

# Staff Assisted Emergency Evacuation

# & Personal Emergency Evacuation Plan (PEEP)

This form will normally be completed by your line manager, School Disability Coordinator or other senior manager following discussion of the practical arrangements needed with you and in consultation with Security and SEPS Fire Safety Advisers.

If you work in more than one building, and it may be necessary to prepare a separate PEEP for each building

## Personal details:

Name: *please type here*

GUID: *please type here*

Contact details: *please type here*

## Works Location:

Building: *please type here*

Floor and room number(s): *please type here*

## Reason for requiring assistance during an emergency evacuation:

[ ]  I am disabled

Nature of disability: *please type here*

[ ]  I have a temporary injury or impairment

Date on which evacuation requirements will be reviewed: *please type here*

## Assisted Emergency Evacuation

[ ]  I have read and understood the guidance about the [assisted evacuation arrangements](https://www.gla.ac.uk/myglasgow/seps/firesafety/assistedevacuation/)

[ ]  I can be evacuated safely using the standard assisted evacuation arrangements

[ ]  I cannot be evacuated safely using the standard assisted evacuation arrangements and a personal emergency evacuation plan (PEEP) is required

## Reason for PEEP (select all that apply):

[ ]  I cannot hear the standard fire alarm

[ ]  I cannot make my way unaided to the evacuation point

[ ]  I cannot get into the evacuation chair unaided

[ ]  Other (please provide details below)

Details: *please type here*

## Personal Emergency Evacuation Plan

You will be informed of the need to evacuate in the event of a fire by (select all that apply):

[ ]  Existing alarm system

[ ]  Pager device

[ ]  Visual alarm system

[ ]  Other (please provide details below)

Details: *please type here*

## Designated Assistance (if applicable)

In most cases, evacuation arrangements rely on assistance from Security. Record here only if specific people have been designated to assist in evacuation arrangements.

The following people have been designated to provide you with assistance to evacuate the building in the event of an emergency.

Name #1: *please type here*

Contact details (Building, floor, room, telephone extension): *please type here*

Name #2: *please type here*

Contact details (Building, floor, room, telephone extension): *please type here*

## Details of Assistance

(transfer procedures, method of guidance, animal assistance etc)

#1 *please type here*

#2 *please type here*

#3 *please type here*

## Equipment provided

(including means of communication)

*please type here*

## Personalised Evacuation Procedure

A step-by-step account, beginning with the first alarm

*please type here*

## Maintenance, Training, Testing & Record Keeping

Equipment provided to assist evacuation (evacuation chairs and lifts) is maintained by Estates.

1. Has training been provided to staff who will provide assistance?

*please type here*

1. Location of record of dates and outcome of test and practice events

*please type here*

### **Name of Assessor** (person completing this form): *please type here*

### **Role of Assessor**: *please type here*

### **Signed by Assessor** Date *please type here*

### **Signed by Student** Date *please type here*

Copies of this evacuation plan must be held by:

* The person named in the PEEP
* Security
* University Fire Safety Adviser (SEPS)
* People and Organisational Development