

## Personal Emergency Evacuation Plan (PEEP)

### 1. Aim

- 1.1 It is a general requirement that emergency procedures for evacuation of buildings are pre-planned, and that planning should have regard to the needs of all occupants. The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety, and to give Faculties and Directorates the necessary information to ensure that the correct level of assistance is readily available.

### 2. Scope

- 2.1 This procedure shall apply to all staff, students and visitors working, studying and attending at Birmingham Newman University.
- 2.2 For the purpose of this procedure 'staff' also refers to workers and agency personnel.

### 3. Responsibilities

#### 3.1 Line Managers

Where a member of staff (or worker) has disclosed that they are disabled or have become disabled (impaired) whilst in employment or work at Birmingham Newman University, the Line Manager will undertake an assessment to determine any reasonable adjustments required in accordance with University's Disability Policy Statement and Guidelines. The Personal Emergency Evacuation Plan (PEEP) will form part of this assessment.

It is the Line Manager's responsibility to identify whether disabled staff require any assistance in the event of an emergency. Guidance and assistance in drawing up a PEEP will be provided by the University Facilities Manager, whose post includes the role of the University Fire Officer. Guidance is also available from the University's Health and Safety Manager.

The Line Manager will:

- Support the member of staff in the completing the PEEP;
- Identify training needs in the use of equipment and guidance for specialist equipment (such as evacuation chairs, hoists and lifts) for the use of the staff member and their carers/assistant/supportive person if necessary.
- ensure correspondence and action related to the PEEP is coordinated and recorded via the [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk)
- send a copy of the finalised PEEP to the member of staff or visitor being assessed and a copy to [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk) for recording on the repository in the **PEEP channel of the Health & Safety Teams.**

#### 3.4 Estates and Facilities Department

The Estates Department will:

- provide specialist fire safety advice;
- retain the role of Fire Officer through the post of University Facilities Manager;
- provide out of hours security services for fire evacuation support;

- provide external and or in-house training for staff to use evacuation chairs/hoists and lifts, other specialist equipment, fire extinguisher and fire warden training as required;
- advise on building layout issues;
- be responsible for informing managers if there is any work which will affect disabled persons ability to exit a building in an emergency;
- provide advice for and about visitors requiring a PEEP. They will liaise with the visitor to undertake a PEEP in conjunction with the appropriate Line Manager;
- provide advice on student, staff and visitor accommodation issues as required and will be the first point of contact for the drafting of the PEEP in student accommodation;
- carry out Estates and Facilities related actions required to fulfil the PEEP questionnaire and plan
- undertake periodic reviews of the PEEP procedures in consultation with Health & Safety;
- ensure correspondence and action related to the PEEP is coordinated and recorded via the [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk) for recording on the repository in the **PEEP channel of the Health & Safety Teams.**

### 3.3 Health & Safety

Health & Safety will:

- provide guidance as required in support of the Fire Officer role;
- undertake periodic reviews of the PEEP procedures in conjunction with the Estates and Facilities department and Fire Officer;
- support the review of the PEEP process as required ensuring the procedure is disseminated and made available on the University web/intranet pages.
- ensure correspondence and action related to the PEEP is coordinated and recorded via the [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk)
- log and maintain a PEEP register and retain the PEEP assessment form/s for the member of staff, student or visitor on a central University **PEEP channel of the Health & Safety Teams.**

### 3.4 Disability and Inclusion Manager

The Disability and Inclusion Manager will:

- contact disabled students on initial enrolment to identify whether they require any assistance in the event of an emergency and support the student in co-writing a Personal Emergency Evacuation Plan (PEEP);
- advice and support the student in the completing the PEEP;
- identify training needs in the use of equipment and guidance for specialist equipment (such as evacuation chairs, hoists and lifts) for the use of the student and their carers/assistant/supportive person.
- ensure correspondence and action related to the PEEP is coordinated and recorded via the [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk)
- send a copy of the finalised PEEP to the student being assessed and a copy to [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk) for recording on the repository in the **PEEP channel of the Health & Safety Teams.**

