

## Personal Emergency Evacuation Plans (PEEPs) Guidance Note

### 1. What is a PEEP?

A PEEP, or Personal Emergency Evacuation Plan, is a document which details any support, assistance or special arrangements an individual may require if they may have difficulty reacting to a fire alarm, or self-evacuating from a building in an emergency.

The PEEP will:

- Detail what assistance an individual will require, that is appropriate to their needs.
- Ensure that the Security and Campus Response Team and members of staff involved in supporting an individual have clear information on the support they require in an emergency evacuation.
- Help ensure any individual who requires a PEEP understands the steps and control measures in place to support them in safely evacuating from a building in an emergency.

The PEEP helps fulfil the University's moral and legal duty to risk assess, and document how disabled or vulnerable persons can be safely evacuated from a building in an emergency.

### 2. Who needs a PEEP?

Any person who is part of the Swansea University community that may not be able to self-evacuate from a building in an emergency should have a PEEP. This can be staff, students or visitors attending campus for meetings, events or other organised activities.

This can include but is not limited to:

- Individuals with physical disabilities or mobility impairments, who may not be able to access stairs or corridors/ rooms that are difficult to navigate.
- Visually impaired persons who may have difficulty navigating a building to a place of safety, seeing warning signals or other hazards.
- Individuals with hearing impairments who may have difficulty hearing alarm signals.
- Individuals with medical conditions that could impact or delay their evacuation from a building (e.g. asthma, chronic pain, lupus, PoTS, etc).
- Anyone with neurodiverse or mental health conditions that could lead to an adverse reaction to the noise of a fire alarm or the anxiety and impact of an emergency. This

may trigger a response where they are unable to move, communicate and evacuate themselves from the building without assistance.

- Individuals who suffer from epilepsy, or allergies that can result in seizures.
- Anyone with a short-term injury such as a broken limb, other injury or someone in the later stages of pregnancy who may require a temporary PEEP.
- Any other person who feels they may require assistance to evacuate the building in an emergency.

### 3. PEEP Process

All PEEPs are completed by the Health, Safety and Resilience (HS&R) Team, within the Estates and Campus Services Directorate.

A member of the HS&R Team will meet with the individual who requires a PEEP to discuss their requirements and plan with them. This will be documented in a standardised PEEP template word document.

When complete, the PEEP is shared as a PDF with the individual and relevant university stakeholders, detailed below in section 4.

## 4. Stakeholders

### 4.1 Students (prospective and existing)

Prospective or existing students can be referred for a PEEP in the following way:

1. Student engages with the Wellbeing and Disability Service, part of the Student Life Directorate.
2. The student meets with and is assessed by Student Life.
3. Student Life create a pro-forma for the student, held within Student Life. This pro-forma details relevant health and disability information for the student that is required for the university to make reasonable adjustments and support the student during their time at Swansea University.
4. If Student Life feel the student may require a PEEP, they generate a PEEP referral form. The PEEP referral form is sent to the health and safety mailbox ([PEEP@swansea.ac.uk](mailto:PEEP@swansea.ac.uk)) and a PEEP referral database is populated with the referral details.
5. An email is then automatically generated and sent to the student from the health and safety mailbox, inviting them to contact the HS&R Team to meet and discuss their PEEP.

Any ad-hoc student PEEP referrals identified outside of this process can also be made by emailing [PEEP@swansea.ac.uk](mailto:PEEP@swansea.ac.uk) if the student is not engaged with the Wellbeing and Disability Service.

There is no legal requirement for an individual to disclose a disability. If one is apparent but the individual has not disclosed anything, then staff should discuss this with the individual to explain that any assistance provided is in their own best interest and encourage them to engage with the PEEP process. Any concerns can be escalated to the Wellbeing and Disability Service and/or the HS&R Team.

#### 4.2 Staff

Line Managers should pro-actively discuss any working arrangements, reasonable adjustments or emergency information with an employee prior to them starting their role and as part of their induction process.

Any new starters identified as requiring a PEEP can be referred to the HS&R Team in advance of, or as close as practicable to their start date with the university.

Existing staff referrals can be made by line managers or the individual, directly to the HS&R Team.

Referrals may also be made via Occupational Health if an issue has been identified whereby a PEEP may be required.

Please refer to section 2 which details who requires a PEEP. If you are unsure, email the health and safety mailbox or contact a member of the HS&R Team who can advise further.

#### 4.3 Visitors

Visitors can be defined as anyone other than an employed member of staff or registered university student. These could include but is not limited to:

- Visiting academics or others attending campus for meetings
- Contractors, working permanently or temporarily on site
- Guests or member of the public attending an organised university event or activity.

