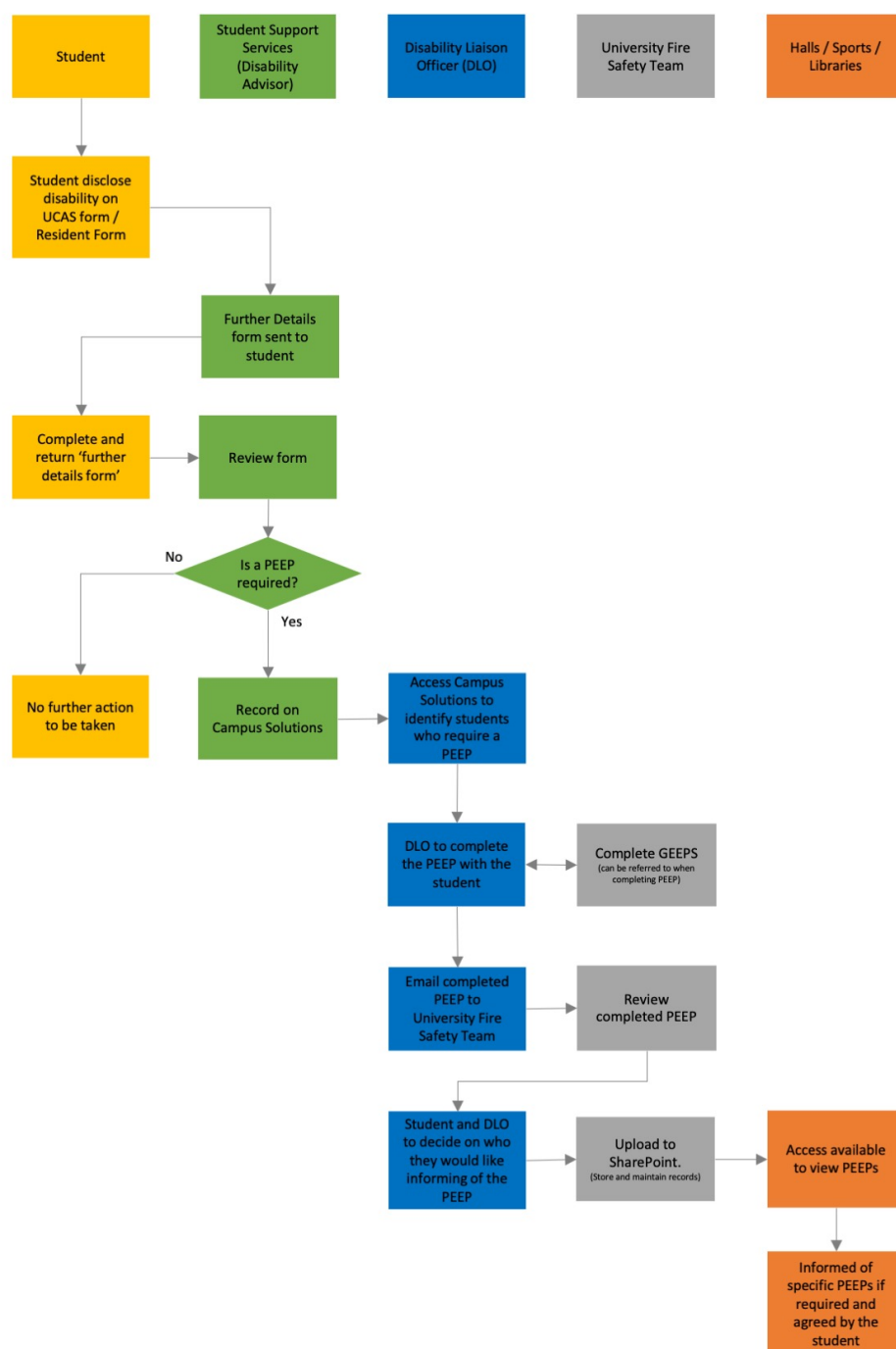
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Date

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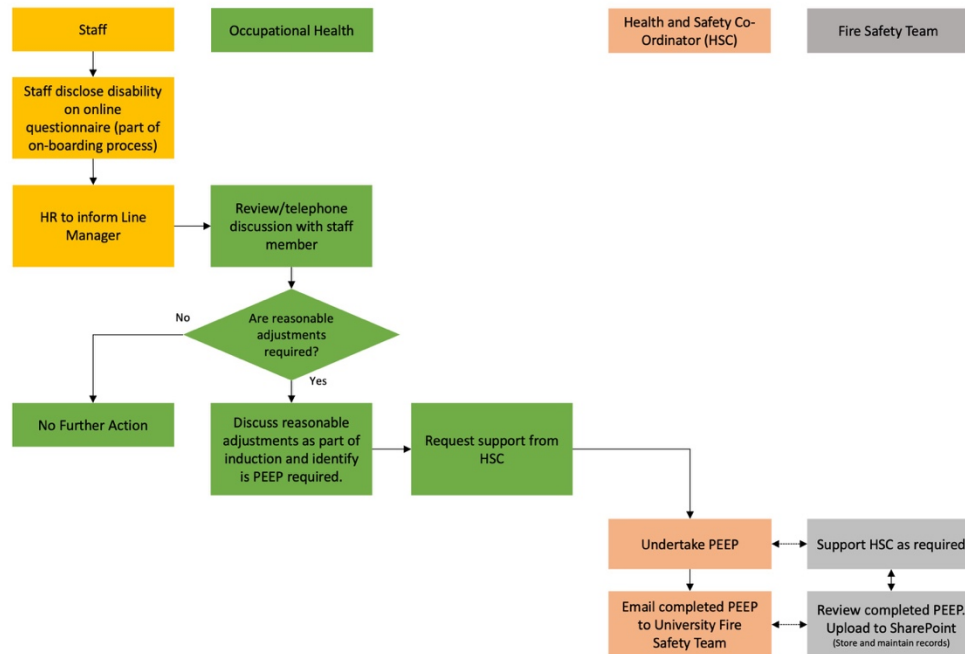
## Appendix 2

### Student PEEPs Process Flow Chart



## Appendix 3

### Staff PEEPs Process Flow Chart





## Appendix 4

### Email to students who do not make contact

Dear (name of student)

Multiple attempts have been made to contact you in order to discuss the possible requirement of a PEEP (Personal Emergency Evacuation Plan) with a view to implement any further measures that would assist you in evacuating buildings on all university campuses in an emergency.

As there has been no response from yourself to discuss the issue further there will be no more attempts made from the University of Nottingham. Should you wish to discuss this please contact Disability Support Services, [disability-supportservices@nottingham.ac.uk](mailto:disability-supportservices@nottingham.ac.uk).