

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Introduction

Kent County Council (KCC) has a duty to protect the health, safety and welfare of staff and users of their buildings. This Health and Safety standard provides information and guidance of evacuating disabled and impaired people from KCC buildings to a relative place of safety and ultimate exit from the building.

This standard is intended for persons who have a responsibility for their staff and for persons with a responsibility for the management of an evacuation of colleagues or building users in an emergency.

This Health and Safety standard provides information and guidance for:

- Evacuating disabled and impaired people from KCC buildings
- Persons who have a responsibility for their staff
- Persons with a responsibility for the building and the evacuation of colleagues or building users in an emergency.
- The completion of a KCC Personal Emergency Evacuation Plans known as PEEP's.

It includes guidance for persons who may be impaired or require assistance to evacuate due to disability, long term health condition, short term impairment or age including:

- Mobility
- Sight
- Hearing
- Cognitive / Neurodiverse
- Age immaturity (children and young people)
- Non-visible conditions, that may become impairments in an emergency (such as heart conditions, respiratory conditions and anxiety)

Under the Equality Act 2010, the definition of a disability is a

- physical or mental impairment that has a substantial and long-term negative effect on someone's ability to do normal daily activities.
 - Substantial means daily tasks that take much longer to complete.
 - Long-term means 12 months or more.

Planning for evacuation is about planning for exceptional circumstances and as much as possible the aim should be to allow independent evacuation. Not all people who have an impairment or disability will require assisted evacuation. Some will be confident that they can get out of the building unaided.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



It should not be assumed, that people with non-visible impairments', such as heart condition or epilepsy, who normally would not have an access problem, might not require assistance in evacuation from the building in an emergency situation.

For any disabled person using KCC premises, it must be anticipated that any reasonable adjustments that would make it easier for their right of safe access be matched with their needs and arrangements for their safe egress in the event of an evacuation or emergency as appropriate

Legal requirement

- The Health and Safety at Work Act 1974
- Equality Act 2010
- The Regulatory Reform (Fire Safety Order) 2005
- The Fire Safety Act 2021
- Building Safety Act 2022
- The Fire Safety (England) Regulations 2022
- Fire Safety Risk Assessment – Means of Escape for Disabled People

Who should follow this Health and Safety standard?

This Health and Safety Standard is intended to advise persons with responsibility for a buildings safe evacuation and the duties placed on them under Legislation for Fire Evacuation.

Under current fire safety legislation, it is the responsibility of the person(s) having responsibility for the building to provide a Fire safety Risk Assessment (FRA) that includes an emergency evacuation plan for all people who would be likely to be in the premises, including disabled people, and how that plan will be implemented.

Where an employer or service provider does not make provision for the safe evacuation of disabled people from its premises, this may be viewed as discrimination and may also constitute a failure to comply with the requirements of fire safety regulations.

Overall responsibility and the 'Duty Holder' is Kent County Council and as a public body, have additional duties that require them to proactively promote the equality of disabled people. This requires KCC to do even more to ensure that disabled people do not face discrimination by not being provided with a safe evacuation plan from a building.

This standard is the minimum expectation to meeting compliance, it does not provide the responsible persons or duty holders with an option on whether to comply with statutory requirements.

Everyone involved in the safe evacuation from KCC premises are expected to understand their duties and responsibilities.

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HS S 012	HSS 012 15.01.25

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



What is a Personal Emergency Evacuation Plan (PEEP)?

The purpose of a PEEP is a means by which arrangements are made to ensure that an individual's physical or mental / neurodiverse abilities or any other circumstances do not prevent them from a safe evacuation from a building. It will explain the personal method of evacuation agreed and adjustments necessary for the disabled or impaired person in each building, it must be written with the participation of all persons concerned. The PEEP will also record the safety plan i.e. the routes (corridors, stairs or refuges that the person will use) and identify persons who will assist in the safe evacuation and any training that may be required.

All staff and persons who could be expected to aid in an evacuation of a disabled or impaired person, should receive a copy of the relevant PEEP and where appropriate be involved in practice drills to ensure all is relevant.

Management responsibilities and expectations within KCC

Not everyone using a KCC premise will be able to enjoy the opportunity for independent evacuation and may be dependent upon others to help them leave the premises.

Under the Fire Risk Assessment (FRA) process you must record and plan, to enable you to inform, instruct and train people of the hazards and risks associated within the premises and how these dangers are mitigated by 'Control Measures' to ensure the safe occupation and egress of the premises.

