THE UNIVERSITY OF SHEFFIELD

PROCEDURE FOR IMPLEMENTATION OF PERSONAL EMERGENCY EVACUATION PLANS
Statement

This University Procedure was approved by the Health and Safety Committee on 13 October 2015 on behalf of the University of Sheffield Council and forms part of the Health and Safety Policy of the University of Sheffield.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University of Sheffield and its community achieve compliance with its legal duties with regard to health and safety.

Date Created  Sept 2015  By  Health & Safety
Reviewed  Sept 2018  By  Health & Safety
Date of Next Review  Sept 2021  By  Health & Safety
Procedure for Implementation of Personal Emergency Evacuation Plans (PEEP)

Introduction

Under The Equality Act 2010 and The Regulatory Reform (Fire Safety) Order 2005, the University of Sheffield has a responsibility to ensure that there are arrangements in place to evacuate all persons safely within University buildings should the need arise. As an equal opportunity employer and an institution that recognises education should be a right for all, the University has positive policies with regard to the employment of staff and enrolment of students with disabilities.

The University encourages staff and students with disabilities where they may require assistance to make themselves known to Disability & Dyslexia Support Service (DDSS) for students, Line Manager for staff before joining; as soon as possible after joining the University or when there is a change in personal circumstances. This is to enable their safety during an emergency procedure. This declaration is encouraged at registration for students and at the recruitment stage for staff. This is especially important in situations where there are sleeping arrangements e.g. residential accommodation.

It is a requirement that emergency procedures are pre-planned and that planning should have regard to the needs of all occupants. It is therefore essential to identify the needs of persons with disabilities, and where necessary, to make proper arrangements for their assistance in the event of an emergency evacuation.

The procedure will vary according to the needs of the person, their relationship to the building they occupy and its structural characteristics.

Therefore, the University must ensure that it can safely evacuate people with a disability who may require assistance without the help of external service providers. This procedure is to enable the University to conduct its duties with respect to evacuation of people with a disability via the production and implementation of suitable and effective Personal Emergency Evacuation Plans (PEEPs).

Persons likely to be affected

It has to be highlighted that it is not only persons who have a physical disability which affects their mobility that may require a PEEP. Other categories of persons who may require assistance in the event of a building evacuation may include, for example, those with visual, hearing or temporary impairments e.g. broken leg. The underlying question in deciding whether a PEEP is necessary is – “can the individual evacuate the building unaided, in a prompt manner, during an emergency situation?” If the answer is no, then it is likely that a PEEP will be required.

Roles & Responsibilities

It is the personal responsibility of any person who may require assistance to evacuate any University building in an emergency, to inform either Disability and Dyslexia...
Support Service (students) or their Line Manager (staff), as appropriate. The person requiring assistance will be fully involved throughout the PEEP development process.

If a student with a disability who will require additional support in order to safely evacuate University premises makes him/herself known to the Disability & Dyslexia Support Service (DDSS) and gives permission for information to be shared*, the DDSS will use the student’s Learning Support Plan (LSP) to inform the relevant Head of Department of the likely need for a PEEP.

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 but the Head of Department retains accountability for ensuring PEEP’s are developed.

It is the responsibility of the Departmental Disability Liaison Officer (DLO)/Departmental Safety Officer (DSO) to ensure, on behalf of the Head of Department, that PEEPs for students and/or staff are in place.

Line Manager/Personal Tutor, once a request has been submitted for assistance to evacuate a building in an emergency, the Line Manager/Personal Tutor must refer the staff member/student to the Disability Liaison Officer/Departmental Safety Officer to help produce a PEEP.

The Disability & Dyslexia Support Service and the Health and Safety Department can provide specialist advice to Departments during the development and implementation of PEEPs, especially where complex PEEPs are required.

Estates & Facilities Management (EFM) will address building concerns and will be responsible for any works which may need to be undertaken resulting from the development and implementation of a PEEP, subject to the usual provision of reasonableness and proportionality. EFM will liaise with the relevant Department when there is any work being undertaken which may affect the ability of the disabled person to evacuate during an emergency.

Conference Organisers will be responsible for ensuring that disabled people attending conferences either for the University or Private functions are provided with a relevant plan, and will advertise the facility on marketing information, include relevant questions on booking forms and provide, as part of means of escape, procedures to be read out at beginning of meetings and seminars.

