Frequently Asked Questions about PEEPs

This section will be updated periodically as more issues are raised and resolved in respect of the PEEPs process. If none of the questions and answers listed below deal with your concern or you need support and advice that is more detailed please contact Health & Safety.

1. **Who is responsible for completing PEEPs?**
The relevant Head of Department is responsible for ensuring that PEEPs are developed, agreed and implemented for any student who is recruited to a course hosted by the Department and for any staff appointed to the Department. Responsibility to fulfil the requirement may be delegated to the Departmental Safety Officer/Disability Liaison Officer but the Head of Department retains accountability for ensuring PEEP’s are developed.

2. **We do not have enough time to do PEEPs along with our own work**
Although the University understands this concern, the construction of a PEEP is a statutory requirement. The Head of Department must ensure that sufficient time and resources are allocated.

3. **What if a person cannot be transferred from his or her wheelchair?**
There are designated lifts in some buildings and these can be used in the event of an emergency. Where communication is effective it may be possible for a wheelchair user to remain in a safe refuge if the evacuation is due to accidental/malicious activation. However, consideration must be given in the event that a full evacuation is required.

4. **When a student/staff member uses multi buildings who does the PEEPs for each building?**
Where a student/staff member uses a number of buildings it would the persons Departmental Safety Officer/Disability Liaison Officer. It is suggested that the Departmental Safety Officer (DSO)/Disability Liaison Officer (DLO) familiarise themselves with applicable buildings. Also plans can be requested from Fire Safety.

5. **Who requires a PEEP?**
There are no specific categories that require a PEEP. A PEEP is required when a person needs assistance or special arrangements during an emergency evacuation of the building they are occupying.

6. **Do you require a medical qualification to complete a PEEP?**
There is no requirement to have any medical qualification to construct a PEEP. It is procedural process linked to the emergency evacuation procedure.

7. **Can a building have a generic PEEP written?**
All Departments should have a Generic Emergency Evacuation Plan (GEEP) in place which should consider visitors.

8. **Where there is no communication system in the refuge point what do we do?**
The PEEP should take into consideration communication eg. use of mobile phones, buddies etc.

9. **What are Fire Marshals responsibilities with regard to PEEPs?**
Fire Marshals are there to assist in the evacuation of buildings. They will be trained and where named in a PEEP they will assist in the PEEP process.

10. **Does the completed PEEP have to be signed?**
A signature is required by the student/staff member once the PEEP has been completed and accepted. It must also be signed by any persons named within the PEEP and the person completing the PEEP.
11. **When does a PEEP need to be reviewed?**
   It is realised that circumstances can change and as a result the PEEP should be reviewed if:
   - The student’s course or the staff member’s job changes
   - Anyone nominated to assist with evacuation leaves
   - The locations which the disabled person visits are altered
   - Condition assessed deteriorates

   In addition the PEEP should be reviewed as a minimum at least annually to ensure that it is still appropriate for the nominated assistants.

12. **We’ve got an Evac chair in our building can we use it?**
    Only trained, competent persons are allowed to use the Evac chairs.