An integral element of ensuring that the premises are safe to occupy, is ensuring that all the means of escape provided, must be suitable for the evacuation of everyone likely to be using KCC premises so occupants can safely and effectively evacuate the premises during an emergency, such as a fire.

In KCC's multi-storied premises that are equipped with a lifts, people with mobility impairments may be occupying upper floors (or basements) during a time when there is a need for an emergency evacuation. In such circumstances, these people may require help to escape from the building, such a situation is described as 'assisted evacuation'.

Lifts must not be used or form any part of the evacuation strategy – particularly for assisting people with a mobility impairment.

If a "lift" has been specifically designed to be used in a fire evacuation and identified by a competent FRA assessor/person and this is support in the FRA then it may be considered. Since evacuation lifts can fail, having reached a refuge, a person should also be able to gain access to a stairway (should the conditions in the refuge become untenable). Any evacuation lift should therefore be located adjacent to a protected stairway.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



To assist in creating an Evacuation Strategy for KCC building, this standard offers advice and information relating to evacuation strategies, the philosophy of 'assisted evacuation', Personal Emergency Evacuation Plans (PEEP's), and include examples of suitable documentation.

As a minimum you need to complete a Personal Emergency Evacuation Plan (PEEP) for all staff who come within scope of this document, but you must also consider the needs of all service users and visitors and contractors who might visit KCC premises and their need to be able to safely and effectively evacuate from the premises during an emergency.

People may have a range of disabilities or health conditions that need to be supported through a PEEP,

This could include but not limited to:

- ambulant disability - disabled people who are able to walk but who may depend on the use of prosthesis (artificial limbs), orthoses (calipers), sticks, crutches or other walking aids
- sensory impairment - deaf or hard of hearing or a visual impairment
- physical impairment - using a wheelchair or difficulty with using arms or legs
- mental health conditions and learning disabilities
- recovery from operations or recent injuries
- potentially vulnerable people e.g. pregnant
- bewildered and disorientated by the noise of the alarm
- long standing health conditions or ill health e.g. epilepsy, diabetes.

For low-risk office environments everyone should be able to reach a place of relative safety from an affected area within 3 minutes (a place of relative safety could be a fire protected stairwell or refuge).

The person responsible for completing a Personal Emergency Evacuation Plan (PEEP) for their employee should invite that colleague, with any appropriate assistance, to complete the first part of the Personal Emergency Evacuation Plan Questionnaire on the most appropriate form of the Personal Emergency Evacuation Personal Information Questionnaire. See appendices Forms **HS310 – HS313**

The forms contain examples of what should be considered when planning a PEEP for a person with particular impairment, and it also contains suitable questions that should be asked during the meeting to gather as much information as possible.

- Individuals should provide as much information as possible to enable the responsible person to develop a suitable PEEP.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Once the first part of the questionnaire is completed, a meeting between the staff member, their Line Manager along with the Responsible person or Building Officer and other interested parties, should be arranged to establish suitable evacuation procedures and develop the PEEP.

- The information gathered in the questionnaire should then be discussed with the aim of formulating and documenting a **Personal Emergency Evacuation Plan Part B** of the PEEP.

Part B of the form should be completed by the responsible person with the individual who requires assistance with **ANY** aspect of emergency evacuation. the plan should include assistance required from the point of raising an alarm to passing through final exit to an ultimate place of safety.

Once developed, the PEEP will determine the appropriate methods for the individual to escape to safety in the event of an emergency or during drills.

- It should not be automatically assumed that a disabled or impaired person cannot leave the building independently.
- They should be given information about the building evacuation equipment available, and their opinions and experience should be both sought and respected.
- The person themselves best understands the nature and effects of their impairment.

Further to this standard additional guidance can be found in procedure HSP011 – Fire evacuation equipment considerations which contains a reference list of evacuation options and references these against different effects of disability or impairment. The options can be used as a guide and discussion and establish what might be offered to a disabled or impaired colleague, and what is appropriate for that person when formulating their evacuation plan.

Given the unique characteristics of each of KCC buildings a colleague may work in or a regular visitor attends, the need for a PEEP should consider the building capabilities that the person regularly uses and to have a separate PEEP for each building.

All involved in the assisted evacuation should receive training and people undertaking the assisted evacuation should hold regular practices. The assisted individual need not take part in a practice 'carry down' during a fire drill or a known false alarm, particularly where there is a risk of injury.

