

Guidance and Arrangements for Assisted Emergency Evacuation

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1. Scope

This document provides information and guidance on the University arrangements for assisted evacuation in case of an emergency. It should be read in its entirety and in conjunction with University of York [Workplace Health and Safety Policy Statement and Arrangements](#) and all other University of York policies and arrangements as relevant.

2. Roles and responsibilities

Ensuring that suitable arrangements are in place for students and for the members of staff who need assistance to evacuate University buildings in an emergency will normally require engagement by several University departments to identify the need, make suitable arrangements and communicate these to the person involved.

The person who needs assistance is the most important part of these arrangements and should be central to any discussions necessary to devise and establish suitable support procedures. The University has General Emergency Evacuation Procedures (GEEPs) in place for providing assisted evacuation for campus users. Whilst these general arrangements will be sufficient for the majority, they may vary depending on the layout of each building and may not be suitable for all building users and additional measures may be needed in some cases. Where additional measures are needed, these must be developed as described in section 3 and recorded as a Personal Emergency Evacuation Plan (PEEP).

The lead role in ensuring that individuals know what arrangements in place are for assisted emergency evacuation and that any additional individual arrangements have been established and recorded within a PEEP lies with different people within the University structure but should normally follow the principles indicated in the table below. Information on responsibilities can be found section 4 of the [Workplace Health and Safety Policy Statement and Arrangements](#).

Job titles may vary across the organisation but those performing the functions described should seek to ensure that suitable arrangements are in place for individuals under their management or supervision. These responsibilities, in practice, are likely to be delegated to a nominated member of staff, i.e. nominated person for PEEPs, who will be expected to consult with the Workplace Health and Safety Office (WHSO) and Campus Safety to develop suitable and practical individual evacuation arrangements.

Responsible Persons who may need to provide support or develop PEEPs for staff or students can be found in the Table 1 below. The WHSO office is responsible for providing appropriate training to staff that are nominated by the Responsible person who may need to support or develop PEEPs for staff or students.

Table 1

Category	Responsible Person for PEEPs
Staff	Head of Department ¹ or under delegated responsibility by a nominated member(s) of staff. For example, Line Managers, Departmental Disability Representatives (DDR), Departmental Safety Adviser (DSA) or any other nominated staff member.

¹ Refer to section 4.3 of the [Workplace Health and Safety Policy Statement and Arrangements](#).

Students	Academic programmes	Head of Department ² or under delegated responsibility by a nominated member(s) of staff. For example, Personal Tutors, Course coordinator / administrator, Departmental Disability Representatives (DDR), Departmental Safety Adviser (DSA).
	Accommodation Services	Head of Department ³ or under delegated responsibility by a nominated member(s) of staff. For example, Accommodation Manager.
	Colleges	Head of Department ⁴ or under delegated responsibility by a nominated member(s) of staff. For example, College Manager.

Disability Services upon receiving *disclosure / recognition of a need for support in evacuating a building* to inform as soon as practicable, with the student's permission⁵, the [Workplace Health and Safety Office](#) (WHSO).

University Accommodation Services upon receiving request for *additional requirements application* to inform as soon as practicable, with the student's permission⁶, the [Workplace Health and Safety Office](#) (WHSO).

If the staff or students contact other individuals / departments within the University (not mentioned above), then this individual must request them to get in touch with the [Workplace Health and Safety Office](#) (WHSO).

Workplace Health and Safety Office upon receiving information relating to the requirement of PEEP to inform as soon as practicable the relevant Head of the Department or their delegated nominated person, i.e. nominated person for PEEPs, of the likely need for a PEEP.

Guidance for Nominated Persons who may need to develop a PEEP can be found in Appendix 3 of this document.

Guidance for Staff who may need a PEEP can be found in Appendix 4 of this document.

Guidance for Students who may need a PEEP can be found in Appendix 5 of this document.

3. Provision of information

3.1 Provision of general information

The general assisted evacuation arrangements (GEEPs) described in Appendix 1 of this document are likely to be adequate for most people who may require assistance. Information on these arrangements should be provided by the nominated persons using the staff or student Personal Emergency Plan (PEEP) form and discussed with the individual so that they clearly understand the evacuation arrangements and what to do in an emergency.

² Refer to section 4.3 of the [Workplace Health and Safety Policy Statement and Arrangements](#).

³ Refer to section 4.3 of the [Workplace Health and Safety Policy Statement and Arrangements](#).

⁴ Refer to section 4.3 of the [Workplace Health and Safety Policy Statement and Arrangements](#).

⁵ No medical information needs to be shared as part of this process. Only the details of assistance required need be communicated to other departments.

