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**Personal Emergency Evacuation Plans (PEEPS)**

**STUDENTS**

**Personal Emergency Evacuation Plans (PEEPS)**

All Teesside University students must be able to leave buildings safely in the event of a fire or other emergency, and the University is committed to ensuring we meet our obligations by providing evacuation support and guidance. We understand that many people with disabilities or other medical conditions will be able to escape unaided; however, some may require assistance. Therefore, we request that you consider your emergency evacuation arrangements in relation to your own needs. If necessary we will draw up a Personal Emergency Evacuation Plan (PEEP) with you. A PEEP might for example specify the assistance you need in the event of an emergency evacuation and any precautions necessary, the use of equipment we may issue to you, and/or simply record the action you need to take in an emergency evacuation.

We do not expect you to make any extraordinary effort to exit safely in the event of an emergency. Some of the main types of assistance or equipment typically used and available are outlined on the information sheet enclosed. The equipment you require may vary in different locations and therefore different PEEPs might be needed for different buildings. You may not fall directly into one of the examples given; the objective of a PEEP, should you need one, is to ensure that your **individual needs** are met – and if necessary, to devise ways of achieving this.

**If you feel you may need a PEEP please complete and return the enclosed initial emergency evacuation questionnaire as soon as possible to the Health and Safety Team** (healthandsafety@tees.ac.uk).Once you have completed the questionnaire, if we identify that you need a PEEP or if you would like to discuss these matters further, we will arrange a meeting with you. The staff involved in reviewing your requirements and drawing up PEEPs will work with you to find the best solutions. Please note that if you do not reply, you accept that you are able to respond to fire alarms and make your own way out of the building(s) promptly, unaided and without impeding any other person’s emergency escape.

Your confidentiality is important to us and your PEEP(s) will only be disclosed where necessary, as follows:

* Security or Support Services staff
* Your carer(s) or volunteer worker(s), if applicable
* School Disability Coordinator
* Any person assigned specific duties in providing assistance to you under the PEEP (this may include relevant members of staff where necessary)
* The University’s Health and Safety Adviser and Health and Safety Officer (confidential records are held in the Health and Safety Centre).

PEEPs should be reviewed at least annually – if you have received one previously, we will need to verify that it is still adequate.

Please let me know if you require this letter or any other related documentation in an alternative format.

Thank you for your co-operation in these important matters, and for the opportunity to optimise our fire evacuation arrangements.

Yours sincerely,

Steven Westcough

Health and Safety Adviser