

**Document Identifier:** Personal Emergency Evacuation Plan Form

<b>Policy Title:</b>	Personal emergency Evacuation Plan Form
<b>Description:</b>	Students requiring a personal evacuation are required to fill out this form
<b>Author (Position):</b>	Safety Officer
<b>Version:</b>	1
<b>Approved By:</b>	MIE Governing Body
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<b>Date of Next Policy Review:</b>	April 2027 (or as necessary)

## Personal Emergency Evacuation Plan (PEEP)

### Part A: Emergency Evacuation: Questionnaire

#### Introduction:

Health and safety legislation places duties on the employer or 'responsible person' to prepare suitable and sufficient emergency plans for their buildings. These plans should include the procedures for evacuating the building in case of fire, bomb, gas leak, etc.

The most common reason for needing to evacuate premises is in relation to fire. When preparing a fire evacuation procedure, it is imperative to ensure that **all** people within the building can be evacuated to a place of safety.

Staff or students with a disability should be considered as part of the evacuation procedures. In some cases, they will be able to evacuate the building independently but some with a limited mobility or a visual impairment may require additional support in order to evacuate safely. Visitors with a disability should make themselves known to Buildings management should they require any special assistance.

The role of the Fire Service is to save lives but the emphasis is on the responsible person to demonstrate that they can evacuate all people within their building to a place of safety without the need of the Fire Service. This could be a temporary place of safety such as a refuge area\* but there should be arrangements / procedures in place to evacuate people from this area to a permanent place of safety. For example, procedures may be in place to use a self contained stairwell as a temporary refuge area and then move people who require assistance down the stairs using evacuation chairs to a pre arranged assembly point outside the building.

The use of refuge areas should be incorporated into the fire risk assessment for the building and once the procedures are in place, these should be discussed with staff and any training needs identified, in particular the use of equipment such as evacuation chairs.

Where the evacuation procedures already in place do not cater for people with a disability who may require specific support in case of an evacuation, a Personal Emergency Evacuation Plan (PEEP) will need to be developed. Where possible, the PEEP should be developed in conjunction with the individual to agree what action will be taken. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member (or fellow student) should be nominated for this activity.

Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered and therefore it may be inappropriate for the individual to be involved in

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the test evacuation. In these cases, a volunteer to take their place should be identified.

\* A refuge is a designated temporary safe place 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.

**Please fill in the attached questionnaire if:**

- a) You require information about our emergency evacuation procedures;
- b) You need assistance during an emergency.

Marino Institute of Education has a legal responsibility to protect you from fire risks and

ensure your health and safety at work / study. To do this properly the Estates Office need to know who may need support in an emergency.

It shouldn't take you more than a few minutes to complete the questionnaire.

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

The Safety Office will be able to provide you with information you need about the emergency evacuation procedures in the building(s) in which you work / study.

If you need assistance, the Safety Office will be able to work out a Personal Emergency Evacuation Plan (PEEP) for you. To do this, the Safety Office will discuss the best ways of getting you out of the building quickly and comfortably. This process will involve yourself, your manager / supervisor and the person(s) in charge of the building(s) in which you work or study.

There may be some parts of a premises where safe evacuation cannot yet be provided without alterations to the building / structure. In these circumstances the way forward will be discussed with you.

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An Associated College of The University of Dublin, Trinity College

## Emergency Evacuation: Questionnaire

### Building users Personal Details:

Name:

Student / Employee:

Job Title (if applicable):

Department:

Brief description of duties / studies:

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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

Building:

Floor:

Room Number:

2. Will your job or study take you to more than one location in the building in which you are based?

Yes

☐

No

☐

List all floors and locations:

3. Will your job or study take you to different buildings?

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Yes

☐

No

☐

List these buildings:

- 4.** Is access required outside normal working hours?

Yes

☐

No

☐

**Awareness of emergency evacuation procedures:**

- 5.** Are you aware of the emergency evacuation procedures that operate in the building(s) in which you work or study?

Yes

☐

No

☐

- 6.** Do you require written emergency evacuation procedures?