⁶ No medical information needs to be shared as part of this process. Only the details of assistance required need be communicated to other departments.

Information on the arrangements is also available via the University website and notices within buildings so that visitors may be informed of what to expect. Where members of the public visit publicly accessible buildings, local arrangements are in place on the action to be taken in the event of emergency evacuation. The arrangements should also be explained at the start of public events and functions by the organiser.

3.2 Provision of specific information to individuals requiring assisted evacuation

Nominated persons should ensure that they have provided information on the GEEP arrangements to any staff or student who may need help with evacuation. Where specific assistance arrangements have been developed the nominated person must ensure that the staff or student involved is fully aware of the measures in place. Any / all arrangements must be recorded using the staff or student PEEP form available in Appendix 6. Information on the PEEP arrangements can be found in Appendix 2 of this document

Nominated persons should ensure that any student who may have to use an evacuation chair is offered an opportunity for a trial evacuation using an evacuation chair. Members of staff should discuss such matters with their Line manager, Head of Department or HR in the first instance. If required, advice can be obtained from the University Fire Safety Team.

4. Record Keeping, Sharing and Monitoring

The list of Nominated Persons who may need to develop a PEEP will be held centrally by the Workplace Health and Safety Office (WHSO). This will be reviewed at least annually. It shall be the responsibility of the Heads of Department (refer to Table 1) who have appointed a nominated person to inform [Workplace Health and Safety Office](#) (WHSO) by email of any changes as soon as practicable.

Using the submission link in the PEEP form, Nominated Persons for PEEPs must send the completed PEEP form for staff or students to the Workplace Health and Safety Office (WHSO) as soon as practicable. All PEEPs for staff and students will be held by the Workplace Health and Safety Office (WHSO) and made available as in line with data protection requirements. The PEEP form may be shared by the WHSO, in confidence, with some or all the stakeholders listed below, as appropriate, to enable and implement the necessary support, and allow monitoring of the measures within the PEEP. The stakeholders include but are not limited to:

- The staff involved
- The student involved
- Academic/ Professional Department
- Accommodation Services and Colleges (university residences purpose)
- Disability Services
- Campus Safety Team
- Nominated Person (person developing PEEP) or support staff
- Local support staff or coordinators for each location

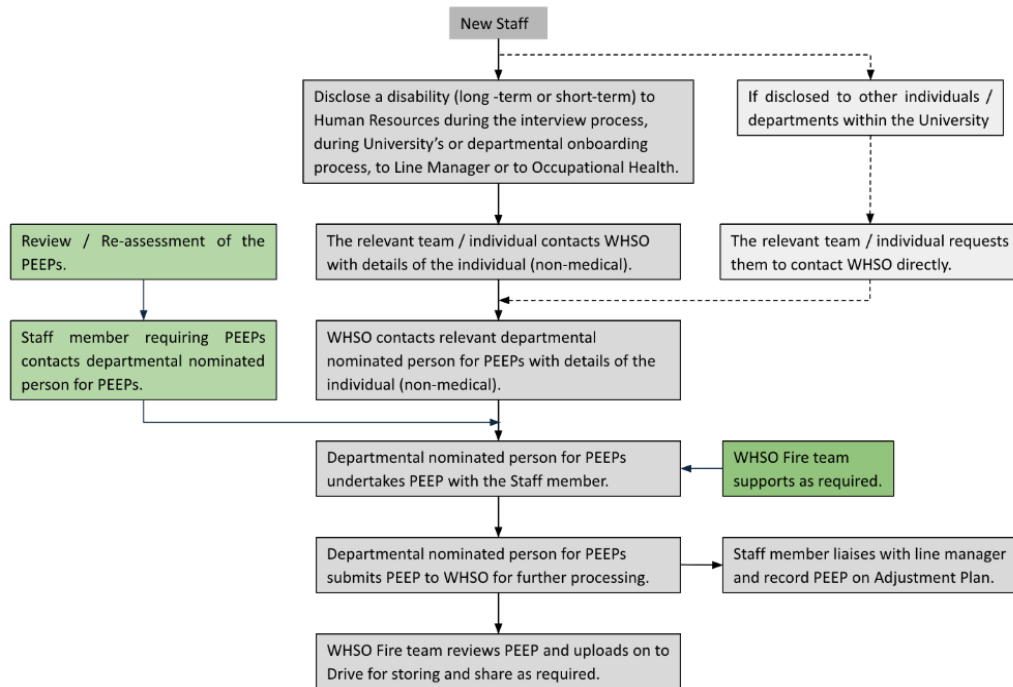
5. Review and re-assessment

PEEPs should be reviewed at least annually. More frequent reviews will be required if a person's condition changes or anyone nominated to assist with evacuation leaves, or their circumstances change.