The university employee responsible for inviting a person on to campus or responsible for organising an event, should proactively request if anyone attending has any accessibility requirements or may have difficulty self-evacuating a building in an emergency.

Specific or generic PEEP arrangements can be put in place for these individuals as required on a case-by-case basis.

#### 4.4 Individuals not engaging with the PEEP process

Swansea University will make every effort to engage with staff or students who have been identified as requiring a PEEP. In lieu of any formal engagement with an individual to complete a PEEP, a generic PEEP may be developed based on the information disclosed to Swansea University.

High risk cases will be subject to further review between the Wellbeing and Disability Service, HS&R Team, Occupational Health and Faculty/ Professional Service Unit (PSU).

Non-engagement will be managed as follows for students, from point of referral or start of term if the referral has been made in advance at pre-enrolment:

1. PEEP referral and email is sent.
2. Follow up email if no engagement within 2 weeks.
3. If there is still no engagement after a further 2 weeks, a generic PEEP will be drafted and shared as per the process in section 5 below.

#### 5. PEEP Sharing and Storage

When completed, a PEEP will be shared and stored as follows:

- A copy will be provided to the individual requiring a PEEP.
- A copy is saved within the Health and Safety S: drive on the university system.

A copy will then be shared via email to the following stakeholders as appropriate:

##### **Security and Campus Response (S&CR)**

As primary first responders on campus, a copy of the PEEP is shared with S&CR for storage on the ISARR Security Management database where it can be accessed quickly in an emergency.

- Mark James: [M.H.James@Swansea.ac.uk](mailto:M.H.James@Swansea.ac.uk)
- Security: [security@Swansea.ac.uk](mailto:security@Swansea.ac.uk)
- Security supervisors: [securitysupervisor@Swansea.ac.uk](mailto:securitysupervisor@Swansea.ac.uk)

##### **Wellbeing and Disability Service (Students)**

[wellbeingdisability@swansea.ac.uk](mailto:wellbeingdisability@swansea.ac.uk) will be copied into all student PEEPs issued for their information.

##### **Faculty Support (Students)**

Faculty student support teams will be copied into all PEEPs where the student is enrolled with them. This can then be shared with the relevant schools or academics for the students' course:

- **Faculty of Science and Engineering**
- **Faculty of Medicine, Health and Life Science**

- **Faculty of Humanities and Social Sciences**

- [EdJourneys@swansea.ac.uk](mailto:EdJourneys@swansea.ac.uk)

- **The College**

- [The-College@Swansea.ac.uk](mailto:The-College@Swansea.ac.uk)

- **ELTS**

- Mel Maddocks [M.M.Maddocks@Swansea.ac.uk](mailto:M.M.Maddocks@Swansea.ac.uk)

### **Residential Services**

Where a student is staying in university accommodation, their PEEP will be shared with the following, who can then file and store hard copies of these within the Premises Information Box of that building where available

- **Singleton and Ty Beck** – [S.C.Morgan@Swansea.ac.uk](mailto:S.C.Morgan@Swansea.ac.uk)
- **Bay UPP** – [nicola.dadds@upp-ltd.com](mailto:nicola.dadds@upp-ltd.com)

### **Staff**

Staff PEEPs will be shared with the staff member, their line manager and S&CR.

## **6. Monitoring and Review**

Individuals are responsible for contacting the HS&R Team or the Wellbeing and Disability Service as appropriate, if there is any change in their circumstances that will require their PEEP to be updated.

Students will be contacted annually to confirm if they are still enrolled with the university, if their accommodation details have changed and if their PEEP is still valid.

## **7. Generic PEEPs**

The following PEEPs have been developed for use in situations where an individual has a short-term injury and requires a PEEP, or is attending campus for a short duration visit or organised event:

- Wheelchair user PEEP
- Lower limb injury PEEP (i.e. brake or fracture to leg, ankle, foot)
- Visually impaired person PEEP
- Hearing impaired person PEEP

If you have any concerns about a visitor attending campus, contact the HS&R Team as soon as reasonably practicable prior to the visit for support.

## 8. Key Contacts

**PEEP** mailbox: [PEEP@swansea.ac.uk](mailto:PEEP@swansea.ac.uk)

**Andrew Hillier** – Premises Safety and Compliance Manager:  
[Andrew.Hillier@swansea.ac.uk](mailto:Andrew.Hillier@swansea.ac.uk) or 07725626002

### Security and Campus Response

Email: [security@swansea.ac.uk](mailto:security@swansea.ac.uk) or [securitysupervisors@swansea.ac.uk](mailto:securitysupervisors@swansea.ac.uk)

Call:

- Security control room non-urgent queries - 01792 604271
- Security emergency number - 01792 513333