

Emergency Evacuation from Premises Policy for Individuals

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Aim

The aim of a Personal Emergency Evacuation Plan (PEEP) is to ensure that anyone who may be unable to evacuate a building safely and independently during an emergency has appropriate arrangements in place. The PEEP identifies the support, equipment and procedures required to enable safe evacuation.

Who Requires a Personal Emergency Evacuation Plan (PEEP)?

The key question to ask is:

"Can this person leave the building safely and unaided in an emergency?"

If the answer is **No**, a Personal Emergency Evacuation Plan (PEEP) should be completed.

A PEEP may be required for individuals with a disability, impairment, or condition that could affect their ability to evacuate safely, including:

- Mobility impairments
- Visual impairments
- Hearing impairments
- Cognitive impairments
- Medical conditions or injuries that may require assistance during an evacuation

The need for a PEEP may be either permanent or temporary. For example, a temporary PEEP may be required for someone recovering from an injury, such as a broken leg requiring the use of crutches or a wheelchair, or for an individual in the later stages of pregnancy if their mobility is affected.

The purpose of the PEEP is to identify any support, equipment, or adjustments required to enable the individual to evacuate the building safely in the event of an emergency.

Responsibilities

It is the responsibility of the Workforce Department, Recruiting Manager, or Line Manager (with advice from Occupational Health where appropriate) to discuss emergency evacuation requirements with co-owners at the point of recruitment or following an injury, illness, or change in circumstances that may affect their ability to evacuate safely.

Where it is identified that a co-owners may require assistance during an emergency evacuation, an Emergency Evacuation Questionnaire (Appendix 1) must be completed. This should be undertaken by the co-owner with support from their Line Manager and, where required, the relevant Health and Safety Lead.

Co-owner Responsibilities

Co-owners are responsible for:

- Informing their Line Manager or Workforce Department if they require a PEEP.
- Completing the Emergency Evacuation Questionnaire.

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- Participating in the development and review of their PEEP.
- Ensuring relevant managers are aware of any evacuation requirements.
- Reporting any changes that may affect their evacuation arrangements.

Line Manager Responsibilities

Line Managers are responsible for:

- Identifying potential PEEP requirements.
- Supporting completion of the Emergency Evacuation Questionnaire and PEEP.
- Ensuring PEEPs are communicated to relevant persons and stored securely.
- Reviewing and testing PEEPs periodically and following any significant change.
- Liaising with landlords or building managers regarding site-specific evacuation arrangements.
- Ensuring PEEPs are stored securely in accordance with data protection requirements and are accessible to authorised Managers or Fire Marshals responsible for supporting emergency evacuation.

Workforce Department Responsibilities

The Workforce Department is responsible for:

- Obtaining Occupational Health advice where required.
- Providing guidance on reasonable adjustments and PEEP processes.
- Supporting the completion and review of PEEPs.
- Maintaining records in accordance with data protection requirements.

Writing the PEEP

A PEEP must be completed following an Emergency Evacuation Questionnaire where a need is identified.

As building layouts may differ, individuals who regularly work across multiple premises may require a separate PEEP for each location.

The PEEP should identify:

- Escape routes
- Alternative escape routes where appropriate
- Assistance required
- Number of assistants required
- Evacuation methods
- Any training requirements

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Advice may be sought from the Health and Safety Lead and the premises landlord where required.

Storage and Accessibility of PEEPs

Completed PEEPs must be stored securely in accordance with data protection requirements.

Information should be readily accessible to those who need it for emergency evacuation purposes, including relevant managers and Fire Marshals. Where appropriate, a summary of essential evacuation information may be kept with local fire safety documentation, provided personal information is limited to that necessary for emergency response.

Evacuation in an Emergency

Mobility Impairments

Where individuals are located above ground floor level, additional evacuation arrangements may be required.

Refuge Areas

Refuge areas may be used as temporary places of safety while awaiting assistance. Appropriate arrangements must be in place to ensure safe evacuation from the refuge to a place of ultimate safety.

Lifts

Passenger lifts must not be used during an evacuation unless specifically designated as evacuation or firefighting lifts.

Escape Routes

PEEPs must identify suitable evacuation routes and, where practicable, alternative routes. Routes should remain clear, accessible and free from obstructions.

Deaf or Hearing-Impaired Persons

Most deaf or hearing-impaired individuals will not require specialist equipment provided they understand emergency procedures and can respond to evacuation requirements. Additional arrangements, such as a buddy system or visual alerting methods, should be considered where necessary.

Blind or Partially Sighted Persons

Blind or partially sighted co-owners should receive orientation training that includes emergency procedures and familiarisation with evacuation routes and exits. Any additional support requirements should be documented within the PEEP.

Assistance Dogs

Individuals who use assistance dogs should be given the opportunity to familiarise themselves and their dog with evacuation routes and exits. Any specific arrangements should be recorded within the PEEP.

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Appendix One - Emergency Evacuation Questionnaire for Mobility Impaired Co-owners

This questionnaire is designed to help identify any support you may require during an emergency evacuation and to assist in the development of a Personal Emergency Evacuation Plan (PEEP). Once agreed, the PEEP will form the basis of your evacuation arrangements during emergencies and evacuation drills.

Why do I need to complete this form?

BrisDoc Healthcare Services has a legal duty to ensure the health, safety and wellbeing of all co-owners, including providing suitable arrangements for emergency evacuation. Completing this questionnaire helps us identify whether you require any additional support to evacuate safely.

What happens next?

Once completed, you should discuss the questionnaire with your Line Manager and, where appropriate, the Health and Safety Lead.