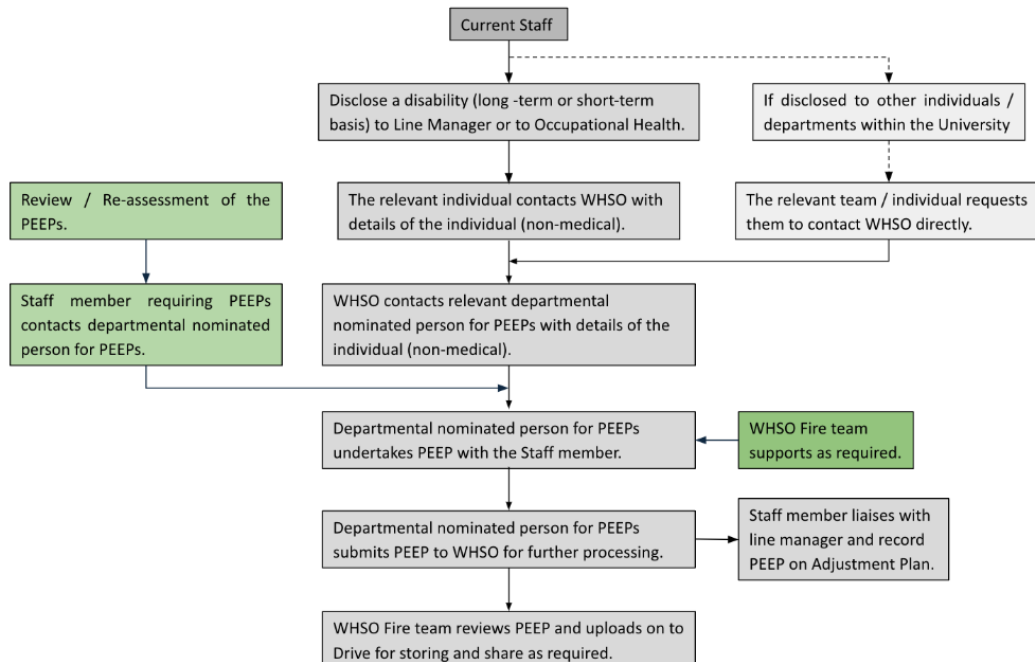
Where this results in a significant change to a PEEP, a fresh rehearsal should be carried out. Reviews should also be carried out if there is reason to believe that changes are required, for example, as a result of a fire drill where the PEEP arrangements are identified as being inadequate.