Yes

☐

No

☐

- 6a.** Do you require written emergency evacuation procedures to be supported by ISL (Irish Sign Language) interpretation?

Yes

☐

No

☐

- 6b.** Do you require emergency evacuation procedures to be in Braille?

Yes

☐

No

☐

- 6c.** Do you require emergency evacuation procedures to be on tape?

Yes

☐

No

☐

- 6d.** Do you require emergency evacuation procedures to be in large print?

Yes

☐

No

☐

- 7.** Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes

☐

No

☐

## Emergency Alarms:

8. Can you hear the fire alarm(s) provided in your place(s) of work / study?

Yes ☐ No ☐ Don't know ☐

9. Could you raise the alarm if you discovered a fire?

Yes ☐ No ☐ Don't know ☐

## Assistance:

10. Do you need assistance to get out of your place of work or study in an emergency?

Yes ☐ No ☐ Don't know ☐

If No, please go to question 13

11. Is anyone designated to assist you to get out in an emergency?

Yes ☐ No ☐ Don't know ☐

If No, please go to question 12. If Yes, give name(s) and location(s)

Names:

Locations:

12. Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes ☐ No ☐ Don't know ☐

12a. Are you always in easy contact with those designated to help you?

Yes ☐ No ☐ Don't know ☐

13. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work / study and tell them where you are located?

Yes ☐ No ☐ Don't know ☐

## Getting out:

13. Can you move quickly in the event of a fire?

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Yes ☐ No ☐ Don't know ☐

**14.** Do you find stairs difficult to use?

Yes ☐ No ☐ Don't know ☐

**15.** Are you a wheelchair user?

Yes ☐ No ☐

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

In order that an effective PEEP can be prepared for you it may be necessary to share some of the information provided with other relevant members of College staff  
(e.g. Disability Officer, Course leader, Library staff, Safety Officer, Fire Warden etc.)

I understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Evacuation Plan (PEEP).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return the completed form to:**

Ciarán Fogarty,  
Director of Estates & Conferencing/ Safety Officer,  
Marino Institute of Education,  
Griffith Avenue,  
Dublin 9.  
E-mail: [ciaran.fogarty@mie.ie](mailto:ciaran.fogarty@mie.ie)  
**Mobile: 087 2044206**  
Phone: 01 805 7761

## Part B: Personal Emergency Evacuation Plan (PEEP) - Agreed Plan

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

**Building users Name:**

**Date:**

**Student :**

**Job Title (if applicable):**

**Department:**

### Designated assistance:

Where applicable, the following people have been designated to give assistance when the building user needs to get out of the building in an emergency.

Name:	Location:

Designated assistants have been trained in the emergency procedures drafted to assure the building users safety:

Yes ☐

No ☒

**Building area covered by this PEEP:**

**Assistance methods / techniques:**

1. Use fire lift as advised by building staff or fire officer
2. Go to nearest refuge area and await further instruction
3. Go to nearest refuge area and call for assistance using com system or mobile phone, or send assistant for help.
4. Proceed down stairs by means of Evac Chair or stairmate

**Equipment provided:**

(including means of communication):



Com System.  
 Evac chair.  
 Stairmate major.

**Personal Emergency Evacuation Procedure(s):**

(To be provided by the Assessor):

Details of the specific emergency procedures from the first alarm warning up to the building user reaching a “place of safety”. The details provided here should include a step by step account of how the College will ensure that the building user will reach a place of safety from first alarm actuation to final exit. A diagram should be provided, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

Building user to be informed of an emergency evacuation by:

<b>Existing alarm system</b>		<b>Visual alarm system</b>	
<b>Vibrating Pager</b>		<b>Other (please specify below)</b>	

**Other:**

**Emergency Evacuation Procedure(s):**

**Assessment sign-off:**

<b>Signed (Assessor)</b>		<b>Date;</b>
<b>Signed (Building User)</b>		<b>Date:</b>
<b>Date for next review:</b> <b>(A review date should be agreed for every PEEP before signing off, as circumstances can change at the end of the term, academic or working year).</b>		

