



Personal Emergency Evacuation Plan Policy

LOCAL POLICY

Version 4

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Policy Compliance details:-

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Document History

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1.0	Estate & FM	Wording tbc but only small grammatical changes	March 2019
2.0	Estate & FM	Paragraph 3.2 additional sentences added to address Covid restrictions One-way systems do not apply during any emergency evacuation. Social distancing to be adhered to, so far as reasonably practicable, at refuge areas, during an emergency evacuation and at assembly points. Policy to be reviewed every 2 years instead of annually.	August 2021
3.0	Estate & FM	Removal of wording around one-way systems and social distancing measures.	August 2023
4.0	Estate & FM	3.2 Rewording of arrangements for employees, students and visitors Corporate Development contact details updated	April 2024

Document history

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Distribution table

Contents

1	Introduction	5
2	Purpose of a PEEP	5
3	Responsibilities	6
3.1	Head of Department	6
3.2	Employees, Students or Visitors with a Disability	6
3.3	Visitors	7
3.4	Hiring / booking	7
3.5	Centre for Inclusive Learning	7
3.6	Human Resources	7
3.7	Estate Compliance Officer	8
3.8	Estate and Facilities Management	8
3.9	Designated Helpers/Buddies	8
4.0	Guidance	8
5.0	Review	9

Personal Emergency Evacuation Plan (PEEP) Policy

1 Introduction

Belfast Met is committed to protecting the health, safety and welfare of our staff and students. We recognise that the College has a duty of care towards all staff and students with disabilities and those with a disability who visit our premises. The Fire Safety Regulations (Northern Ireland) 2010 and the Disability Discrimination Act 1995 places a responsibility for the College to have procedures in place to ensure all Belfast Met campus users can safely exit a building in the event of an emergency (e.g. fire) without the assistance of the emergency services. This responsibility is achieved by way of a Personal Emergency Evacuation Plan (PEEP) for those staff, students and regular visitors who will need assistance to safely exit a Belfast Met building in the event of an emergency.

This policy is intended for those persons with a responsibility for staff or students with a disability during an emergency evacuation. It includes guidance on completing a Personal Emergency Evacuation Plan (PEEP) for persons with a mobility / visual / hearing / learning impairment.

There is evidence to suggest that people with a disability prefer to be in control of their own evacuation procedures. Consequently, where possible the aim should be to allow a person with a disability independent evacuation (some will be confident that they can exit the building unaided). Also it should not be assumed that people with a 'hidden disability' such as a heart condition, learning disability, mental health condition or epilepsy do not need a PEEP.

2 Purpose of a PEEP

The purpose of a PEEP is to ensure that tried and tested documented procedures are in place to ensure that staff, students and visitors can safely exit a building without the assistance of any of the emergency services (e.g. the NI Fire and Rescue Service) in the event of an emergency evacuation.

Who requires a PEEP?

A PEEP is required for all staff, students and regular visitors and with a disability (including those with temporary health problems such as a broken leg) who need assistance to safely exit a building in the event an emergency (e.g. fire).

Contents of a PEEP

The PEEP will detail the method of assistance, equipment provided, evacuation procedures and safe routes to be used by a person with a disability for each campus building they use. It is a unique personal plan and must be drawn up with the active participation of the individual concerned. PEEPs should be reviewed on an annual basis, following any change in the persons disability support needs/building use, or identification of any PEEP deficiencies following practice runs/actual emergency.

3 Responsibilities

3.1 Head of Department

Heads of Department (HoD) are responsible for ensuring the completion of the PEEP for both staff and students in their department.

It is the responsibility of the Heads of Department or their delegated nominee to own, manage and review the PEEPs that fall under their remit.

Employee PEEPs:

The Department of Human Resources will provide the Heads of Department with a list of employees who have declared that they require a PEEP. The HOD is responsible for ensuring a PEEP is completed and that completed copies are returned to relevant Line Manager, Estate and FM, any designated helper (section 5 only) and the individual to which the PEEP relates to.

The Head of Department will take the appropriate action if s/he believes this list is not complete.

All employees who require a PEEP must also pro-actively inform the College of this requirement either through their line manager or the HR department.