6. Process Flowcharts

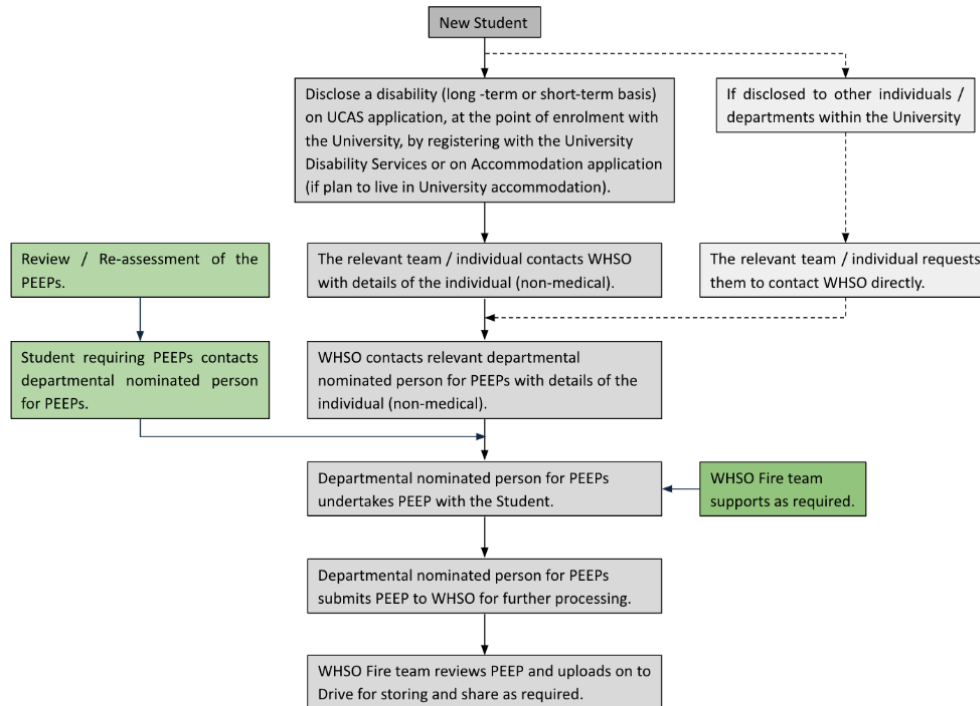
6.1 New Staff



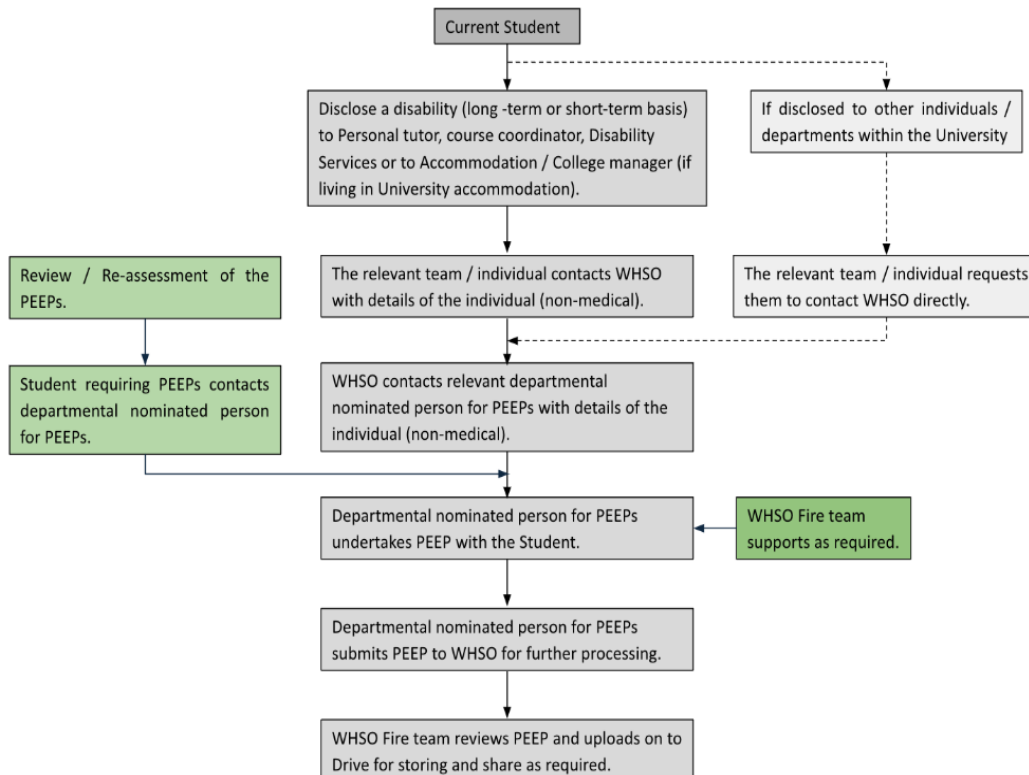
6.2 Current Staff



6.3 New Students



6.4 Current Students



7. Further information

- <https://www.accessable.co.uk/university-of-york>
- <https://www.york.ac.uk/about/equality/accessibility/>
- <https://www.york.ac.uk/students/support/disability/>
- <https://www.york.ac.uk/staff/support/disability/>
- <https://www.york.ac.uk/study/accommodation/>

APPENDIX 1 – General Emergency Evacuation Procedures / Arrangements

All University buildings on campus have a General Emergency Evacuation Procedure (GEEP) associated with them, which are available to [view and download online](#). These may vary depending on the layout of each building and may not be suitable for all building users and additional measures may be needed in some cases. In many cases the GEEPs in place for assisted evacuation will be sufficient. In that situation all that will normally be required is to record this using Part 1 of the staff or student Personal Emergency Evacuation Plan (PEEP) form and ensure that the person involved understands what they should do in the event of a building evacuation.

The following sections set out these arrangements in more detail.

Exit from floors that are accessible without the use of a lift

Where there is an accessible building entrance, users will normally be able to leave the building unaided by means of the accessible route. Where the exit route is long or complex, WHSO Fire Team should be consulted.

Exit from floors that are accessible only by lift

If a lift has been used to enter a building, this will **NOT** be available to exit the building when the fire alarm has activated. When the fire alarm is activated most modern lifts will automatically go out of service, following pre-programmed instructions that are designed to prevent users being trapped. Typically, if the lift is in motion when the fire alarm triggers, it will travel to the exit level and remain there with the doors open. Alternatively, if the lift is stationary at the time of the alarm, it will remain at the current floor level with the doors open.

Some older lifts may remain in operation but, due to the risk of becoming trapped, should NOT be used during a fire evacuation.

