**LBM Civic Centre Personal Emergency Evacuation Plans (PEEPs) Guidance & Forms**

**NOTE! Only to be used for Civic Centre PEEPs**

## Guidance

A Personal Emergency Evacuation Plan (PEEP) is a means by which arrangements are made to ensure that individuals who are unable to self-evacuate in the event of fire or emergency are provided with suitable assistance to safely evacuate the building and it is the Responsible Person that must ensure this is done. The PEEP shall set out the adjustments necessary for maintaining their personal safety.

If the individual can self-evacuate the building, they do not require a PEEP.

It is the responsibility of Heads of Service, Managers, Head teachers and any other person with line management responsibility for a service; the premises and the staff within it to ensure that Personal Emergency Evacuation Plans (PEEPs) are completed and implemented.

It is essential that all those involved with the completion of a PEEP are fully familiar with the Emergency Evacuation Procedures for the premises concerned and that these procedures are taken fully into account in the development of a PEEP.

For the purposes of Civic Centre Specific PEEPs:

* Normal Working Hours are defined as 09:00hrs – 17:00hrs Monday – Friday
* Out of Hours are defined as all times falling outside of the above Monday to Friday and all-day Saturday and Sunday and Bank Holidays.

The role of Civic Centre Security / Facilities staff is as follows:

* during Normal Working Hours to aid the evacuation via the two evacuation lifts of any member of staff who has a PEEP; and:
* during Normal Working Hours to liaise with the Fire Brigade upon their arrival.

Any type of assistance required in addition to this or that fall outside Normal Working Hours is a departmental responsibility and where required departments must ensure they have local arrangements in place e.g., a buddy to help the person with a PEEP out of the building if necessary.

**Important Note!** London Fire Brigade (LFB) are a fire and rescue service, they do not have a role in evacuation and evacuation plans must not rely on their intervention. Under fire safety legislation it is the responsibility of the person(s) having responsibility for the building to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be in the premises, including disabled people, and how that plan will be implemented.

Such an evacuation plan must not rely upon the intervention of the Fire Brigade to make it work.

The PEEP must be specific to the individuals’ area of work.

The Equality Act 2010 underpins fire safety legislation by requiring employers and organisations providing services to the public to take responsibility for ensuring that all people, including disabled people, can leave the building safely in the event of a fire. For example, if access is by means of a lift there must be a PEEP in place for those who cannot use the stairs in the event of an emergency.

Where an employer or service provider does not make provision for the safe evacuation of disabled people from its premises, this may be viewed as discrimination. It may also constitute a failure to comply with the requirements of fire safety legislation.

Public bodies have additional duties that require them to proactively promote the equality of disabled people. This requires public bodies to do even more to ensure that disabled people do not face discrimination by not being provided with a safe evacuation plan from a building.

In addition to guidance on fire safety produced by the Government there is a guide entitled **Fire Safety Risk Assessment – Means of Escape for Disabled People (Supplementary Guide)** which provides additional information on accessibility and means of escape for disabled people.

It can be accessed and downloaded from:

<https://assets.publishing.service.gov.uk/media/5ec5401ee90e0754d1dedf20/9446_Means_of_Escape_v2_.pdf>

The supplementary guide must be complied with in its entirety and be used in conjunction with this document; other guides in the Fire Safety Risk Assessment series; and other corporate guidance on fire safety.

The guide also provides examples and information to help carry out the fire safety risk assessment and record the Personal Emergency Evacuation Plans (PEEPs).

**The checklist below identifies key actions involved in ensuring adequate management** **of emergency evacuation arrangements for persons requiring assistance.**

1. Have you identified all persons that may require assistance during an evacuation, including those requiring assistance on a temporary basis /short term e.g., leg in cast?
2. Have you developed a Personal Emergency Evacuation Plan (PEEP) with the person requiring assistance and did it include the staff that will be involved in the evacuation for your school/area/building (i.e. evacuation assistants) and the premises manager?
3. Have evacuation assistants been provided with all the relevant training and information to undertake their role including information on the structure of the building as it relates to emergency evacuation; disability dignity and evacuation etiquette?
4. Is there a system in place for evacuation assistants to practice their skills and report back following evacuation drills?
5. Have persons requiring a PEEP been consulted regarding involvement in an evacuation drill?
6. If disabled persons cannot take part in an evacuation drill has a system of communicating drills to such persons been established?
7. Has a system of testing evacuation methods been put in place whether as part of a drill or otherwise?
8. Have all PEEPs for a building been reflected in the evacuation plan for the building?
9. Is there a system of review in place for PEEPs, General Emergency Evacuation Plans (GEEPs) and building evacuation plans?
10. Is evacuation equipment inspected and maintained?
11. In public buildings have GEEPs been developed and made available for visitors?
12. Do meeting rooms have notices regarding evacuation arrangements for people requiring assistance?

**If you have answered no to any of these questions further action must be taken to adequately manage the fire evacuation provision.**

## Civic Centre Personal Emergency Evacuation Plan (PEEP) Forms

The following forms are to be used when completing a Civic Centre Personal Emergency Evacuation Plan (PEEP).