Where an employee needs a PEEP, it is perhaps best if their work colleagues are located nearby to act in the role of 'evacuation buddies' to provide assistance during the evacuation. This has the benefit that the individual is supported by people they know and trust.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Any reasonable adjustments should take account of the need to provide disabled or impaired person egress/evacuation and the safety of that colleague and anyone volunteering to assist them to evacuate in an emergency.

The checklist below identifies key actions involved in ensuring adequate management of emergency evacuation arrangements for persons requiring assistance.

1. Have you identified all persons that may require assistance during an evacuation, including those requiring assistance on a temporary basis /short term e.g. leg in cast?
2. Have you developed a Personal Emergency Evacuation Plan (PEEP) with the person requiring assistance and did it include the staff that will be involved in the evacuation for your school/area/building (i.e. evacuation assistants) and the premises manager?
3. Have evacuation assistants been provided with all the relevant training and information to undertake their role including information on the structure of the building as it relates to emergency evacuation, disability dignity and evacuation etiquette?
4. Is there a system in place for evacuation assistants to practice their skills and report back following evacuation drills?
5. Have persons requiring a PEEP been consulted regarding involvement in an evacuation drill?
6. If disabled persons cannot take part in an evacuation drill has a system of communicating drills to such persons been established?
7. Has a system of testing evacuation methods been put in place whether as part of a drill or otherwise?
8. Have all PEEP for a building been reflected in the evacuation plan for the building?
9. Is there a system of review in place for PEEPs, General Emergency Evacuation Plans (GEEPs) and building evacuation plans?

If you have answered 'no' to any of the above, further action must be taken to adequately manage the emergency evacuation

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HS S 012	HSS 012 15.01.25

Assisting people with Mobility Impairment

People with mobility impairment include those with heart disease, asthma or heart conditions. For some, the impaired mobility may only be temporary. Members of staff in the advanced stages of pregnancy for instance or with broken limbs will only be temporarily affected, but consideration needs to be given to their specific needs during this time for any emergency plan.

The preferred options for evacuation by people with mobility impairments are:

- Horizontal evacuation into another fire compartment.
- By horizontal evacuation to a relative place of safety eventually arriving at a place of ultimate safety outside the building.
- Fire evacuation lift, eventually arriving at a place of ultimate safety outside the building.

Many people will be able to manage stairs and to walk longer distances, especially if short rest periods are built into the escape procedure. Some people may prefer to slide or move in another unconventional way down (or up) the stairs after the main flow of people. When considering using specialised mechanical equipment to move disabled or impaired colleagues up and down stairs, timing and obstruction of escape routes for others are primary considerations.

Wheelchair users

Wheelchair users normally have difficulty evacuating when on a floor other than accessible level. Some people who frequently use a wheelchair may be able to walk a little and therefore be able to assist with their own evacuation. However, assumptions should not be made about the abilities of wheelchair users and they should be asked about their preference and their wishes should be respected.

Carry-Down egress

There are many carry down techniques that may be used to assist an evacuation of mobile impaired person:

- **Evacuation chair**- it looks like a deckchair with skis and wheels underneath and is maneuvered by one or two people. When placed on the stairway it slides down the stair. These chairs are not suitable for long distances and disabled people may not feel confident using them or may not be able to transfer into them.
- **Own wheelchair** – carry-down (or up) with two, three or four persons can be done by holding the wheelchair at one of the rigid points in each corner of the wheelchair. The person should be moved after the main flow of people.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



- **Own wheelchair using ‘wheelies’** - with some wheelchairs it is possible to tilt the chair on its axis so that is virtually weightless on the stair. With either one or two people holding onto the chair by a fixed point at the rear, the wheelchair can be maneuvered down the stairs.

All the carry-down techniques will require a risk assessment (including a manual handling risk assessment) and training for the carriers. It is important to consider issues such as staff availability and physical capability of carriers and whether the width of the stairs is sufficient for all of the team to move freely and safely. This should be recorded in the PEEP.

Assisting people with hearing impairment

Hearing loss and deaf people need to know that there is an escape in progress. Where only audible or a voice alarm system is present, they may not be able to discern the alarm, or any information being broadcasted.

The preferred options to alert hearing impaired people that an emergency exists, and an evacuation is about to occur, are the use of flashing beacons which are installed as part of a fire alarm system and/or the use of vibrating pagers. Pagers can also be used to communicate with other people who also part of any assisted evacuation.

Where aids are not available than a ‘PEEPS buddy system’ will be required and should be implemented on a formal basis. This is where other staff alert hearing impaired or deaf person to the need to leave the building, they should be signposted to formal training in deaf awareness.