**Appendix 1 – Guidance notes**

**Steps to produce a Personal Emergency Evacuation Plan (PEEP)**

1. The [Disability Service](#) will publicise the PEEP process and seek to encourage staff and students who may require such a plan to engage with the process.
2. The Safety Office will consult with these staff and students to determine their requirements for emergency [Evacuation](#):
  - a. Which areas of the building(s) do you use?
  - b. What is your current awareness of emergency evacuation procedures and equipment?
  - c. Can you hear / see the alarm and raise the alarm from the manual set off points?
  - d. Do you require assistance to evacuate any parts of the building in an emergency situation?
  - e. What current assistance procedures are you aware of?
  - f. Can you evacuate the building quickly in an emergency?
  - g. Is a 'buddy' or 'buddies' required?
3. Assess building to determine individual procedures for emergency evacuation, taking into account:
  - a. Availability of assistance and what happens if assistance is not available.
  - b. How do the building's features and design affect the person's ability to evacuate in an emergency?
  - c. How will smoke, heat, confusion, darkness, noise and fire affect the individual's ability to orientate themselves, use equipment, and follow the signs to an emergency exit?
  - d. Can the individual open the emergency exit doors?

- e. Are there any barriers that could prevent the individual from reaching the assembly point?
  - f. Current training and awareness of designated assistants.
4. Produce PEEP document.
  5. Provide relevant staff with PEEP and commence training of any staff designated as assistants.
  6. PEEPs should be reviewed and updated regularly; at least yearly or sooner if there are changes in the buildings use, if an individual's requirements change or if there are changes to the physical environment. A review date should be agreed for every PEEP before signing off.

**Notes:**

- 1) The PEEP should, as far as practicable, be specific to individual areas of study / work / residence. However, if, for example, a number of activities are proposed to take place in adjacent areas from which escape will be affected using the same emergency provisions then it may be possible to assess the provisions on one form. Normally, people who are deaf or hearing impaired persons will be able to be assessed on one form since the provisions made for them are likely to be the same regardless of location.
- 2) It is important to distinguish in the PEEP whether the area to be accessed will be used inside or outside of 'normal' working hours. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. for security reasons. The PEEP needs to demonstrate that this has been adequately considered.
- 3) If a building assessment deems that a particular area does not meet the general access requirements for the individual staff member or student being assessed then alternative management arrangements will need to be identified.

## Appendix 2 - Checklists

### Mobility Impaired - checklist

Personal Emergency Evacuation Plan Checklist		Yes	No
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to report an emergency (extn.7777)?		
5	Are you able to and have you been shown how to use the Refuge communications equipment (if applicable)?		
6	If you are (or will you be) resident in a College owned property, has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)		
7	Do you use a manual wheelchair?		
8	What is the approximate width of your wheelchair	mm	
9	If you use another type of mobility aid, what is it? (insert details)		
10	Could you transfer to an Evacuation Chair in an emergency with assistance?		
	<b>Activities on the Ground Floor</b>		
11	At the intended time of use, how many fire exits are available for disabled use?		
12	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
13	How long, approximately, would it take you to evacuate, unaided, from the building? (please record a time for each of your available exits up to a maximum of 3)	mins.	
		mins.	
		mins.	
14	Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
	<b>The following questions need to be answered by all "ground floor based" mobility impaired persons that will be assisted by full time "helpers".</b>		
15	Who will be providing this assistance? (insert names)		
16	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc? (insert names)		
	<b>Activities based above the Ground Floor)</b>		