## PEEP Procedure

1. The **Emergency Evacuation Questionnaire** (Appendix 1) should be completed by the disabled person with appropriate support from the Disability and Inclusion Manager (for students) or Line Manager (for staff) as outlined above. Assistance will be provided by the Facilities Manager and/or Health & Safety Manager if more technical or specialist fire evacuation and health and safety advice is needed. Advice may also be obtained

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from the University's Accommodation Manager if a student is living in the student accommodation.

## 2. Writing the PEEP

- 2.1 From the information gathered in the questionnaire, a **Personal Emergency Evacuation Plan** (PEEP) should be completed. (Appendix 2) Advice and support for writing the PEEP is available from the Facilities Manager. Further advice may also be sought from the Health and Safety Manager.
- 2.2 Given the unique characteristics of buildings and the need for a PEEP to take account of the building's outlay and capabilities, disabled persons who regularly use different buildings may require a separate PEEP for each building.
- 2.3 If assistance with fire 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. The area where the member of staff or student is located needs to ensure that there is cover for absences, including holidays etc, and these staff may require training.

Further guidance is provided in Appendix 3.

## 3. Residing in University Accommodation

- 3.1 Where a PEEP is required for students who reside in student accommodation, a PEEP will be drawn up by the Facilities Manager and Accommodation Manager with specialist advice from the Disability and Inclusion Manager where required.
- 3.2 Where a member of staff or visitor resides in university accommodation, a PEEP will be drawn up by the Accommodation Manager in consultation with the staff member or visitor. The Facilities Manager and Health and Safety Manager may also provide advice and guidance where required.

## 4. Evacuation in an Emergency

### 4.1 Wheelchair Users

Where disabled persons are located above the ground floor there are a number of considerations to be taken into account. In the following cases the Facilities Manager will be able to provide more advice with identifying Refuge areas.

#### 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 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 area will permit a staged evacuation to be implemented.

**A refuge area will usually be a protected lobby or stairway area. Alcoves in fire protected and enclosed corridor areas are also acceptable provided that the egress routes are not obstructed.**

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 the building.

Refuges should only be defined after consultation with the Director of Estates and Facilities Manager as the requirements for fire separation and structure are very specific.

#### **b) Safe Routes**

A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Evacuation routes are marked on floor plans which are available in each teaching room/area and included in the PEEP. Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that locks, doors and other devices are all able to be operated by persons evacuating the building.

It is also necessary to ensure that there are (as much as practicable) alternative routes and that routes are not excessively long. Further advice is available from the Facilities Manager on a building-by-building basis.

### **4.2 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, hearing impaired persons working or studying alone, or in student accommodation on site, may need an alternative method of being alerted to an emergency. For example, many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used. If additional equipment is required, then please consult the Facilities Manager.

### **4.3 Blind and Partially Sighted Persons**

Both staff and students should be offered orientation training 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.

## **5. Training**

5.1 To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff and students.
- Specific training for Fire Wardens
- Specific training in the use of Fire Extinguishers etc.
- Evacuation chair operation and lifting/handling techniques required for persons designated to assist wheelchair users.

Further advice is available in the first instance from the Facilities Manager.

## **6. Review of PEEPS**

6.1. PEEPs need to be kept up to date and should be reviewed in the following circumstances.

- a. Regularly (12 months).
- b. Change of Buildings.
- c. Refurbishment of Buildings.
- d. Evacuation drills show that there are problems with the PEEP.
- e. Any other reason for believing that the PEEP is no longer valid.

## 7. Practice Evaluation

- 7.1 A practice evaluation should be carried out by the Facilities Manager in conjunction with the Disability and Inclusion Manager (for students) or Line Manager (for staff) and the disabled person on a scheduled basis (not less than once every 12 months or earlier if any circumstances change). This can be done during a general evacuation drill and on another occasion without evacuating the rest of the occupants of the building. Results of the practice should be recorded noting any problems and how they have been resolved.