Staff should be aware that a hearing-impaired person who does not react in a logical manner during an evacuation may not be aware of the alarm. Shouting louder does not help. It may be necessary to explain what is happening with signs, a written note or a pre-prepared short written instruction.

Assisting with visual impairment

The provision of good signage and other visual aids will assist people with visual impairment in the event of emergency evacuation. Most visually impaired people have some sight and they may be able to use this during the evacuation in order to make their own way out of the building as part of the general evacuation.

Where the physical circumstances are appropriate, they should have no problem leaving the building. Use of existing elements within the building may help a partially sighted person to facilitate their own evacuation:

- Features of good building design with reasonable adjustments such as good colour contrasting.
- Handrails on escape stairs.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



- Step edge markings on escape stairs.
- Colour contrasted or different textured floor coverings on escape routes.

Where there is a lack of orientation information, staff assistance will be required. A sighted 'buddy' person should lead those with impaired vision to safety.

It is recommended a sighted person invites the visually impaired person to grasp their elbow, and escort them to the refuge area to wait until the escape stairs are sufficiently clear enough that they may be able to walk slower and quieter to the final exit, as this will enable the person being assisted to walk half a step behind in a 'natural lead' and actively listening thereby gaining warning about doors and steps or obstructions. This is to be recorded on the PEEP.

Assisting people with Cognitive Impairment

People with cognitive impairments often have difficulties comprehending what is happening in an evacuation or may not have the same perception of risk as non-disabled people.

Some people who have dyslexia, dyspraxia or autism may not be aware of their own particular needs. People with learning disabilities may also have other disabilities, such as mobility difficulties, therefore they may move more slowly than the main flow during an evacuation. In this case, and only where the escape stairs are sufficiently clear enough, they may be able to walk un-aided after using the refuge area whilst waiting. A full risk assessment should be completed before this method of evacuation is used.

The key elements of successful evacuation are:

- Having someone to help - however, all efforts should be made to enable the disabled or impaired person to understand how to leave the building during an evacuation.
- Familiarity with routes of travel - orientation information, evacuation plan explained and demonstrated to them, photographic explanation of the route.
- Provision of an easy-to-use building layout.
- Practice of the route options - some people with learning disability may need to practice their routes of escape more frequently; this should be determined and recorded in their PEEP.

Refuge areas

Current building regulations require that all non-domestic buildings with more than one storey provide a 'Refuge area'. Many KCC buildings are provided with an area signed as a "Refuge Area", such as a "lobby" as they are often located within a protected stairway.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



A refuge should be provided for each protected stairway affording egress from each storey of the building. They do not have to be located within the stairway but should enable direct access to the stairs. They should be sited in locations where there is adequate space and clearly identified by appropriate fire safety signs complying with BS5499. Where a refuge is in a lobby or stairway the sign should be accompanied by a blue mandatory sign worded “Refuge – Keep Clear”

The role of the refuge is to provide a place of ‘relative safety’, in which a person, who needs assistance to evacuate, may wait, accompanied by a buddy whilst the other occupants pass down the staircase, leaving the staircase available for a person who needs assistance or a place to rest, the space and time to descend the staircase slowly.

A refuge area is not a place to leave an individual, alone, whilst everyone else leaves the building.

It is the responsibility of the Responsible Person/Building Manager or persons in control of premises, to facilitate the safe evacuation of people with disability and must clearly understand the part that a “Refuge Area” plays in their Building Evacuation Strategy.

Thus, when a fire is discovered or the building needs to be evacuated and the alarm is raised, people with a PEEP, should make their way to the refuge and wait to complete their escape as detailed in the own PEEP, whether they need assistance evacuate or just more space to second the stairs.

To facilitate the effective evacuation of people from Refuge Areas, refuges are to be provided with a means of communication between floors and the fire controller – this can be a wall mounted phone, two-way radio or intercom “press to talk” arrangement. These devices should allow the persons waiting at the “Refuge Area” to communicate with others during an evacuation. There should be a process in place to ensure that these radios are checked, at least weekly by operation and that the call is correctly received by the ‘fire controller’ and that by a short test conversation, that all is clear and intelligible on both radios thus ensuring that they are operational, this will ensure that the batteries are working/charging and that handheld radios are on the correct communication channels, and that this is recorded in the fire log book for audit purposes.

Any fixed Disabled Refuge Communication should also be tested monthly by testing the power supply and by means of a simulation of power failure and to BS-5839-9 (Fire Detection and Fire Alarm Systems for Buildings Part 9: Code of Practice for the Design, Installation, Commissioning and Maintenance of Emergency Voice Communication Systems).