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17	Assessor: Have all possibilities for relocating the activity or service provision on the ground floor (of this or any other building) been exhausted?		
18	Is the area to be used above the 5 <sup>th</sup> floor?		
19	Is there a “fire lift”?		
20	At the intended time of use, how many fire exits from the floor to be used are available for use? (Insert number in column)		
21	Do any of the escape routes involve escape into an adjoining building allowing horizontal evacuation?		
22	Have refuges been provided on, or adjacent to, each fire escape route (where applicable)?		
23	Where refuges have been provided, are these appropriate for use at the intended time of occupancy?		
24	Where refuges are not provided on all escape routes, does the existing fire escape signage clearly lead you to other refuges that are available?		
25	Are the refuge doors of the self closing type and operating correctly?		
26	Do refuges have communication points that are accessible for you to use i.e. telephone or speaker connected to building fire control point or Security?		
27	Are you able to use an “evac” chair?		
28	Can you transfer to an “evac” chair without being lifted?		
29	Is there an evacuation chair provided in the building?		
30	Where are the nearest alternative chairs kept?		
31	How long, approximately, would it take you, unaided, to reach a place of safety in an emergency? (Please record a time for each of your available exits up to a maximum of 4.)	min	
		min	
		min	
		min	
	<b>The following questions need to be answered by all “non-ground floor based” mobility impaired persons that will be using / provided with full time “helpers”.</b>		
32	Who will be providing this assistance?		
33	Who will cover this “help” role when your normal helper is absent e.g. due to sickness, leave etc.?		

### Blind or Visually Impaired - checklist

<b>Personal Emergency Evacuation Plan Checklist</b>		<b>Yes</b>	<b>No</b>
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	If you are (or will you be) resident in a College owned property has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)		
6	Do you require the emergency escape procedure to be on tape?		
7	Do you require the emergency escape procedures to be in Braille?		
8	Do you require the emergency escape procedures to be in large print?		
9	Can you read the fire escape signs?		
10	How long would you estimate that it would take to evacuate the building under assessment, unaided (other than with the help of any items identified above), in the event of an emergency?	min	
11	How many escape routes are available to you in the event of an emergency?		
12	Have any hazardous "projections" or other structural components been identified on your escape routes?		
	<b>The following questions need only be answered by those visually impaired persons possessing some degree of visual capacity</b>		
13	Are all escape routes clearly sign posted to meet YOUR requirements?		
14	Where applicable, are all escape corridors designed so as to prevent visual confusion in YOUR circumstances?		
15	Where applicable, are all escape staircases fitted with adequate colour contrasting nosing and a suitable handrail?		
	<b>The following questions need to be answered by all visually impaired persons that will be using / provided with full time "helpers" while in the building for which this peep is being prepared.</b>		
16	Who will be providing this assistance?		
17	Who will cover this "help" role when your normal helper is absent e.g. due to sickness, leave etc. (insert names)		
18	Are you aware of any other measures that could be introduced in the building under assessment that could further aid your evacuation in case of an emergency?		

### Deaf or Hearing Impaired - checklist

	<b>Personal Emergency Evacuation Plan Checklist</b>	<b>Yes</b>	<b>No</b>
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	If you are (or will you be) resident in a College owned property has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)		
6	Can you hear the fire alarm in normal circumstances?		
7	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		
8	Do you require written emergency procedures to be supported by ISL interpretation?		
9	Is your work room fitted with a "hard wired" flashing light,(and a vibrating pillow if a study bedroom) linked to the fire alarm?		
10	Is your toilet (or shower/bathroom in halls) fitted with a flashing beacon linked to the fire alarm?		
11	Are you aware of any other measures that could be introduced in the building under assessment that could further aid your evacuation in case of an emergency?		

### General - checklist

	Personal Emergency Evacuation Plan Checklist	Yes	No
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	If you are (or will you be) resident in a College owned property has a PEEP been prepared for your accommodation? (If not please ask for one to be prepared)		
6	Can you hear the fire alarm in normal circumstances?		
7	Do you need assistance to get out of your place of work/study in an emergency?		
8	Is anyone designated to assist you to get out in an emergency?		
9	Is the arrangement with your assistant a formal arrangement?		
10	In an emergency could you contact the person in charge of evacuating the building in which you work and tell him where you were located?		
11	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		
12	Can you move quickly in the event of an emergency?		
13	Are you aware of any other measures that could be introduced in the building under assessment that could further aid your evacuation in case of an emergency?		

Ciarán Fogarty

Director of Estates & Conferencing/ Safety Officer DATE AMENDED

*Ref: Promoting Safe Egress and Evacuation for People with Disabilities (National Disability Authority)*

Related Policy: [Fire Evacuation Procedure](#)