

Dear Colleague,

## **Personal Emergency Evacuation Plans**

We want to ensure that all of our staff are able to leave their workplace safely in the event of a fire or other emergency. We understand that many people with disabilities will be able to leave the building unaided; however, some may require assistance (e.g. visual, hearing or mobility disabilities). Therefore, we are writing to you to ask you whether you would like us to draw up a Personal Emergency Evacuation Plan (PEEP) with you in order to ensure that you can leave the building safely in the event of an emergency.

The key question that determines whether a PEEP is required is “Can you evacuate a building unaided in a reasonably prompt manner during an emergency situation?” If the answer is “No” then a PEEP is likely to be required.

Some people with disabilities will require an assisted escape. The assistant could be someone who works alongside you (buddy system), even if this is only on a temporary basis, then you need to bring this to the attention of your line manager. Once a potential need for a PEEP is identified, then your line manager has a responsibility to work with you to complete the PEEP standard form.

You do not need to reveal any personal medical information but we do ask that you tell your manager about anything that affects your ability to evacuate a building

The PEEP will explain what options you wish to take in the event of a fire or emergency evacuation. The PEEP will also state who is designated to assist you in your escape should you require this. Your manager, in full consultation with you, will draw up your PEEP who will work with you to find the best solution.

There is a short questionnaire for you to fill in to help you assess your own need for a PEEP. Please return the questionnaire as soon as possible to your manager. If you do require a PEEP, your manager will arrange a meeting with you to discuss it. You will receive a copy of your PEEP, which will also be shared to those people who are part of your escape plan including the Building Manager/Practice Manager or Shift Manager for inclusion in the emergency ‘grab bag’. This will ensure that the plans can be coordinated.

If you do not request a plan, we will accept that you are able to make your own way out unaided.



This does not affect your right to employment. As your employer we have a duty to provide you with a suitable emergency escape plan regardless of your disability.

If you have a temporary condition that may impede your evacuation, such as pregnancy or a broken leg please inform us if you feel you need assistance in an emergency situation. If you have a disability that does not normally affect your work but might be a problem in an escape situation, please complete the questionnaire and submit to your manager. This will not affect your right to employment.

Thank you for taking the time to fill in the questionnaire, which will enable us to bring about any necessary changes.

Sheila Dineley  
Health, Safety & Governance Officer.