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HSS 012	HSS 012 15.01.25

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



However, and to note, It is KCC Policy that **everyone** leaves the premises in the event of a fire / emergency evacuation and to not return until it they are told it is safe to do so.

So, it should be noted that unless special arrangements are made or the communication is portable, that someone is actually designated to be at the receiving end of this system or the person(s) in the “Refuge Area(s)” will have no one to communicate with.

The Tag-Evac “sweep” should also highlight persons in any refuge area via the ‘Leaving of the Refuge Area Tag in place and communicating that there are persons in specific refuge areas to the fire controller’ as stated in the training module

The use of and reliance of all the means of communication need to be thoroughly thought through and tested as part of the evacuation strategy and should be documented in the premises Fire Risk Assessment.

Training

People cannot be expected to react exactly as planned in an emergency, unless guided by and with trained staff. Staff and managers should fully understand the evacuation plan along with the fire strategy for the building that the PEEP is intended for use in.

It is important that PEEP arrangements are physically checked to ensure they are appropriate and meet the needs of the individual covered by the PEEP. A physical check, or rehearsal of evacuation should be carried out to ensure that arrangements are appropriate. Things that should be checked include: location of refuges; availability of EVC’s; mobile phone signal when this will be relied upon to contact security; physical features of the building do not pose unforeseen barriers to egress and the location of any evacuation lifts.

Practicing of the PEEP’s including use of equipment will depend on the type of escape required.

Current training for assisting in the formulating of PEEP’s should include

- The **Fire Safety Module 1** e-learning on Delta should be completed, which includes training on evacuation procedures.
- The **Personal Emergency Evacuation Plan (PEEPS)** training is an e-learning module training also on Delta which should be completed by all Line Managers and those responsible for implementing PEEPS within their buildings or work role and will instruct you on how to formulate a Personal Emergency Evacuation Plan (PEEP)
- **Evacusafe Chair** and **Evac+ Chair** training, which is an in-person and practical training course with instruction and trains the ‘Evac Buddies’ on how to use the evacuation chairs within the building and how best to assist.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Practice and familiarisation is key to all of the above training and all staff involved with PEEPs within the buildings they work in should regularly participate in fire drills to ensure that the plans in place are tested and reviewed and amended if necessary. Generally, escape plans should be practised on a regular basis and at least every six months.

For further help or information go to [Your Health and Safety](#) on KNet or contact the Health and Safety team via healthandsafety@kent.gov.uk or call 03000 418456.

Appendices

1. HS310 PEEP – Generic Non-Specific PEEP
2. HS311 PEEP – Mobility Impaired Persons
3. HS312 PEEP – Visually Impaired Persons
4. HS313 PEEP – Children and young people
5. HSP 012 Personal Emergency Evacuation Pan Forms Procedure

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Appendix 1 - HS310 PEEP – Generic Non-Specific PEEP

Name:	Directorate / role	Directorate	
Building to which PEEP applies			
Floor / area used			
	Personal Emergency Evacuation Plan Checklist	Yes	No
1.	I have been made fully aware of the general evacuation procedures for the building to which this plan relates	<input type="checkbox"/>	<input type="checkbox"/>
2.	Could you raise the alarm if you discovered a fire (operate a call point)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Can you open the fire escape door(s) on/in the floor/area you will be using?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are you able to and have you been shown, how to use the refuge communications equipment?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Can you hear the emergency alarm in normal working circumstances?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you require emergency evacuation procedures to be provided an alternative format to the standard instructions?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do you require assistance to evacuate the building?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is there anyone designated to assist you in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is the arrangement a formal agreement / specific need?	<input type="checkbox"/>	<input type="checkbox"/>
10.	At the intended time of use, how many escape routes are available for you to use in the event of an evacuation?		
11.	Are the escape routes free from any structural features that would present either a hazard or barrier to you using any available emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>
12.	How long, approximately, would it take for you to evacuate? To the refuge point / point of safety	mins	
	Out of the building to the muster point	mins	
13.	Can you move quickly aided to a refuge point for later evacuation to ultimate place of safety?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Where applicable, is the toilet fitted with a flashing beacon linked to the fire alarm??	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are you aware of any other building measures that could be introduced into the building that could further help you should you need to evacuate the building in an emergency?		

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



16.	Who will be providing assistance (buddy/ies)
17.	Who is cover to assist when buddy/ies not available due to leave / sickness etc.