If a PEEP is required, it will be developed in consultation with you and will identify any assistance, equipment or adjustments needed to support your safe evacuation.

You will also be provided with relevant information about the emergency evacuation procedures for the building(s) in which you work. In some cases, alternative arrangements may be required where building features or site limitations affect evacuation procedures.

Name	
Job Title	
Service (and base(s))	
Brief Description of Duties	

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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.

2. Do you routinely use more than one location in this building?

YES ☐ NO ☐

If you feel it is necessary please provide further details below.

3. Do you routinely use other buildings?

YES ☐ NO ☐

If you feel it is necessary please provide further details below.

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

4. Are you aware of the emergency evacuation procedures which operate in the building(s) in which you work?

YES ☐ NO ☐

5. Do you require written emergency evacuation procedures:

YES ☐ NO ☐

- 5a Do you require written emergency procedures to be supported by BSL (British Sign Language) interpretation?

YES ☐ NO ☐

- 5b Do you require the emergency evacuation procedures to be in Braille?

YES ☐ NO ☐

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5c Do you require the emergency evacuation procedure to be on tape?

YES ☐

NO ☐

5d Do you require the emergency evacuation procedures to be in large print?

YES ☐

NO ☐

6. Are the signs which mark emergency routes and exits clear enough for you?

YES ☐

NO ☐

EMERGENCY ALARM

7. Can you hear the fire alarm(s) in your place(s) or work?

YES ☐

NO ☐

DON'T KNOW ☐

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

YES ☐

NO ☐

DON'T KNOW ☐

ASSISTANCE

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

YES ☐

NO ☐

DON'T KNOW ☐

If NO please go to Question 13

10. 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)

GETTING OUT

11. Can you move quickly in the event of an emergency?

YES ☐

NO ☐

DON'T KNOW ☐

12. Do you find stairs difficult to use?

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YES ☐

NO ☐

DON'T KNOW ☐

13. Are you a wheelchair user?

YES ☐

NO ☐

14. Do you have an assistance dog?

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.

Please return the completed form to your Line Manager and send a copy to the Workforce Department. If any of your circumstances change during the course of your employment, please contact your Line Manager/Health and Safety Lead.

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Appendix Two - Personal Emergency Evacuation Plan

Personal emergency evacuation plan (PEEP) for:	
Name:	
Contact details:	
Department:	
Floors/areas accessed:	
Building: <i>(complete one form per building)</i>	
Reasons for these special emergency arrangements: <i>(e.g. difficulty using stairs, wheelchair user, hearing or sight impairment)</i>	

Raising the alarm:
If there is a fire, I can raise the alarm by: <i>(tick as applicable)</i>
☐ Using the manual alarm call point to sound the alarm
☐ Other _____ <i>(describe)</i>

In the event of an emergency, I will be alerted by:
<i>(Please tick all those that apply)</i>
☐ Fire alarm sounders
☐ Beacons attached to the fire alarm system
☐ Designated colleagues _____ <i>(list)</i>
☐ Other _____

In an emergency I will be assisted by:
--

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Names:	Contact details:
How they will assist me:	
<i>(List details including guidance to be given, transfer procedures, training for co-owners)</i>	
Special equipment which will need to be provided:	
<i>(List details including evacuation chairs and communications equipment and its location)</i>	
Safe routes available:	
<i>(Describe routes and refuges available)</i>	
See attached plan of building ☐ <i>(tick if applicable)</i>	

Describe step-by-step evacuation procedure from alarm to assembly:	
1	
2	

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3	
4	
5	

Alternative evacuation procedure to be followed: If unable to mobilise due to increased pain levels (When?)	
1	
2	
3	
4	
5	

The format in which I would like to receive this PEEP and any supplementary emergency information is:
(e.g., braille, large print, British sign language, general type face, spoken)

Additional information noted during the assessment:	
Potential hazards that might hinder a rescue:	
Approximate time to evacuate:	
Practice sessions which need to be organised:	
Comments/further information:	

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Agreement by or on behalf of individual for whom PEEP is written:		
I confirm that I have been shown the location of the evacuation routes, facilities and equipment detailed within this plan.	☐	
I confirm that I have received a copy of the fire procedure in a format I can understand.	☐	
I agree to follow this evacuation plan.	☐	
I agree to inform the responsible person's representative if for any reason I believe this PEEP is no longer operable.	☐	
Signature(s):		
Print name(s):		
Position:		
Time and date completed:		

Agreement on behalf of the responsible person:		
I confirm that the necessary personnel and resources described in this plan will be provided at all agreed times.	☐	
I confirm that practice sessions and training will be arranged as identified in this plan.	☐	
I confirm that a copy of this form will be provided to all those designated to assist in delivery of this PEEP and all fire wardens in the building.	☐	
I agree to initiate a review of this PEEP if there is reason to believe it is no longer operable or effective.	☐	
Signature(s):		
Print name(s):		
Position:		
Time and date completed:		
Date for planned review:		

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Change Register

Date	Version	Author	Change Details
August 2019	2.1	CL Nicholls	Updated to new titles and values slide
February 2023	2.2	Traci Clutterbuck	Updated to new policy template, the section on who needs a PEEP has been updated. Approving Director updated to read Rhys Hancock
August 2026	2.3	Gemma Cuff	Updated the word 'staff' to 'co-owner'. Condensed PEEP. Clarified the purpose and criteria for when a PEEP is required, including temporary and permanent needs. Reduced duplication of emergency evacuation arrangements. Updated guidance for mobility impaired. Clarified refuge area, lift usage and escape route requirements. Storing PEEPs. Owner changed to Gemma Cuff.