

Personal Emergency Evacuation Plan Guidance		
Policy...	Code of Practice...	Guidance✓ Procedure...
Organisation-wide✓		Local...
Approved by the University Health & Safety Committee		
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Fire Safety Procedure

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1 Introduction

Brunel University London (the University) is committed to promoting access for people who have a disability or long-term medical condition. This includes consideration of the requirements to enable safe and effective evacuation from buildings in an emergency.

It is a legal requirement that the University has plans in place to ensure that people can be safely evacuated from its buildings in the event of an emergency. The PEEP sets out the arrangements to achieve this, and forms part of the Fire Safety arrangements and should be read alongside Fire Precautions Policy.

2 Scope

This organisational procedure applies to the Uxbridge campus as a whole and covers its: staff, contracted staff, students and visitors. Outside the scope of this procedure are staff from outsourced services such as (but not limited to) Compass Group (catering providers) or Haywards (Cleaning Services) who are responsible for carrying out a PEEP as employers in their own right.

3 Roles and Responsibilities for PEEP's

It is the policy of the University to generate a PEEP for every member of staff or student with a declared disability which may affect their ability to identify that there is an emergency or their ability to evacuate a building at the same pace as the general flow of the populace. The PEEP shall set out the adjustments necessary for maintaining their personal safety.

Arrangements shall be made for regular, occasional and uncontrolled visitors to the University once identified. The following highlights those with key responsibilities to implement this procedure, and appendix 1 outlines the key stages of preparing a PEEP for people with a disability.

3.1 College Deans and Directors of Institutes and Services

When it is known that a person has a disability that requires additional assistance, it is the responsibility of the relevant College Dean and Director of Institutes and/or Service, assisted by the Health, Safety and Environment Team (HSET) and the Disability and Dyslexia Service (DDS) as appropriate, to develop a workable evacuation plan in consultation with the person concerned.

In practice the College Dean and Director of Institutes and/or Service is likely to delegate this work to another, possibly the relevant manager, supervisor or tutor.

3.2 Managers, Supervisors and Tutors

If you are a manager, supervisor or tutor and you have people, for which you have responsibility, and you believe may experience difficulty when evacuating University buildings you have a duty to discuss their personal safety in the event of an emergency, and encourage them to make contact with HST and/or the DDS to explore and establish if a PEEP is required.

3.3 Individual students and members of staff

Staff and students with disabilities, including temporary conditions that could affect their ability to react appropriately to an emergency, shall report their condition to their manager, supervisor and/or tutor to explore and establish if a PEEP is required.

Staff and students shall implement the PEEP and adhere to the arrangements made for their personal safety.

3.4 Selection, Recruitment and Enrolment

Those with the primary responsibility for the recruitment and/or enrolment procedures of either staff or students shall ensure that suitable arrangements are incorporated to identify those individuals with a disability that could affect their ability to react appropriately to an emergency.

Once identified, these arrangements shall require that the HSET and/or the DDS are promptly informed in writing of the name and contact details for each individual with such a disability, along with their relevant manager, supervisor or tutor to develop a workable evacuation plan.

3.5 Public Events and Facilities

Those with the primary responsibility for managing public facilities and/or organising events shall incorporate suitable arrangements to gather information beforehand on those individuals with a disability that could affect their ability to react appropriately to an emergency.

They shall then work with the HSET with a view to developing a workable plan, so that they are able to attend the event or facility and ensure their personal safety in the event of an emergency.

3.6 Occasional and Regular Visitors

Those with the primary responsibility for coordinating the occasional or regular visitor shall ensure that suitable arrangements are incorporated to identify any individual with a disability that could affect their ability to react appropriately to an emergency.

They shall then work with the HSET with a view to developing a workable plan, so that they are able to attend the University and ensure their personal safety in the event of an emergency.

To cater for events 8 EVAC chairs are held fully maintained to be able to be deployed if required.

3.7 Unknown or Uncontrolled Visitors

There is every chance that someone with a disability will attend campus and potentially enter any one of our buildings.

At the main receptions on campus signage has been provided to alert occasional visitors to the University PEEP policy.

All staff should be familiar with our procedures as they may be required to provide assistance and advice to disabled users of the building as the incident develops.

3.8 Specialist Equipment

Mobility impaired

The University has three systems for the evacuation of the mobility impaired;

- a) Manual evacuation chairs are to be provided in every staircase where there is a lift to access the upper floors with a EVAC chair placed in the lobby of the first floor locations.
- b) Two motorised stair climbers (YACKs), with slings to aid transfer from 1 chair to another if the person cannot self-transfer. One is kept on the response vehicle the other in Russell building as part of the fire strategy for that building.
- C) Bariatric mattress – for those whose weight exceeds the safe limits of the manual evacuation chairs, this will be kept on the security teams vehicle.

Hard of Hearing

The means of warning for the hard of hearing is currently under review; however, the majority of the residences and some of the academic buildings currently employ the Deaf Alerter pager system.

The use of this system will be explained to the individual as part of the PEEP process.

Dependent upon the individual, the pager systems are to be collected from the following:

- A) Residential students – residential students can collect their pager and other associated equipment from the residences team.
- B) Non-residential students/employees and visitors – Those individuals in any of these categories that require a pager can collect them from the main reception in the Eastern Gateway.

3.9 PEEP Records

PEEP's should be written signed and scanned to be held electronically with the DDS and HSET.

The fire risk assessment for the building/buildings visited, will confirm that person/s with disability have been considered in the assessment.

Relevant information shall be passed onto the College, Institute and/or Service, as appropriate to ensure the plan is workable, for example through the "Student Support Profile" for Students and line manager for employees.

A list of all PEEPs completed will be collated and the location of those requiring assistance and recorded on a peep will be held in security so in the event of an activation of an alarm, in buildings where it is known that

those with PEEPs may be located, the security team will know that a member of staff, or student will require assistance.

The person the plan is written for must be given a copy. The PEEP author and the person it is written for are responsible for keeping the document updated as necessary. The PEEP shall be maintained as confidential material and destroyed as confidential waste when the individual is no longer employed or studying at the University, which shall be initiated by the individual informing the HSD.

Appendix 1

Steps in Preparing a PEEP for a person with a disability

- A**
- HR alerts College/Institute Service
 - DDS alerts Department through student support profile
 - Event booking form highlights disability
 - Individual applies to use service

- B**
- Input may be required from:
- Disabled person
 - DDS /Health & Safety and Environmental Team
 - Head of Department or nominee (employing dept)
 - Dept/Tutor
 - Event co-ordinator
 - Other officers as required (e.g. Estates)

- C**
- Members of staff may be eligible for Access to Work grant towards cost of equipment or alterations
- Involve HR as required for advice

