

## Personal Emergency Evacuation Plan (PEEPs) Procedure

### STUDENTS (Campus)

Disability and Inclusion complete PEEP form Parts 1 and 2 and assess if generic PEEP is suitable.

If suitable, issue generic PEEP, signed by student and Disability & Inclusion. Data Protection form to be completed and signed.

PEEP held by Disability & Inclusion and copy issued to student and Health & Safety Office.

### STUDENTS (Residences)

Accommodation Officer completes PEEP form Parts 1 and 2 and assesses if generic PEEP is suitable.

If suitable, issue generic PEEP, signed by student and Accommodation Officer. Data Protection form to be completed and signed.

PEEP held by Accommodation Office and copy issued to student and Health & Safety Office.

### STAFF

Human Resources (new staff) or line manager (existing staff) refers individual to Health & Safety Office.

Health & Safety meet individual and produce generic or specialist PEEP.

PEEP and data protection form signed by individual staff member and line manager and returned to the Health & Safety Office.

Copy of PEEP to be held by staff member and Human Resources.

### VISITORS

Responsibility of staff hosting visitor - all visitors to declare disabilities in advance.

All visitors issued with fire procedures leaflet.



### If specialist PEEP required:

If specialist PEEP required, contact Health & Safety Office.

Further face to face discussion held.

Additional measures identified as appropriate (and record managed).

### FAQs

#### What is a PEEP?

A PEEP is a Personal Emergency Evacuation Plan. PEEPs are designed to plan in advance for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

#### Who must have a PEEP?

Anyone who may require assistance in an emergency evacuation. For example:

- mobility impaired people
- sensory impaired people
- those with difficulty reading signage
- people with medical conditions

A temporary PEEP may be required for:

- those on crutches
- those with a temporary medical condition
- those in the later stages of pregnancy

### FURTHER INFORMATION AND HELP

Further information on PEEPs and guidance is available on the Health & Safety website <http://staff.napier.ac.uk/has>  
Health & Safety Team, Sighthill Campus | [health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)