

DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING

PEEP Personal Emergency Evacuation Plan Guidance

EEE has a responsibility to ensure all staff and students are able to safely evacuate in the event of an emergency. Where an individual may have difficulty evacuating the building in response to an alarm a PEEP will be required. This is response to the Equality Act 2010 and The Regulatory Reform (Fire Safety) Order 2005 legislation in the UK.

Persons who may require PEEPS can include but are not limited to; mobility, sight or hearing impairments, short term or temporary medical conditions, neurodiversity, pregnancy and dexterity or strength impairments.

The individual who requires a PEEP should email the Departmental Safety Officer and they will help with getting a PEEP in place via the following steps:

- 1) DSO and individual to discuss the evacuation procedures and gather as much information as possible in line with the [TN009A form](#)
- 2) DSO to review the fire safety for the spaces the individual will be using, these can be requested from the fire team for to [Roberts](#) and [Malet Place Engineering Building](#). They include a general emergency evacuation plan for each building as well as the PEEP provisions possible
- 3) Write a plan that is achievable and that the individual is happy with, include all buddies and roles. The Fire Team can be used to support information for evacuation routes.
- 4) Sign and date the plan and ensure relevant persons are notified in line with GDPR
- 5) Ensure the plan has been simulated in a drill situation and all involved has been trained. Plan with the fire team an appropriate time to do the training if an evacuation lift is being used.

Considerations specific to [Roberts](#) and [Malet Place Engineering Building](#)

- Consider horizontal evacuation, the movement into a different building via the link bridges therefore removing the need to evacuate all the way to ground using the stairs.
- Evacuation lifts. When facing the passenger lifts at the front of the building, the lift on the right is an evacuation lift and will need a key to operate.
- Individuals with hearing impairments who may have difficulty hearing an alarm can sign up to receive text alerts detailed in [TN007](#) (Roberts and EFB text ROBERTSUCL to 07480486966 and for MPEB text UCLMPEB to 07860035999). *Check TN007 for any changes before sending codes through*

Non specific considerations

- Can the individual be moved to a fully accessible area on a permanent basis?
- Do they need access to a refuge area? If so, they cannot be left alone. They require a buddy.
- SafeZone can be downloaded which provides a link to UCL Central Security in emergencies
- Does the PEEP require a buddy system to be in place to help with the operation of the lift or equipment or waiting in a refuge area?

Review PEEPs when annually or when there is a change i.e. changes in health, changes in location or changes to the building fire handbooks.

Detailed information available on the [Fire SharePoint](#)

ALWAYS TAKE INTO ACCOUNT THE INDIVIDUAL, SITUATION AND SETTING AND TAILOR THE PLAN TO EACH INDIVIDUAL.