Personal Emergency Evacuation Plan (PEEP) (Student Accommodation)

For students in Residential Accommodation owned or managed by Teesside University who need assistance to evacuate in an emergency situation.

Introduction

All students in halls of residence are expected to comply with reasonable instructions from those with formal roles during an emergency, including the Wardens and Security Team. Students must respond to all fire alarm activations promptly by leaving their accommodation and proceeding to a designated assembly point.

A Personal Emergency Evacuation Plan (PEEP**)** is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

This Plan only covers University accommodation – it does not cover any other areas of the University.

It will be developed with the full input of the student, a Disability Adviser and the Accommodation Manager and may also include input from the University's Health and Safety Adviser if necessary.

The PEEP is owned by the student. It is the responsibility of the student to inform the University (via the Accommodation Manager) of any changes in their condition which may require adjustments to their PEEP. The student should also inform their Disability Adviser of any changes to their condition. The student also has a responsibility within this to make themselves aware of any fire evacuation processes and to take responsibility wherever possible to take ownership of their evacuation in an emergency.

Once completed the document is confidential and a copy of the PEEP will only be given to the following people:

- ✓ The student the plan applies to
- ✓ All named people providing the assistance
- ✓ Relevant Hall Wardens
- ✓ University Accommodation Manager
- ✓ University Health and Safety Adviser

Personal Emergency Evacuation Plan (PEEP) (Student Accommodation)

Name	
Student Number	
Residence Name	
Room	
Contact Number	
e-mail address	

Reason for PEEP (please tick as appropriate)

Mobility issues		**Temporary impairment e.g. broken limb**	
Hearing impairment		**Visual impairment**	

Medical condition		**Please outline**

PERSONAL AWARENESS OF PROCEDURES:

Knows how to raise the alarm	Yes/No	Explanation (if necessary)[1]
Will know when alarm raised	Yes/No	Explanation (if necessary)[2]
Knows how to exit	Yes/No	Explanation (if necessary)
Knows where to assemble	Yes/No	Explanation (if necessary)

[1] For instance is able to access and operate fire alarm break glass units, use phone or will verbally inform someone.

[2] For instance if a vibrating pillow is used or reliance on a personal carer etc.

ARRANGEMENTS FOR FIRE EVACUATION

Details to be provided here of the specific emergency procedures from the first alarm up to the student arriving at the external assembly point. The details should include a step-by-step account of the process. It should identify personal carers, agreed safe routes, any refuges and equipment that are part of the plan along with agreed communication methods.

Where equipment is used, it should outline any necessary maintenance and servicing regimes (such as changing batteries in vibrating pagers or servicing of evacuation chairs) and confirm who has responsibility for this.
Where physical assistance is needed it should be provided by the person(s) outlined in this plan and not rely on others to be called to the building which might result in unnecessary delay and risk of serious harm.

Where the plan relies on protection by the buildings structural features and installed systems or training is required with such as operation of evacuation chairs advice will be sought by the University's Health and Safety Adviser.

DESIGNATED ASSISTANCE

The following person/people have been designated to give _____ assistance to get out of the building in an emergency if applicable.

Name _____

Job Title _____

Contact details (Building, Room No and Phone number)

_____

Name _____

Job Title _____

Contact details (Building, Room No and Phone number)

_____

Name _____

Job Title _____

Contact details (Building, Room No and Phone number)

_____

METHODS OF ASSISTANCE NEEDED (e.g. Transfer procedures, methods of guidance, animal assistance etc.)

EQUIPMENT NEEDED & WHO PROVIDES THIS

Equipment:

Provided by:

Maintenance and servicing arrangements in place:

PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm up to the student arriving at the external assembly point)

1
2
3
4
5
6

MONITOR AND REVIEW

This procedure will be rehearsed upon your arrival during a fire drill and will be reviewed at least at the end of the first term or upon any change outlined by the student if sooner.

If you have any concerns at any time please contact the Accommodation Team

 on 01642 342256

 at Accommodation@tees.ac.uk

Accommodation Team, Student Services Department, Student Centre, First Floor

Agreed as the procedure to be used for the Academic Year 2016/17 or until any change as outlined by the student if sooner.

	Sign	**Print**	**Date**
Student			
Accommodation Manager			
Disability Adviser			