

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 Office (H&S) of specific staff or students where assistance may be required in the event of an emergency evacuation. 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 H&S.

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

1. 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 Estate & Support Services Department (Estates) and the H&S will be able to give more advice with identifying Refuges and Evacuation Lifts.

a. Temporary Refuges:

A refuge is a designated temporary safe space where mobility impaired people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction material and provides a safe route to final exit e.g. most staircases separate from main buildings can be designated refuge points. 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 people passing through on their way out of the building. Refuges should only be defined after consultation with Estates / H&S as the requirements for fire separation and structure are very specific and differ in each building.

b. Lifts:

All lifts in RCSI cannot be used in an emergency. In all cases in RCSI the use of Evacuation chairs will be necessary. Designated assistants will be trained in the safe use of evacuation chairs and our Porters and Security teams are also trained in the use of the chairs.

c. 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 H&S.

2. Deaf and Hearing Impaired Persons

In many cases persons with hearing impairment working alongside hearing colleagues / students will not require special equipment / measures, provided they have been made aware of what to do in the event of an emergency evacuation. 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 H&S.

3. Visually Impaired Persons

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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:

- Emergency evacuation drills for staff and students
- Specific training for assigned Emergency Response Team
- Specific training in the use of Fire Extinguishers and Evacuation Chairs.

Further advice is available in the first instance from the H&S – 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. The PEEP questionnaire can be found [here](#) for completion.

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 H&S 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 and 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.

2. 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.

3. 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 H&S.