As lifts will not be available, if building users are unable to use the stairs to descend unaided, assisted evacuation arrangements will normally be required. This may require use of an evacuation chair or evacuation lift as described in preceding sections.

Refuge Areas

Areas suitable for awaiting help with evacuation have been identified on upper floors within our accessible buildings. These areas, typically stair landings, are marked by suitable signs. These are normally fire-protected areas (with a minimum of 30 minutes fire protection) where users can safely remain for a period of time while awaiting help to evacuate.

In the event of fire alarm activation or other circumstance that prevents exit by lift, those who are unable to leave the building on their own should immediately travel to the closest Refuge Area.

On arrival, the two-way communications system, if installed, should be used to communicate directly with Campus Safety or Facilities Services staff. When the call point is active, Campus Safety knows of the location even if the user is unable to speak to them.

In areas where there is no direct Refuge Area communication point, Security should instead be contacted by using either:

- University [SafeZone app](#) emergency button, or
- Call [Campus Safety](#) Emergency line: +44 (0) 1904 **323 333**

For all other Security or Safety issues call: +44 (0) 1904 **324 444**

Note, the [SafeZone app](#) must be downloaded to a mobile phone and the app registered to the University. SafeZone only tracks your location if you request assistance, so that responding officers can locate you. The app will tell you if you are outside of campus boundaries and offer you a connection to 999 for emergency services.

Anyone who requires assisted evacuation is strongly advised to carry a charged mobile phone and to ensure that the SafeZone app has been installed and registered and that the emergency number(s) are programmed into the phone memory so that these options can be used.

Fire Wardens, and other building users, also provide a means by which anyone who needs help, where they are aware of this, can let the staff managing the alarm activation know that help is required.

It is anticipated that all building users should provide emergency support by advising Campus Safety staff in charge of the evacuation that someone needs help, if they are aware of this and inform Campus Safety of the location.

Campus Safety Team

[Campus Safety team](#) supports everyone who lives, studies or works at the University, with a 24-hour presence co-ordinated through the Campus Safety Hub at Market Square on Campus West. The team is your first response for any security or safety issues – all members of the team are trained in first aid and mental health first aid. The Campus Safety team can provide security advice, answer your questions at the Campus Safety Hub or our Reception Points, support colleagues in Facilities Management, and aid any emergency services attending campus.

On sites that are remote from the main campus, formation of local teams will be an essential requirement, if people needing emergency evacuation assistance use the buildings. Specific local arrangements will be needed for anyone who requires assistance with evacuation and uses a site that is off campus. This will form part of the PEEP for anyone using these sites and unable to evacuate without help. If staff or students who need help with evacuation are expected to attend such off-campus location(s), the nominated person responsible for arranging the PEEP should, if practicable, contact the local site manager to discuss the necessary arrangements. If that is not practicable, the individual should be advised to make contact with the local manager on arrival at the site to discuss their needs.

Evacuation chairs

Evacuation chairs are installed within many campus buildings and, although not suitable for everyone, can be operated by Campus Safety as part of the evacuation process. The information relating to the location of evacuation chairs on campus is available [here](#). Campus Safety team is familiar with all the University buildings and carry standard evacuation chairs in their vehicle to provide support with evacuation in the buildings where evacuation chairs are not installed.

Where local evacuation arrangements are being established, the nominated person responsible for arranging the PEEP should ensure that staff expected to use evacuation chairs are trained in the use of evacuation chairs. Campus Safety are responsible for providing assistance during any emergency evacuation in most cases. If a specialist Evacuation chair needs to be installed, this should be recorded using the Part 2 of the PEEP form. Departments must ensure that the Nominated Persons (or other nominated person) have been trained in their use.

Potential users must be able to self-transfer into an evacuation chair with minimal assistance. Where this is NOT the case, individual arrangements will be required to provide additional support and development of a PEEP will be required.

Untrained staff should not attempt to use an evacuation chair (other than in an immediate and life-threatening emergency) as this could endanger both themselves and the individual who is being assisted.

As there is some risk of injury in transferring and using an evacuation chair, building users will typically not be immediately taken downstairs by the evacuation chair unless this is necessary for their safety. Where an alarm activation is reliably identified to be a false activation and the individual is within a Refuge Area with a fire-protected route to a final exit, it may be judged by Campus Safety to be safer to have the person remain at the Refuge Area for a short time while the alarm is silenced. The reasons for remaining in the refuge should always be explained and the expectation is that they would be accompanied throughout the waiting period. If the individual does not wish to accept the option to wait within the building, they should be evacuated.