Student PEEPs:

The Business Support Unit staff (BSU's) will advise the Heads of Department which students require a PEEP. The Head of Department will take the appropriate action if s/he believes this list is not complete.

3.2 Employees, Students or Visitors with a Disability

Employees and Students will be asked during the recruitment/enrolment processes to inform the College if they need assistance evacuating a building in an emergency evacuation.

Employee and Student

The member of staff or student with a disability should:

- Advise the college if at any time during their employment/course of study if they need assistance to evacuate a building during an emergency evacuation
- Actively contribute to all discussions regarding how their emergency evacuation needs are to be met.
- Adhere to the agreed procedures defined in their PEEP for their safe evacuation in the event of an emergency.
- Become familiar with their PEEP and the layout of the Belfast Met buildings they regularly use including the location of all refuge areas, emergency evacuation chairs and Assembly Points.

- Emergency evacuation procedures are located on notice boards at the entrance to every Belfast Met building and can be found on the health and safety section of the Estate and FM intranet page.
- Appropriate assistance will be provided in the orientation process.

3.3 Visitors

It is the responsibility of the member of staff that has a visitor(s) to ensure that their visitor(s) are familiar with routine emergency and evacuation procedures and to ascertain that these procedures are suitable for them. When assistance may be required a PEEP should be put in place where possible, in consultation with the individual concerned.

Signage is also located at all main reception areas in each campus if a visitor may require assistance in the event of evacuation.

3.4 Hiring / booking

At the time of booking College facilities, the person hiring or booking a College facility must be made aware of the College's routine emergency and evacuation procedures (e.g. via handout/document). It is their responsibility to ascertain that these procedures are adequate for all persons using the College facilities. Where special arrangements are required, a PEEP should be put in place prior to the event-taking place, where possible. This should be arranged by involving the venue management, the hirer and the individual(s) concerned.

3.5 Centre for Inclusive Learning

The Centre for Learner Services will:

- Provide disability advice as required and will act as an advocate for the student as required.

3.6 Human Resources

Human Resources will:

- Identify during the recruitment process if a prospective employee or agency worker requires assistance in an emergency evacuation.
- Notify, at the earliest opportunity, Heads of Department / line manager of any employee or agency worker who has indicated they will need assistance in an emergency evacuation to exit a building.
- Arrange, if necessary, any medical assessments for a PEEP to be completed.
- Provide disability advice to staff, as required.
- Maintain appropriate records on the employee's personal file.
- Maintain a database of employees and agency workers who need assistance to safely exit a Belfast Met building during an emergency evacuation.

3.7 Estate Compliance Officer

The Estate Compliance Officer will:

- Provide guidance on completing a PEEP to staff.
- Provide fire safety advice to staff in relation to College buildings.
- Sample audit completed PEEPs.
- Maintain a database of all completed PEEP's

3.8 Estate and Facilities Management

The Estate and Facilities Management Department can advise on fire protection, detection and alarm systems for each campus building. The Estate and Facilities Management Department will ensure that:

- PEEP training/guidance is provided (with the assistance of CfE) as required to ensure competence of persons writing PEEPs.
- All fire protection, detection and alarm systems for each campus building are maintained to the current BS standards.
- PEEP requirements are incorporated into campus Fire Risk Assessments and campus Fire Management Plans.
- Refuge Areas and Assembly Points are easily identified by being clearly marked.
- Sufficient numbers of emergency evacuation chairs are located at strategic refuge areas throughout the campus building(s).
- Will advise all campus Heads of Department of any building works that may affect a person from safely exiting Belfast Met buildings during an emergency evacuation. For example, closure of a stairwell for refurbishment.

3.9 Designated Helpers/Buddies

Designated helpers/Buddies will be valuable in some circumstances to assist a person with a disability to exit a building during an emergency evacuation. This could be guiding a person with a visual impairment, alerting someone who is deaf or hard of hearing or assisting someone with mobility difficulties to exit the building.

4.0 Guidance

This policy is supported by Personal Emergency Evacuation Plan Procedures and example PEEPs.

Both can be found on the Health and Safety (Procedures) section of the Estate & FM staff intranet page.

5.0 Review

This policy will be reviewed every two years or when there are any significant changes in the organisation or legislation.