**Civic Centre PEEP 1** – Personal Emergency Evacuation Plan Checklist; and

**Civic Centre PEEP 2** – Personal Emergency Evacuation Plan:

must both be completed for all Personal Emergency Evacuation Plans

**Civic Centre PEEP 3** – Request for Reasonable Adjustments to Facilitate Emergency Evacuation of Disabled Persons: This should only be completed if Civic Centre PEEP 1 and 2 identify that reasonable adjustments to the building fabric / layout of the Civic Centre are required.

### Civic Centre PEEP 1

#### Personal Emergency Evacuation Plan Checklist

##### Section 1 - General information

|  |  |
| --- | --- |
| **Name of Responsible Person:** |  |
| **Name of Person Plan Prepared For:** |  |
| **Assessed Person’s Building:** | **Civic Centre** |
| **Date of Assessment:** |  |
| **What is the nature of the Impairment(s) / Disability?** |  |
| **Which floor(s) and/or area(s) (1) of the Civic Centre are covered by this PEEP?** |  |
| **What times / days (2) are covered by this PEEP?** |  |
| **Does the building allow persons with disabilities to self-evacuate.** **If the answer is Yes then a PEEP may not be required.** | **YES** | **NO** |

(1) If the person could be working on various floors or areas within the Civic Centre there may be a requirement for more than one PEEP.

(2) It is important to identify if the PEEP is for use during ‘Normal Working Hours’ or ‘Out of Hours’. For the purposes of Civic Centre Specific PEEPs:

* Normal Working Hours are defined as 09:00hrs – 17:00hrs Monday – Friday
* Out of Hours are defined as all times falling outside of the above Monday to Friday and all-day Saturday and Sunday and Bank Holidays.

Please indicate which other Council Buildings / Schools you will be using and whether a PEEP has been completed for them:

|  |  |
| --- | --- |
| **Other Council Buildings / Schools used:** | **PEEP Completed?** |
|  | YES / NO |
|  | YES / NO |
|  | YES / NO |
|  | YES / NO |
|  | YES / NO |

**One of the following forms should now be completed by the assessor in conjunction with the assessed person:**

**Form A – Mobility Impairment**

**Form B – Visual Impairment**

**Form C – Hearing Impairment**

**Form D – General – For all other disabilities not falling within Forms A – C above.**

**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 the Council / Civic Centre staff, e.g. Fire Controller; Floor Fire Officers; Security; Line Management; Facilities Management.**

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

##### Civic Centre PEEP 1 Sign-Off:

|  |
| --- |
| **Signed: (Responsible Person)** |
| **Date:** |
| **Signed: (Building User)** |
| **Date:** |

#### FORM A - MOBILITY IMPAIRED PERSONS

|  |  |
| --- | --- |
| Name:  | Name of Department / Section: |
| Building to which this PEEP applies: **Civic Centre** |
| Floors used: |
| **a) Personal Emergency Evacuation Plan Checklists** | **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 | Are you able to and have you been shown how to use the central lift lobby emergency communications equipment? |  |  |
| 6 | If you are (or you will be) resident in a property in the course of your work 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 (if applicable)** |
| 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 | In an emergency, approximately how long would it take you, unaided, to reach a place of safety? Please record a time for each of your available exits up to a maximum of four.   |
| minutes | minutes | minutes | minutes |
| 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? |  |  |
| **c) The following questions to be answered by all “ground floor based” mobility impaired persons that will be assisted by full time “helpers”.** |
| 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) |
| **d) Activities based above the Ground Floor (or in a basement with access by stairs)** |
| 17 | **RESPONSIBLE PERSON:** 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 5th floor? |  |  |
| 19 | Is there a “fire evacuation 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 | Has a place of relative safety been provided on, or adjacent to, each fire escape route (where applicable)?  |  |  |
| 23 | Where places of relative safety have been provided, are these appropriate for use at the intended time of occupancy? |  |  |
| 24 | Where places of relative safety are not provided on all escape routes, does the existing fire escape signage clearly lead you to other places of relative safety that are available? |  |  |
| 25 | Are the doors to places of relative safety of the self-closing type and operating correctly? |  |  |
| 26 | Do places of relative safety have communication points that are accessible for you to use e.g. telephone or speaker connected to a 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 | In an emergency, approximately how long would it take you, unaided, to reach a place of safety? Please record a time for each of your available exits up to a maximum of four. |
| minutes  | minutes  | minutes | minutes |
| **e) 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”.** |
| 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.? |

**FORM A Sign-Off:**

|  |  |
| --- | --- |
| **Signed (Responsible Person)** |  |
| **Signed (Building User)** |  |

#### FORM B - VISUALLY IMPAIRED PERSONS

|  |  |
| --- | --- |
| Name:  | Name of Department / Section: |
| Building to which this PEEP applies: **Civic Centre** |
| Floors used: |
| **a) Personal Emergency Evacuation Plan Checklists**  |
|  | **AWARENESS OF EMERGENCY EGRESS PROCEDURES** |  **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 you will be) resident in a property in the course of your work 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** |
| 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? |  |  |
| **c) 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** |
| 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 that could further aid your emergency evacuation? |  |