Likewise, where a planned fire drill is taking place, it is permissible for the building users with disability who require the use of an evacuation chair to wait, accompanied, at the Refuge Area as the safest option. However, such users should not be excluded from fire drill training and should have the opportunity to experience using an evacuation chair, should they wish to do so. That can be arranged in consultation with Campus Safety but is normally best done independently of a busy fire drill period.

Evacuation lifts

Although normal passenger lifts cannot be used during a fire alarm activation, some buildings are equipped with Fire Evacuation lifts. These lifts are constructed with additional fire protection measures and can be operated by Campus Safety or the Fire & Rescue Service as part of an evacuation. Information relating to the location of evacuation lifts on campus is contained in the GEPPs and available [here](#).

Use of Evacuation Lifts has to be done under switched manual control by Campus Safety or the Fire & Rescue Service. Where use of an evacuation lift is anticipated, a specific local agreement and supporting PEEP to record the agreed arrangements will normally be required.

The PEEP must also include alternative options if the evacuation lift is not available due to faults or due to the nature of the emergency.

Campus Safety and WHSO Fire Teams can provide information on locations where evacuation lifts are available.

Ambulant staff requiring assistance

Individuals may not require an evacuation chair to exit a building but may be able to do so with a minimal level of additional support. For example, leading partially-sighted people along unfamiliar routes, assisting in negotiating stairs etc. Where this is the case, local management should establish arrangements to provide assistance utilising Fire Wardens or other colleagues. Where this is not possible, the Campus Safety team can provide assistance and can be contacted as described above.

APPENDIX 2 – Personal Emergency Evacuation Plan (PEEP)

A PEEP is a plan for a person who may need assistance, for instance, a person with impaired mobility, to evacuate a building or reach a place of safety in the event of an emergency.

It is the intention that the University's GEEP will provide a suitable level of support for most campus users who require assistance. The GEEP arrangements (refer to Appendix 1 of this document) should be discussed with the affected individual and, if agreed to be suitable, may be regarded as the evacuation plan for that individual. This can be recorded using the Part 1 of the PEEP form. Where the GEEPs are not suitable and supplementary arrangements are required, these need to be established and recorded on a user-specific PEEP. This should be recorded on the Part 2 of the PEEP form. It is possible that more than one PEEP will be required for different buildings or sites.

A PEEP should be completed before staff or students are expected to start their job or course, or at the earliest possible stage.

Where no suitable and safe evacuation arrangements can be identified, other solutions, such as using alternative teaching or work locations, may be necessary.

Who may need a Personal Emergency Evacuation Plan (PEEP)

PEEPs may be required for any member of the University community (staff, students or visitors) who may have one or more of the following on a long-term or short-term basis:

- mobility conditions
- sight impairments
- hearing impairments
- neurodivergent or mental health conditions
- other circumstances that may affect a person's ability to evacuate (this could include people with underlying health conditions, people who are pregnant or those who have a short-term injury, such as a broken leg).

The key question that determines whether a PEEP is required is '*can you evacuate a building unaided in a reasonably prompt manner using GEEP during an emergency situation?*' If the answer is no, then a PEEP is likely to be required.

How to get a PEEP

New and Existing Members of staff

If you need assistance evacuating a university building on campus, then you need to bring this to the attention of Human Resources or your line manager as soon as practicable. You do not need to reveal any personal medical information, but we do ask that you tell us about anything that affects your ability to evacuate a building.

Guidance for Staff who may need a PEEP can be found in Appendix 4 of this document.

Prospective and new Students

We encourage prospective students to disclose any disabilities or health conditions as part of the UCAS and / or University Accommodation Services application process.

Guidance for Students who may need a PEEP can be found in Appendix 5 of this document.

Students living in University accommodation

We have a limited range of accessible accommodation across campus. Students applying for University accommodation are encouraged to disclose any health conditions or disabilities as part of the University Accommodation Services application process so that we can best meet your residential needs while you are studying at the University.

Guidance for Students who may need a PEEP can be found in Appendix 5 of this document.

Existing students

If you're an existing student, you can disclose a disability or health conditions at any time to Disability Services or to a member of your academic department, such as your Personal Tutor or Supervisor. They will then work within the agreed departmental arrangements to enable the development of a PEEP.

Guidance for Students who may need a PEEP can be found in Appendix 5 of this document.

Long-term visitors

Long-term visitors, such as visiting academics, disclosing a health condition or disability may require a PEEP. Their University contact will take on the role of the line manager and will be responsible for working with the visitor within the agreed departmental arrangements to enable the development of a PEEP.

The PEEP process for staff and students should be followed. All PEEPs should be recorded on the PEEP form.

Members of the public routinely using University premises

In the case of members of the public who are known to make regular use of University facilities (for example members of the public routinely using sports facilities), the relevant department should agree the required support with the individual in question. This can be recorded using the Part 1 of the PEEP form available here.

