

Personal Emergency Evacuation Plan - PEEP

Frequently Asked Questions

1. Who is responsible for completing a PEEP?

The line manager and the person that requires the PEEP are responsible for its completion. In Halls of Residences, the Accommodation services and Resident team are responsible, along with the individual requiring a PEEP.

2. Who should be involved in completing a PEEP?

Initially, the PEEP should be completed by the individual requiring the PEEP and their line manager/supervisor or Halls of residence supervisor. It may be necessary to consult with specialists within the College, i.e., Safety Advisors, Disability Advisory Service, Occupational Health, EDIC, Building Management, Security and the Fire Safety team. If a designated assistant is required for the PEEP, those persons should also be consulted.

3. How often should a PEEP be updated, and who is responsible?

A PEEP should be reviewed and updated annually or when circumstances have changed. For example, if the individual's condition worsens or improves, this may alter the arrangements needed. It also may be where the PEEP is no longer required. Any updates should be shared with all relevant parties as per FAQ 6.

4. When and how do we cancel a PEEP if it is no longer needed?

A review should be carried out, and then all those mentioned in FAQ 6 should be updated.

5. If I need a PEEP, who should we inform to start the process?

Initially, the individual that needs the PEEP should inform their line manager/supervisor or halls of residence supervisor. It should be noted that all line managers should make arrangements to have a PEEP in place when they are aware that their employee requires one.

6. Once complete, who does a PEEP need to be shared with, and will the information be secure?

Once the fire safety office approves the PEEP, a copy should be sent to Security control, all designated assistants, the building manager, and the Human Resources - Head of the Equality, Diversity and Inclusion Centre. A list is included at the bottom of the PEEP form. The College must hold this information securely.

7. Do we need to be trained to complete a PEEP, and where can we seek advice and support when completing a PEEP?

Formal training to complete a PEEP is not required. A conversation with the person requiring assistance and their needs, which should be done with a person-centred approach, should provide the information required. The fire office is on hand to assist, along with the disability advice service, EDIC and occupational health. [Contact us | Administration and support services | Imperial College London Occupational health | Staff | Imperial College London www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/](#)

8. Where do I find information on evacuation routes, the location of evac chairs, evacuation lifts etc?

The College Fire Safety Team have compiled General Emergency Evacuation Plans (GEEPs) for all College buildings.

GEEPs are available to download here; - [Generic Emergency Evacuation Plans \(GEEPS\) | Administration and support services | Imperial College London](#)

Further assistance can be sought from the fire safety office if needed.

9. What do we do if an individual with a disability, whether temporary or permanent, does not disclose their impairment or refuses to have a PEEP completed?

If an individual does not disclose or refuses a PEEP, this should be recorded to show due diligence. Imperial College London must take all reasonable steps to support the safe evacuation of building users in an emergency. As a person responsible for completing a PEEP, you should contact Human resources for guidance. [Human Resources | Administration and support services | Imperial College London](#)

10. What is a refuge?

A refuge is an area within a building protected by fire-resistant construction with direct vertical means of escape. It allows a person to be moved there temporarily in a safe area to move them away from a fire. It will enable more time for additional measures to be carried out for evacuation. A refuge point is only an intermediary measure; therefore, a further plan must be made to evacuate the person from the refuge area.

11. What is an emergency voice communication system?

Emergency voice communication (EVC) systems are usually found in refuge points and evacuation lifts. EVCs connect to the Security control room, where a security officer will be available to respond. Some EVCs in Halls of Residence connect to the Residential Teams office.

12. If an individual who requires assistance is taken to a refuge point and it is confirmed that evacuation must occur, what happens next?

The PEEP must include a 'final evacuation' as part of the arrangements, i.e., how that person will be fully evacuated from a refuge point to a place of ultimate safety. PEEPs cannot state that the College Security team or the Fire and Rescue Service will undertake this.

13. If an evacuation chair is required, who brings it to the muster point?

A muster point is another term used for a fire assembly point. Whoever is responsible for assisting with the evacuation chair will be able to take the individual to the fire assembly point. This plan should be clearly stated within the PEEP evacuation procedure. Please ensure Security is updated once the individual is out of the building safely.

The GEEPs show the fire assembly points for all buildings. See FAQ 8.

14. What happens once an individual with limited mobility exits the building, and getting to the fire assembly point may be challenging?

All external egress routes to the fire assembly points should be easily accessible, so this should never be an issue. If any individual feels a route is not accessible, this could be risk assessed, and a different location could be used. Please contact your building manager or halls of residence supervisor.

15. Are evacuation chairs available to ascend and descend stairs, and how are they maintained?

Some buildings are provided with evacuation chairs, and their location can be found on the GEEP section of the college website. See FAQ 8. In almost all cases, the evacuation chairs in the College are for descending stairs only. However, there are some designed to go upstairs. Evacuation chairs are not available in all locations, and it may be that the Property and Major Projects department needs to purchase an appropriate evacuation chair if required, as identified by a PEEP procedure. This will be upon approval of the fire office.

Evacuation chairs are included in planned preventative maintenance (PPM). It should be confirmed that any new chair purchased is added to the program. The fire safety office can offer assistance with this if required.

16. How do I go about accessing training on the use of evacuation chairs?

There are a few trainers of evacuation chairs. Please contact Security or the fire office directly; they will provide bespoke training in your building(s).

17. Why is it not acceptable to rely on Security to assist with evacuation?

Most of our campuses are large sites. When there is a fire alarm activation, one of the emergency response team (ERT) must stay in the control room as a point of contact, whilst another will go and investigate and report back to either request the fire alarm panel is reset as it is an unwanted fire alarm activation or request the emergency services are summoned. In an actual fire event, the ERT will go to the gate to meet with the fire service and other attending emergency services. During this time, other things may be going on across campus, such as first aid, another building fire alarm activation, etc. Remember that there may be multiple people with PEEPs within College buildings.

18. Should we use the Evacuation lift?

When a PEEP is completed and within the agreed emergency evacuation procedure, it is determined that an emergency evacuation lift is required; Security or the fire safety team will provide the necessary training for those who need it.

19. What happens if the individual's evacuation assistant is unavailable or nearby when the fire alarm activates?

As far as is reasonably practicable, a sufficient number of assistants should be included in the PEEP to assist the individual if required, if for any reason the individual finds themselves in a situation where no one is nearby to assist, they should make their way to the nearest refuge and use the emergency voice communication or the Safezone app to inform Security.

20. How do I go about borrowing an evacuation chair?

You will need to speak with the department that owns the chair and gain their permission to ensure the chair is returned after its use.

**Jonathan Ryan
Fire Safety Manager**

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