**This Personal Emergency Evacuation Plan Procedure (PEEP) supersedes all previous Personal Emergency Evacuation Procedures and shall be reviewed at no less than 3 yearly intervals.**

<b>Authorised By:</b>  Giosi Birkett Director of Human Resources Vice-Chair of Health & Safety Committee	<b>Signature:</b>  	<b>Date Ratified at UOT:</b>  23 October 2023	<b>Issue Date:</b>  01 December 2023
<b>Review Date</b>	<b>01 December 2026</b>		

**EMERGENCY EVACUATION QUESTIONNAIRE  
for the purpose of a Personal Emergency Evacuation Plan (PEEP)**

**TO BE COMPLETED BY THE PERSON REQUIRING ASSISTANCE IN THE EVENT OF AN  
EMERGENCY EVACUATION**

The purpose of this questionnaire is to enable Birmingham Newman University to develop a personal emergency evacuation plan (PEEP) for use in event of a range of circumstances, such as fire, power failure affecting use of lifts and other emergencies requiring evacuation.

This questionnaire should be initially completed by the (disabled) person requiring support in the event of an emergency evacuation and will reviewed by relevant University staff (e.g. Facilities Manager (Fire Officer), Disability and Inclusion Manager, Line Manager, Health and Safety Manager). Please provide as much information as you can so we can develop a suitable plan for your safety.

Once developed, the plan will guide the intended means of escape in the event of an emergency (including drills). If the practice drills identify concerns in the implementation of the evacuation, then the Facilities Manager (with support from the Disability and Inclusion Manager, or Line Manager and or Health and Safety Manager) will modify the plans.

**Why you should fill in the form**

As your employer, or course provider, Birmingham Newman University has a legal responsibility to protect you from risks and ensure your health and safety on site. The PEEP will be developed based on the information you provide.

**What will happen when you have completed the form?**

You will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) you attend/reside.

**Assistance in case of emergency evacuation**

If you need assistance, the PEEP will specify what type of assistance will be provided.

Please note that other staff or students will not be asked to provide assistance such as lifting, which may affect their own health and safety.

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**Personal Emergency Evacuation – Questionnaire**

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Name:

Staff / Student / Visitor (please indicate):

Job title / student id number:

Department / course:

Date:

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**LOCATION**

1. Where are you based for most of the time?  
Please name the building, the floor and the room number:

2. Do you routinely use more than one location?  
YES  NO

Please provide further details below, i.e. list the buildings and floors you used in each building

**AWARENESS OF EMERGENCY EVACUATION PROCEDURES**

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES  NO

4. Do you require emergency evacuation procedures in an alternative format? (indicate any that apply)

4a In writing

4c In audio file

4b In Braille

4d In large print

5. Are the signs which mark emergency routes and exits clear enough?

YES  NO

**EMERGENCY ALARM**

6. Can you hear the fire alarm(s) in your place(s) of work or study?

YES  NO  DON'T KNOW

7. Could you raise the alarm if you discovered a fire?
- YES  NO  DON'T KNOW

**ASSISTANCE**

8. Do you need assistance to get out of your location in an emergency?
- YES  NO  DON'T KNOW

9. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work or study and tell them where you were located?
- YES  NO  DON'T KNOW

**GETTING OUT**

10. Can you move quickly in the event of an emergency?
- YES  NO  DON'T KNOW

11. Do you find stairs difficult to use?
- YES  NO  DON'T KNOW

12. Are you a wheelchair user?
- YES  NO

13. Is your wheelchair required for all circumstances?
- YES  NO

14. Are you able to self-transfer to an evacuation chair if required?
- YES  NO

**Thank you for completing this questionnaire.**

**You must now send the completed questionnaire to [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk)**



**Appendix 2****PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

To be completed by the Line Manager (for staff and visitors) or the Disability and Inclusion Manager (for students) in conjunction with the Facilities Manager and the Health and Safety Manager as required.