Short-term visitors

For short-term visitors, such as guest lecturers or attendees at University events, such as open days, it may not be practical to put in place individual PEEPs. The University has developed a series of GEEPs to cover the most frequently visited buildings. Should there be a need to have PEEPs in place for any short-term visitors, this needs to be reviewed and implemented on a case-by-case basis. Their University contact will take on this role and will be responsible for working with the visitor within the agreed departmental arrangements to enable the development of a PEEP.

Information on GEEPs can be found in Appendix 1 of this document.

The PEEP process for staff and students should be followed. All PEEPs should be recorded on the PEEP form.

APPENDIX 3 – Guidance for Nominated Person who may need to develop a PEEP

Ultimately, the Head of Department has responsibility for the health and safety of the staff, and students studying on their courses and programmes, but the task of completing the PEEP with a staff or student is likely to be delegated to a nominated member of staff within a department. For Accommodation Services, such responsibility lies with the Head of Department or their nominated member of staff.

Upon receiving information relating to the requirement of PEEP from the Workplace Health and Safety Office, the nominated person should meet with the staff or student to discuss what assistance is appropriate for their needs as applicable, and the teaching environment(s). The nominated person should have knowledge of the relevant buildings, teaching activities, teaching venues and be familiar with the PEEP process.

When you meet with the staff or student, please explain the key features of the University's GEEP Arrangements. Make sure they are aware of how to find the University Policy and Arrangements for Assisted Evacuation and discuss whether these would be sufficient to enable them to be evacuated safely.

If they can be evacuated safely using the GEEPs, please record this using the PEEP form. You should arrange for the staff or student to be shown where they can find their nearest Refuge Area(s), for example to their location of work, teaching venue(s) and how to use any two-way communication system (if relevant).

In some cases, individual staff or students will be unable to use the GEEP arrangements and **will automatically** require a PEEP. This will normally apply:

- if they cannot hear the standard fire alarm.
- if they cannot move unaided to a Refuge Area.
- if they are a wheelchair user and require the use of an evacuation device to negotiate stairs e.g. evacuation chair.

Developing personal evacuation arrangements and completing the PEEP form

Step 1: Meet with the staff or student to discuss whether the GEEP arrangements are sufficient for their needs and decide what other arrangements need to be made for them.

Step 2: Review the PEEP form with the individual, including relevant escape routes, refuge points, and the use of intercom systems. If required, contact the WHSO Fire Safety team to discuss and review the specific arrangements that are required for this staff or student. They may be able to advise whether fire evacuation lifts are available, as well as building exit routes. In most cases, Campus Safety is responsible for providing assistance during any emergency evacuation.

Step 3: When the arrangements have been agreed, these should be recorded on the PEEP form. Please refer to the PEEP form which will guide you through the discussions required and what to do after the PEEP is completed.

Using the submission link in the PEEP form, Nominated Persons for PEEPs must send the completed PEEP form for staff or students to the Workplace Health and Safety Office (WHSO) as soon as practicable. Please note, you may be required to complete multiple PEEP forms for different venues, if the arrangements vary between different locations.

APPENDIX 4 – Guidance for Staff who may need a PEEP

Most staff will be able to evacuate University buildings safely unaided or by making use of the GEEP arrangements. If you need practical assistance to evacuate buildings under emergency circumstances, please read this document in its entirety to help decide what level of support you will need.

To use the GEEP arrangements, you will need to be able to move to a Refuge Area and after arrival of the evacuation team, to transfer yourself into an evacuation chair with minimal assistance. If you cannot do either of these, it is very important for your safety that you notify the University, as soon as practicable, so that we can develop suitable PEEP for you.

Note, if you can self-transfer into an evacuation chair with minimal assistance, you will still need a trained and competent person to support the chair and aid with evacuation, and therefore you will require a PEEP.

In some cases, individual staff will be unable to use the GEEP arrangements and **will automatically** require a PEEP. This will normally apply:

- if you cannot hear the standard fire alarm.
- if you cannot move unaided to a Refuge Area.
- if you are a wheelchair user and require the use of an evacuation device to negotiate stairs e.g. evacuation chair.

Working at the University

You can disclose a disability to Human Resources during the interview process, during University's or departmental on-boarding process, to Line Manager or to Occupational Health. If you need a PEEP, with your permission⁷ HR will make your Line Manager aware about your disability who will inform the [Workplace Health and Safety Office](#) (WHSO) that a PEEP may be required. Alternatively, you can inform your Line Manager directly.

