

Procedure	Date of Issue: April 19
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Procedure for Implementation of Personal Emergency Evacuation Plans

Introduction

Under the Fire (Scotland) Act 2005, the University has a responsibility to ensure that there are arrangements in place to evacuate all persons within University buildings should the need arise. As an equal opportunity employer and an institution recognising that education should be a right to all, the Robert Gordon University has positive policies to the employment of staff and enrolment of students with disabilities.

Accordingly, the University must ensure that it can safely evacuate people with disabilities without the assistance of the Scottish Fire & Rescue Service. This procedure is to enable the University to conduct its duties with respect to evacuation of disabled persons via the production and implementation of suitable and effective Personal Emergency Evacuation Plans (PEEPs).

Persons likely to be affected

It has to be highlighted that it is not only persons who have a disability which affects their mobility that may require a PEEP. Other categories of persons who may require assistance in the event of a building evacuation may include, for example, those with visual or hearing disabilities. The underlying question in deciding whether a PEEP is necessary is – “can the individual evacuate the building unaided, in a prompt manner, during an emergency situation?” If the answer is no, then it is likely that a PEEP will be required.

Roles & Responsibilities

The **Head of School/Department** is accountable to ensure that PEEPs are developed, agreed and implemented for any student who is recruited to a course hosted by the school and any staff appointed to the

School/Department. This accountability cannot be delegated. Responsibility to fulfil the requirement may be delegated but the Head of School/Department is still accountable for ensuring PEEP's are suitable and sufficient. The School/Department must ensure that any requirements, including staff resources and training, will be made available to ensure that any PEEP can be successfully implemented.

It is the responsibility of the **School/Department Disability Contact** to ensure, in liaison with the Head of School/Department, that PEEPs for students are suitable and that it is distributed to those persons who require information regarding the PEEP in order to ensure effective evacuation. This could include, for example the student, the personal tutor, course/year tutor, academic staff involved in teaching the student, site supervisors, *etc.* In support departments where there are no Disability Contacts, this will be the responsibility of the line manager. With regards to members of staff, it will be the line manager for the School/Department who will be responsible for the suitability and distribution of the PEEP.

Any **disabled individual** who needs assistance to evacuate the building in an emergency has a responsibility to inform the Head of their School / Department of their disability, be involved in discussions about how their needs can be met and comply with the requirements of any agreed PEEP.

The **Inclusion Team** and the **Occupational Health and Environmental Safety Department** will provide specialist advice to Schools/Departments during the development and implementation of PEEPs.

The **Estates Department** will advise on building concerns and will be responsible for any works which have to be undertaken resulting from the development and implementation of a PEEP, subject to the usual provision of reasonableness and proportionality. Estates will liaise with the relevant School/Department when there is any work being undertaken which may affect the ability of the disabled person to evacuate during an emergency.

Standard Procedure

Student

- Upon disclosure of a disability by a student in their application/acceptance process, which may affect their ability to evacuate a University building safely, a questionnaire will be issued to that person by the Inclusion Team.
- Upon completion, students should return the questionnaire to the Inclusion Team to initiate discussion and agreement of the need of the PEEP.
- The information contained within the questionnaire will be used in conjunction with a discussion to develop the PEEP for that individual. It would be expected that the disabled student, Head of School which is offering the place (or his/her nominee), Inclusion Team, and the OHES Department, may be required to attend this discussion. Responsibility for convening the meeting rests with the Head of School offering the place (or his/her nominee).

- It may be necessary, if disabled students routinely use different buildings, that a separate PEEP is developed for each individual building. Coordination of these individual PEEPs will be undertaken by the host School.
- It is expected that a PEEP will, if possible and practicable, be developed and implemented prior to the student starting their course, or at the latest, in the first week of the student starting the University.

Staff Member

- Upon disclosure of a disability by a member of staff in their application/acceptance process, which may affect their ability to evacuate a University building safely, a questionnaire will be issued to that person by the School/Department which is offering the position.
- Upon completion, staff should return the questionnaire to the Head of School/Department to initiate discussion and agreement of the need of the PEEP.
- The information contained within the questionnaire will be used in conjunction with a discussion to develop the PEEP for that individual. It would be expected that the disabled staff member, Head of School, Inclusion Team, and the OHES Department, may be required to attend this discussion. Responsibility for convening the meeting is that of the Head of School/Department or his/her nominee.
- It may be necessary, if disabled staff members routinely use different buildings, that a separate PEEP is developed for each individual building. Coordination of these individual PEEPs will be undertaken by the host School/Department.
- It is expected that a PEEP will be developed and implemented prior to the staff member beginning their position, or at the latest, in the first week of the person starting the University.

Protected Refuges/Stairways

In the majority of buildings, where protected refuges and stairways are operational, the underlying principle behind the PEEP will be to ensure the disabled person reaches the protected refuges, where protection from smoke and fire will be afforded for 60 minutes. Upon arrival, the disabled person will then liaise with the fire controller via the refuge communication system who, if necessary, will initiate an evacuation of the disabled person.