Note: More than one plan may need to be developed if more than one building is used

**Name:**

**Staff / Student / Visitor (please indicate):**

**Department/Course:**

**Usual Location/s :**

**In Student Accommodation:**

**Disability/Condition:**

**AWARENESS OF PROCEDURE**

The disabled person is informed of a fire evacuation by:

Existing alarm system

pager device

visual alarm system

other (please specify)

**DESIGNATED ASSISTANCE:**

(The following people have been designated to give me assistance to get out of the building in an emergency).

**Name (s) and Contact details:**

**METHODS OF ASSISTANCE:** (e.g.: Transfer procedures, methods of guidance, etc.)

**EQUIPMENT PROVIDED (including means of communication):**

**EVACUATION PROCEDURE:**

(A step by step account beginning from the first alarm)

NOTE: Staff / students and their assistants (if appropriate) are to be shown evacuation routes

**Student or Staff member**

Name:

Signed:

Date:

**Line Manager/Inclusion Co-ordinator**

Name:

Signed:

Date:

Copies:

- Student or staff member
- Facilities Manager
- Disability and Inclusion Manager
- Line Manager
- Person(s) designated to assist
- Health and Safety Manager
- Security Office

**Thank you for completing the Plan.****You must now send the completed Plan to [PEEP@newman.ac.uk](mailto:PEEP@newman.ac.uk)**

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP) – GUIDANCE

### Definitions

**Fire Refuge:** An area that is both separated from fire, by fire-resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space for disabled persons to await assistance for their evacuation.

### Fire Refuge Locations

1. Student Support– Top floor (Dwyer Building): In front of lift on stair landing.
2. Library (St Chad Building) – refuge areas at top of emergency exit stairwells at either end of building on both floors.

### Assembly Points

There are 4 evacuation assembly points on campus:

Staff Car Park x 2

Visitor's Car Park x 1

Student's Car Park x 1

Please refer to map in Appendix 4

### Ryland Quad

**Note:** In the event of a fire alarm requiring wheelchair users to use the escape route leading to Ryland Quad, wheelchair users shall remain at Ryland Quad refuge point until the all clear is given, unless there is a requirement to evacuate Ryland Quad, in which case, the Facilities Manager/ Incident Leader shall authorise transfer via the pathway adjacent to Darwin Building (Science Block) to Assembly Point 3.

Location	Assembly/Refuge Point	Route
Dwyer Building (Student Support)	Ryland Quad (Refuge Point)	Evacuation chair at refuge in front of lift. Where a student is able to transfer from a wheelchair into the evacuation chair trained personnel working in student support will evacuate the wheelchair user using the evacuation chair, to quad.  Where student is not able to transfer, remain in refuge point or exit via lifts in Library if fire is <b>not</b> in Library building, and proceed out of main entrance doors to assembly point 4.
St Chad Building (Library building level 2)	Student car park, or staff car park, if able to exit without the use of evacuation chair.	Fire exit staircases at each end of floor, each with fire refuge area.