**FORM B Sign-Off:**

|  |  |
| --- | --- |
| **Signed (Responsible Person)** |  |
| **Signed (Building User)** |  |

#### FORM C - HEARING IMPAIRED PERSONS

|  |  |
| --- | --- |
| Name:  | Name of Department / Section: |
| Building to which this PEEP applies: **Civic Centre** |
| Floors used: |
| **Personal Emergency Evacuation Plan Checklist**  |
|  | **AWARENESS OF EMERGENCY EGRESS PROCEDURES** | **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 you will be) resident in a property in the course of your work 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 BSL 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 that could further aid your emergency evacuation?** |  |  |

**FORM C Sign-Off:**

|  |  |
| --- | --- |
| **Signed (Responsible Person)** |  |
| **Signed (Building User)** |  |

#### GENERAL – FORM D

|  |  |
| --- | --- |
| Name:  | Name of Department / Section:  |
| Building to which this PEEP applies: **Civic Centre** |
| Floors used: |
| **Personal Emergency Evacuation Plan Checklists**  |
|  | **AWARENESS OF EMERGENCY EGRESS PROCEDURES** | **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 you will be) resident in a property in the course of your work 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 that could further aid your emergency evacuation? |  |  |

**FORM D Sign-Off:**

|  |  |
| --- | --- |
| **Signed (Responsible Person)** |  |
| **Signed (Building User)** |  |

***You should now move on to complete Civic Centre PEEP 2***

### Civic Centre PEEP 2

#### PERSONAL EMERGENCY EVACUATION PLAN

##### 1. **PERSONAL DETAILS:**

|  |  |
| --- | --- |
| **Name:** |  |

##### 2. LOCATION:

|  |  |
| --- | --- |
| **Building** | **Civic Centre** |
| **Floor** |  |
| **Room Number** |  |
| **Times when the PEEP is applicable?** |  |

##### 3. AWARENESS OF PROCEDURES:

Have you received a copy of the Civic Centre Emergency Evacuation Procedures available from the Merton Hub:

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes**  |  | **No**  |  |

If **‘No’** the Responsible Person must provide you with a copy as part of the development of the PEEP.

##### 4. ALARM SYSTEM:

Iam alerted to an emergency evacuation in the Civic Centre by:

|  |  |  |  |
| --- | --- | --- | --- |
| **Existing alarm system** |  | **Visual alarm system** |  |
| **Vibrating Pager** |  | **Other (please specify below)** |  |

##### 5. DESIGNATED ASSISTANCE:

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

|  |  |
| --- | --- |
| Name: | Location: |
|  |  |
|  |  |

Have your designated assistants been trained in the emergency procedures drafted to assure your safety:

Yes 🞏 No 🞏

##### 6. EVACUTION PROCEDURE:

The Responsible Person must provide details in the box below of the specific emergency procedures from first alarm up to the building user reaching the Assembly Point. The details provided here should include a step-by-step account of how the Responsible Person will ensure that the building user will reach a place of safety from first alarm actuation through the final exit and onto the Assembly Point. The Responsible Person should provide a diagram, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

##### 7. HAVE ANY PROBLEMS WITH THE BUILDING FABRIC / LAYOUT BEEN IDENTIFIED?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes**  |  | **No**  |  |

If **Yes** please complete Civic Centre PEEP 3 and send to Corporate Facilities Management. If **No** please complete section 8 below.

##### 8. Civic Centre PEEP 2 Sign-Off:

|  |
| --- |
| **Signed: (Responsible Person)** |
| **Date:** |
| **Signed: (Building User)** |
| **Date:** |

### Civic Centre PEEP 3

**This form must only be used for a request for Reasonable Adjustment to the building fabric / layout of the Civic Centre.**

##### Section 1 – Responsible Person’s details:

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Department & Section:** |  |
| **Contact details:** |  |

##### Section 1 – Disabled Person’s details:

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Department & Section:** |  |
| **Contact Details:** |  |
| **Are they already at the Civic Centre?** | **Yes** | **No** |
| **If they are already at the Civic Centre what interim arrangements have been put in place whilst awaiting the adjustments?**  |  |
| **If they are not yet at the Civic Centre, when will they be arriving?** |  |

##### Section 2 – Details of Reasonable Adjustment(s) Required:

|  |  |
| --- | --- |
| **Exact Location where adjustment(s) required:** |  |
| **Type of Adjustment(s) Required:** |  |
| **Reason(s) Adjustment Required?** |  |

##### Civic Centre PEEP 3 Sign-Off:

|  |  |
| --- | --- |
| **Signed: (Responsible Person)** |  |
| **Date:** |  |

**Where adjustments to the building fabric / layout of the Civic Centre are identified, a copy of this form must be sent to Corporate Facilities Management to progress requests.**