* No medical information need be divulged as part of this process. Only the details of assistance required will be communicated to other departments.

**Standard Procedure**

**Student**

- Both the University and the UCAS application forms ask students to indicate whether they have a disability.
Upon completion and if a disability is declared, Disability & Dyslexia Support Service will send out a welcome letter, this will ask the student to complete an online Registration Form, which requests the student to outline their likely support requirements.

DDSS inform the Academic Department of the students’ disability status.

If relevant, the DDSS will discuss general PEEP information with a disabled student on first meeting them. In most cases it is sufficient that the student is aware of general procedures for disabled students (e.g. refuges, flashing beacons etc). Where appropriate, DDSS staff will signpost disabled students to information about general evacuation procedures on the University’s Health and Safety webpages [http://www.sheffield.ac.uk/hs/disability].

If a disabled student requires a bespoke PEEP it is expected that the student and the Head of Department which is offering the place (or his/her nominee e.g. DLO/DSO) will meet to produce this. Responsibility for convening the meeting rests with the Head of Department or his/her nominee. If a Learning Support Plan (LSP) providing information about the student’s disability has been sent by the DDSS to the department, this document can be used in conjunction with discussion to develop a PEEP for the individual.

It may be necessary, for students who require assistance to evacuate a building(s), that a separate PEEP be developed for each individual building. Some of the University’s multi-use buildings (e.g. Libraries, Information Commons etc.) will have standard GEEPs (Generic Emergency Evacuation Plan) available which the student can obtain from the reception desk.

A PEEP will be developed and implemented in the first week of the student starting their course or where this is not practicable at the earliest opportunity.

Staff Member

Upon disclosure of a disability by a member of staff during their assessment at interview/during their health and safety induction or following a discussion with their Line Manager, which may affect their ability to evacuate a University building safely, The Head of Department (or nominee e.g. DLO/DSO) is responsible for initiating a discussion and agreement of the contents of a PEEP.

It may be necessary, for members of staff who require assistance to evacuate a building(s), that a separate PEEP be developed for each individual building. Some of the University’s multi-use buildings (e.g. Libraries, Information Commons etc.) will have standard GEEPs (Generic Emergency Evacuation Plan) available which the staff member can obtain from the reception desk.

It is expected that a PEEP will be developed and implemented in the first week of the staff member starting work at the University.
Personal Emergency Evacuation Process (PEEP)

What is a PEEP?
A PEEP is a Personal Emergency Evacuation Plan. PEEPs are designed to plan in advance for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

Who may require a PEEP?
* Mobility impaired.
* Visually impaired.
* Hearing impaired.
* Cognitive impaired.
* Unknown requirements: i.e. medical conditions

A temporary PEEP may be required for:
* those on crutches
* those with a temporary medical condition.

Who requires a copy of the PEEP?
* the person who the PEEP is designed for.
* the Departmental Safety Officer (DSO)/Disability Liaison Officer (DLO).
* other persons named in the PEEP.

When should a PEEP be reviewed?
* Course or job changes
* Anyone nominated to assist leaves.
* The locations occupied change or alter.
* 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 disabled person and any nominated assistants.

Further information and help:
http://www.disabledgo.com/
https://www.sheffield.ac.uk/hs/disability
http://www.sheffield.ac.uk/ssd/disability
http://www.sheffield.ac.uk/hr/guidance/disability/leave

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**General Notes**

- The development and implementation of a PEEP will be appropriate for both those persons who have/or have developed a disability and those that have a temporary impairment (e.g. broken leg), who require additional support to evacuate a building in an emergency.

- Any reasonable adjustments will have to consider the safety of the disabled person and any persons volunteering to assist them to evacuate in the event of an emergency but also the other users of the building.

**Distribution of PEEPs**

Once completed, a copy of the PEEP will be distributed by the Department to those persons who will require knowledge and understanding of the PEEP for that person. The question to be asked is “who in practice needs to know in order that the student’s/staff’s needs can be met anytime and anywhere”. Other than the disabled individual, it should also include:

- Disability Liaison Officer/Departmental Safety Officer/Managerial staff with responsibilities for the disabled person
- Nominated assistants

**Review/Re-assessment**

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
- The person’s condition changes significantly

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

29/09/15

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