### Aim

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who may have additional needs with the necessary information to be able to manage their escape to a place of safety and to give Departments the necessary information so as to ensure that the correct level of assistance is always available. Consideration must also be given to persons who may have a temporary disability such as following an accident.

### Responsibilities

It is the responsibility of Department Heads or Student Services Department to notify the Health and Safety Department of specific staff or students where assistance may be required in the event of an emergency. If a member of staff or a student requires assistance the attached form must be completed.

### Writing the PEEP

From the information gathered, a PEEP must be developed. Advice and support for writing the PEEP is available from the Health and Safety Department.

Persons who regularly use different buildings may require a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants required and the methods to be used. Department Heads need to ensure that there is cover for absences, and assistants may require training.

# Evacuation in an Emergency

# Assisting Wheelchair / Mobility Impaired Users

# Where mobility affected persons are located above or below the ground floor there are a number of considerations to be assessed. In all the following cases Estates and the Health and Safety Department will be able to give more advice with identifying Refuges and Evacuation Lifts.

# Temporary Refuges –

# A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building. Refuges should only be defined after consultation with Estates / Health and Safety Dept. as the requirements for fire separation and structure are very specific.

# Lifts –

# Most lifts in RCSI cannot be used in an emergency. In most circumstances in RCSI the use of Evacuation chairs will be necessary. Designated assistants will be trained in the safe use of evacuation chairs.

# Safe Routes –

# A PEEP should contain details of the escape route(s) the person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage. It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons. It is also necessary to ensure that there are (as much as possible) alternative routes and that the routes are not excessively long. Further advice is available from the Health and Safety Department.

# Deaf and Hearing Impaired Persons

In many cases persons with hearing impairment working alongside hearing colleagues / students will not require special equipment / measures, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency, other than the typical alarm system. If additional equipment is required then please consult with the Health and Safety Dept.

### Visually Impaired Persons

Both staff and students must be offered orientation training and, where applicable this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

### Training

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

* Fire drills for staff and students
* Specific training for Fire Wardens and designated persons
* Specific training in the use of Fire Extinguishers etc.

Further advice is available in the first instance from the Health and Safety Department – [safety@rcsi.ie](mailto:safety@rcsi.ie)

# Questionnaire for Preparation of Personal Emergency Evacuation Plan

This questionnaire is intended to be completed by persons requiring assistance in an emergency evacuation in order to assist the development of a Personal Emergency Evacuation Plan. Please provide as much information to enable the college to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Health and Safety Department for assistance in finding suitable solutions.

* 1. **Why you should fill in the form**

As your employer, the college has a legal responsibility to protect you from fire & other emergency risks and ensure your health and safety at work. In addition you have a legal responsibility to cooperate with RCSI in providing appropriate information to, so far as is reasonably practicable, protect you from fire risks. Based on the information provided, a PEEP will be developed.

* 1. **What will happen when you have completed the form?**

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend. If you need assistance, the “Personal Emergency Evacuation Plan” will specify what type of assistance you need.

* 1. **Who will have access to this form?**

This document is for the purposes of developing your PEEP and thus the details within are maintained as private and confidential as is possible. The Head of Department or Student Services Department and Security will be informed and a copy will be maintained by the Health and Safety Dept.

**NOTES ON COMPLETION OF FORMS BELOW:**       = **Text box** - type in required information;  = **Check box**, click on box to select relevant information.

# To be completed by the Staff / Student

# (May require the development of more than one plan if using multiple buildings)

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Department / Year:** | **RCSI Postal Address:** |
| **Tel. Ext / Mobile:** | **E-Mail:** |
| **Description Of Your Condition:** | |

**LOCATION**

1. Where are you based for most of the time? Please name the building, the floor and the room number:
2. Do you routinely use more than one location in this building?  Yes  No

If yes please specify the buildings and floors you used in each building:

**AWARENESS OF EMERGENCY EVACUATION PROCEDURES**

1. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend? **Yes**  **No**
2. Do you require written emergency evacuation procedure?  Yes  No

If yes please specify in what format you require it – large print, sign language interpretation, Braille, on tape:

**EMERGENCY ALARM**

1. Can you hear the fire alarm(s) in your place(s) or work?  Yes  No  Don’t know
2. Could you raise the alarm if you discovered a fire?  Yes  No  Don’t know

# ASSISTANCE

# Do you need assistance to get out of your place of work in an emergency? Yes No Don’t know

1. Is anyone designated to assist you to get out in an emergency?  Yes  No  Don’t know

If NO please go to Question 11. If YES give name(s) and location(s):

1. Is the arrangement with your assistant(s) a formal arrangement? Yes  No  Don’t know

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

1. Are you always in easy contact with those designated to help you?  Yes  No  Don’t know

# GETTING OUT

# Are you a wheelchair user?

### Yes No

### Can you move quickly in the event of an emergency?

### Yes No

### Do you find stairs difficult to use?

### Yes No

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have. **Please return the completed form to the RCSI Health and Safety Department at** [**safety@rcsi.ie**](mailto:safety@rcsi.ie)

# PERSONAL EMERGENCY EVACUATION PLAN FOR

# To be completed by the RCSI Health and Safety Department

# (May require the development of more than one plan if using multiple buildings)

**STAFF & STUDENT DETAILS:**

|  |  |
| --- | --- |
| NAME: | POSITION: |
| DEPARTMENT / YEAR: | RCSI POSTAL ADDRESS: |
| TEL. EXT / MOBILE: | E-MAIL: |
| DESCRIPTION OF CONDITION: | |

**LOCATION DETAILS:**

|  |
| --- |
| BUILDING:  DEPARTMENT:  FLOOR:  ROOM NUMBER: |

# AWARENESS OF PROCEDURE

The person requiring assistance is informed of a fire evacuation via:

* existing alarm system
* Other (please specify)

# DESIGNATED ASSISTANCE:

(The following people have been designated to give assistance to get out of the building in an emergency).

|  |  |
| --- | --- |
| NAME: | |
| CONTACT DETAILS: | MOBILE:  RCSI EXTENSION: |

|  |  |
| --- | --- |
| NAME: | |
| CONTACT DETAILS: | MOBILE:  EXTENSION: |

|  |  |
| --- | --- |
| NAME: | |
| CONTACT DETAILS: | MOBILE:  EXTENSION: |

# METHODS OF ASSISTANCE:

(e.g.: Transfer procedures, methods of guidance, etc.)

# EQUIPMENT PROVIDED (including means of communication):

# EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

# SAFE ROUTE(S):