Staff who may require a PEEP temporarily for a short period of time should contact their Line Manager, Departmental Disability Representatives (DDR), Departmental Safety Adviser (DSA) or Workplace Health and Safety Office (WHSO) as soon as practicable. An example of this would be having limited or restricted mobility following an incident or injury.

Completing A PEEP

Step 1: A member of staff from your Department will meet with you to discuss whether the GEEPs are sufficient for your needs and decide what other arrangements need to be made for you.

Step 2: The specific arrangements that may be required will be discussed and recorded in your PEEP form. If additional support is required, the WHSO Fire Safety team will be contacted. In most cases, Campus Safety is responsible for providing assistance during any emergency evacuation.

Step 3: When the arrangements have been agreed, these should be recorded on the PEEP form. Please refer to the PEEP form which will guide you through the discussions required and what to do after the PEEP is completed.

Using the submission link in the PEEP form, Nominated Persons for PEEPs must send the completed Personal Emergency Evacuation Plan (PEEP) form for staff or students to the Workplace Health and Safety Office (WHSO) as soon as practicable. Please note, you may be required to complete multiple PEEP forms for different venues, if the arrangements vary between different locations.

⁷No medical information needs to be shared as part of this process. Only the details of assistance required need be communicated to other departments.

APPENDIX 5 – Guidance for Students who may need a PEEP

Most students will be able to evacuate University buildings safely unaided or by making use of the University's GEEP Arrangements. If you need practical assistance to exit buildings under emergency circumstances, please read this document in its entirety to help decide what level of support you will need. To use the GEEP Arrangements, you will need to be able to move to a Refuge Area and after arrival of the evacuation team, to transfer yourself into an evacuation chair with minimal assistance. If you are unable to physically do either of this it is very important for your safety that you notify the University, as soon as practicable, so that we can develop a PEEP.

Note, if you can self-transfer into an evacuation chair with minimal assistance, you will still need a trained and competent person to support the chair and aid with evacuation, and therefore you will require a PEEP.

In some cases, individual students will be unable to use the GEEP arrangements and will require a PEEP. This will normally apply:

- if you cannot hear the standard fire alarm.
- if you cannot move unaided to a Refuge Area.
- if you are a wheelchair user and require the use of an evacuation device to negotiate stairs e.g. evacuation chair.

Studying at the University

You can disclose a disability on your UCAS application, at the point of enrolment with the University or by registering with the University Disability Services. Disability services will inform the [Workplace Health and Safety Office](#) (WHSO) that a PEEP may be required. If you need a PEEP for your academic studies, with your permission⁸ they will make your Academic Department aware that a PEEP is recommended. Alternatively, you can inform your Academic Department directly.

Postgraduate research students should discuss the need for a PEEP with their supervisor.

Students who may require a PEEP temporarily for a short period of time should contact their Personal Tutor, Departmental Disability Representatives (DDR), Departmental Safety Adviser (DSA) or Workplace Health and Safety Office (WHSO) as soon as practicable. An example of this would be having limited or restricted mobility following an incident or injury.

Staying in the University Accommodation

If you plan on living in University accommodation, and have declared a disability, you will be asked to provide any additional requirements for health, welfare or mobility. For example, if you need an accessible room, or if you need to use the Deaf Alert system. You can also indicate if you think you'll need special arrangements to help you evacuate the building and a PEEP.

Completing A PEEP

Step 1: A member of staff from your Department or College (accommodation) will meet with you to discuss whether the GEEP arrangements are sufficient for your needs and decide what other arrangements may be needed for you.

⁸No medical information needs to be shared as part of this process. Only the details of assistance required need be communicated to other departments.

Step 2: The specific arrangements that may be required will be discussed and recorded in your PEEP form. If additional support is required, the WHSO Fire Safety team will be contacted. In most cases, Campus Safety is responsible for providing assistance during any emergency evacuation.

Step 3: When the arrangements have been agreed, these should be recorded on the PEEP form. Please refer to the PEEP form which will guide you through the discussions required and what to do after the PEEP is completed.

Using the submission link in the PEEP form, Nominated Persons for PEEPs must send the completed Personal Emergency Evacuation Plan (PEEP) form for staff or students to the Workplace Health and Safety Office (WHSO) as soon as practicable.

Please note, you may be required to complete multiple PEEP forms for different venues, if the arrangements vary between different locations.

APPENDIX 6 – ESCAPE ROUTES PRACTISE RECORD (optional)

It is a good practice for the individual requiring a PEEP to regularly practise the use of escape routes (at least every 6 months). Please use the table below for record keeping.

Date	Building	Floor	Time taken to get to refuge or exit the building	Any difficulties encountered e.g. intercom in refuge not working	Defects reported to (e.g. Planon, SOLAR)	Signatures of those involved in practices