General Notes

- The 'test' is what is reasonable and practicable in the circumstance, but with safe and timely evacuation being paramount.
- If a Disabled person has not notified the University prior to starting and upon starting, or during the course of their studies or employment, it becomes evident that the person may require assistance during an evacuation, then the procedure above will apply *i.e.* a questionnaire will be issued, returned and, if necessary,

a PEEP developed out of the questionnaire and interview. In this instance, a maximum of 4 weeks from the disability being noticed will normally be the maximum period allowed for the development **and** implementation of the PEEP.

- The development and implementation of a PEEP will be appropriate for both those persons who are suffering a permanent disability and those that are suffering from a temporary disability (e.g. sporting injury).
- To ensure an effective PEEP, staff that have been given responsibilities as a result of a PEEP will have to receive instructions and/or practical demonstrations and/or training appropriate to allow them to discharge their responsibilities
- Any reasonable adjustments will have to consider the safety of the Disabled person and any persons volunteering to assist them to evacuate in the event of an emergency.

Distribution of PEEPs

Once completed, a copy of the PEEP will be distributed by the School/Department to those persons who will require knowledge and understanding of the PEEP for that person. The question to be asked is "who in practice needs to know in order that the student's/staff's needs can be met anytime and anywhere". This may include;

- Disabled person
- Disability Coordinator and School/Department Managerial staff with responsibilities for Disabled person
- Nominated assistants
- OHES Department for staff and students
- Inclusion Team for students
- Site supervisors in buildings where student/staff visit
- Academic teaching staff

Review/Re-assessment

It is realised that circumstances can change and as a result the PEEP should be reviewed if;

- The student's course or the staff member's job changes
- Anyone nominated to assist with evacuation leaves
- The locations which the Disabled person visit are altered

In addition, the PEEP should be reviewed once a semester to ensure that it is still appropriate for the Disabled person and any nominated assistants.

Standard Procedure for Student

	EVENT	ACTION	BY WHO	TO, OR BY WHO
STEP 1a	Notification of disability via UCAS	Questionnaire and generic guidance sent	Inclusion Team	Disabled person
STEP 1b	Notification of disability during term	Questionnaire and generic guidance sent	Inclusion Team	Disabled person
STEP 2	Questionnaire completed	Questionnaire returned	Disabled person	Inclusion Team
STEP 3	Questionnaire reviewed	Assessment of whether specific PEEP required	School, Department, Inclusion Team , OHES	
STEP 4a	Decide if specific PEEP required	If yes, initiate discussion If no, justify and record decision not to implement specific PEEP	School/Department	Disabled person, Head of School/Department, Inclusion Team, OHES,
STEP 4b	Note that if a specific PEEP is not implemented then it will be necessary to ensure that the Disabled person is made aware of the generic guidance with respect to emergency egress			
STEP 5	Develop specific PEEP	Develop specific PEEP which takes into account Disabled persons needs	School/Department with input from Inclusion Team and OHES	Agree with Disabled person
STEP 6	Distribute specific PEEP	Distribute PEEPs to those persons who require to know	School/Department	Disabled person, academic teaching staff, those with supervisory responsibilities, line managers, site supervisors
STEP 7	Review	Review specific PEEP if circumstances are known to change, at least once per semester	School/Department, OHES and Inclusion Team	Any changes to be notified to those who received initial PEEP

Standard Procedure for Staff

	EVENT	ACTION	BY WHO	TO, OR BY WHO
STEP 1a	Notification of disability upon appointment	Questionnaire and generic guidance sent	School/Department	Disabled person
STEP 1b	Notification of disability during employment	Questionnaire and generic guidance sent	Line Manager	Disabled person
STEP 2	Questionnaire completed	Questionnaire returned	Disabled person	School/Department
STEP 3	Questionnaire reviewed	Assessment of whether specific PEEP required	School, Department, Inclusion Team , OHES	
STEP 4a	Decide if specific PEEP required	If yes, initiate discussion If no, justify and record decision not to implement specific PEEP	School/Department	Disabled person, Head of School/Department, Inclusion Team, OHES,
STEP 4b	Note that if a specific PEEP is not implemented then it will be necessary to ensure that the Disabled person is made aware of the generic guidance with respect to emergency egress			
STEP 5	Develop specific PEEP	Develop specific PEEP which takes into account Disabled persons needs	School/Department with input from Inclusion Team and OHES	Agree with Disabled person
STEP 6	Distribute specific PEEP	Distribute PEEPs to those persons who require to know	School/Department	Disabled person, academic teaching staff, those with supervisory responsibilities, line managers, site supervisors
STEP 7	Review	Review PEEP if circumstances are known to change, at least once per semester	School/Department, OHES and Inclusion Team	Any changes to be notified to those who received initial PEEP