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Location	Assembly/Refuge Point	Route
		If not able to evacuate remain in fire refuge area
St Chad Building (Library building level 1)	Visitor's car park at front of building.	Fire exit directly into Atrium or out of main Library doors into Atrium, and then out through main entrance doors into visitor's car park, assembly point 4.
St Chad Building (Library building level 0)	Staff car park	Out through fire exit into lower Atrium and out through staff entrance into staff car park.
St Chad Building (Lecture theatre in lower library – level 0)	Staff car park	Out through fire exit into lower Atrium and out through staff entrance into staff car park
Lower Atrium (St Chad Building)	Staff car park	Out through staff entrance into staff car park
Atrium & Reception (Atrium and reception)	Visitors car park	Out through main entrance doors to visitor's car park.
St Chad Building (Science Lab in new building)	Student car park	Fire exit and proceed to student car park
Darwin Building (First floor Science Block)	Student car park	First floor Darwin building Exit, then to student car park
Darwin Building (Ground floor Science block)	Ryland Quad (Refuge Point)	Out of front doors into Ryland Quad.
Julian of Norwich Building – including Psychology (Ground floor Chapel)	Ryland Quad (Refuge Point)	Out through exit door in corner of quad and into Ryland Quad.
Julian of Norwich Building (Seminar rooms around periphery of conference room)	Ryland Quad (Refuge Point)	Exit through door, or via Conference room and out into Ryland Quad
Dwyer Building (D First floor Theatre block (including Lecture Theatre)	Ryland Quad (Refuge Point)	If in Lecture Theatre, Board room or Conference room exit to main Ryland quad from Lecture Theatre lobby (avoids some doors)
Sturge Building (Art & Design )	Ryland Quad (Refuge Point)	Emergency exit in Pottery room onto ST110 Lobby or through Technology room onto Bank corridor, and out into quad.
Barberi Building (Hub)	Ryland Quad (Refuge Point)	Via Lecture Theatre lobby exit into Ryland Quad.
Dupuis Building	Ryland Quad (Refuge Point)	Via Registry and Hub and exit via Lecture theatre lobby

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Location	Assembly/Refuge Point	Route
(First floor Administration- including Registry)		onto main quad, or through IT Support Office onto Ryland Quad
Ryland Quad	Ryland Quad (Refuge Point)	
Elgar Building (Gymnasium)	Staff car park.	Exit via Gymnasium emergency exits or exit door on Gym corridor. Take paths and drop down kerb to Staff car park.
Elgar Building (Gymnasium Corridor)	Staff car park.	Exit via Gymnasium emergency exits or exit door on Gym corridor. Take paths and drop down kerb to Staff car park.
Sturge Building (Drama Studio/ lecture theatre ST009)	Staff car park.	Via gym corridor exit or gymnasium emergency exits. Take paths and drop down kerb to Staff car park.
Barberi Building (Sanctuary Bar + small quad)	Staff car park.	Door & gate to sports hall path, via Administration ground floor corridor and paths to staff car park.
Dupuis Building (Ground floor Administration)	Staff car park.	Door & gate to sports hall path. Then to staff car park.
Julian of Norwich Building (St Mary's Chapel)	Student car park.	Chapel walk door into halls and straight for 10 metres. Exit via Accommodation block B exit door and proceed to student car park.
Barberi Building (Sanctuary Restaurant & dining room)	Staff car park	Exit in corner of dining room or through corridor adjacent to stairwell to exit. Then paths to staff car park.
Sturge Building (Dance Studios)	Staff car park	Follow corridor to exit into staff car park
Edwards Building (Health and fitness Centre)	Staff car park	Main exit door or emergency exits in sports hall or Human performance lab exit. Then paths to staff car park.
All Weather sports pitch	Staff car park	Gate exits to paths around Edwards Building Then paths to staff car park
Friere Building (Quality Office)	Staff car park, via main exit doors.	Path and drop down kerb to staff car park.
McAuley Building (IT block)	Staff car park, via main exit & Emergency exit.	Then paths to staff car park.
Oxford Hall (Accommodation D block ground floor offices )	Student car park	Oxford Hall exit & swipe gate to Romero building. Then follow path up to student car park.
Maryvale Hall (Accommodation C block ground floor and part ground	Student car park	Maryvale Hall fire exit to student car park

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<b>Location</b>	<b>Assembly/Refuge Point</b>	<b>Route</b>
floor B block (bedrooms for disabled)		
Edgbaston Hall (Accommodation A block ground floor)	Student car park	Edgbaston Hall exit & metal gate to student car park.
Romero Building	Student car park	Romero building main exit or emergency exit. Then path to student car park