Training on use of any associated equipment

Date	Comments
Click or tap to enter a date.	

Safe route(s) (description of all the safe routes that can be used)

N.B. A copy of the building plan with routes clearly marked may be useful.

If filling out electronically – click on relevant box to highlight

	Yes	No
Has the route been travelled by employee and manager?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has any equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>

If **No** to any of the above, please explain:

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above and understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Evacuation Plan

Employee signature:

Date:

Employee name:

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Manager's signature:

Date:

Click or tap to enter a date.

Manager's name:

This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or employee) is anticipated or identified.

Date of next review:

Click or tap to enter a date.

Further help and advice: e.g. Health and Safety Adviser

Contact	Telephone
H&S team	03000 418 456 and healthandsafety@kent.gov.uk

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Personal Emergency Evacuation (PEEP) - Part B Evacuation Plan copy should be detached from main assessment and held by:

- The Responsible Person/Building Officer
- Fire Controller for the building

Name of PEEP holder and contact details			
Name and contact details of Manager:			
Building to which this plan relates:			
Location within building:			
Name and contact details of responsible person/fire controller for building:			
Date of plan:	Click or tap to enter a date.	Date reviewed (at least annually)	Click or tap to enter a date.

Agreed Evacuation Procedure

1. Raising the alarm upon discovering a fire

I am **Choose an item.** to raise the alarm

If unable to raise the alarm independently, please detail alternative procedures agreed

Inability to raise the alarm may be due to position of emergency break-glass call points and unable to reach or could be due to a sight impairment for example.

2. Method of warning of an alarm/emergency situation

I am informed of an emergency evacuation by:

- existing alarm system: vibrating pager device:
 visual alarm system: other: (please specify)

Give details

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



3. Exit route procedure

Details of the specific emergency procedures from first alarm up to the building user reaching a “place of safety”. The details provided here should include a step-by-step account of how the Responsible Person will ensure that the building user will reach a place of safety from first alarm actuation to final exit. A diagram should be provided, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

4. Equipment provided and method of assistance required.

Details of all equipment needed to execute the plan and its location and any transfer procedures and the nature of assistance to be provided for each

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



5. Means of communication during evacuation:

Contact to whom the communication will be with from refuge area and how this is maintained.

Where adjustments are requested/needed, a copy of this form should be sent to your Directorate Health and Safety Advisor and to estates.enquiries@kent.gov.uk and Kenthelppdesk@skanska.co.uk to discuss an action plan for remediation.

6. Personal Emergency Evacuation Plan sign-off:

Building user		Signature	
Assessor		Signature	
Responsible person		Signature	
Date signed-off	Click or tap to enter a date.		

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Appendix 2 - HS311 PEEP – Mobility Impaired Persons

Name:	Directorate /	Choose an	
	role	item.	
Building to which PEEP applies			
Floor / area used			
	Personal Emergency Evacuation Plan Checklist	Yes	No
1.	I have been made fully aware of the general evacuation procedures for the building to which this plan relates	<input type="checkbox"/>	<input type="checkbox"/>
2.	Could you raise the alarm if you discovered a fire (operate a call point)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Can you open the fire escape door(s) on/in the floor/area you will be using?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are you able to and have you been shown, how to use the refuge communications equipment?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you use a manual wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>
6.	What is the approx. width of your wheelchair	mm	
7.	If you use another type of mobility aid, what is it?		
8.	Could you self-transfer to an evacuation chair in an emergency with assistance?	<input type="checkbox"/>	<input type="checkbox"/>
9.	At the intended time of use how many emergency exits are available for disabled use?		
10.	If only 1 emergency exit is available – how far approximately is the exit from where you will be evacuating from?	mtrs	
11.	How long, approximately, would it take for you to evacuate? To the refuge point / point of safety	mins	
	Out of the building to the muster point	mins	
12.	Are the escape routes free from any structural features that would present either a hazard or barrier to you using any available emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Who will be providing assistance (buddy/ies)		
14.	Who is cover to assist when buddy/ies not available due to leave / sickness etc.		

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



	Activities based above ground floor (or from basement with access) Assessor	Yes	No
15.	Have all possibilities for relocating the activity or service provision on the ground floor (of this or any other building) been considered and exhausted?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Is there an evacuation lift or fire lift available in the building?	<input type="checkbox"/>	<input type="checkbox"/>
17.	At the intended time of use, how many emergency exits from the floor/area to be used are available for use	total	
18.	Do any of the escape routes involve escape into an adjoining building allowing for horizontal evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Where a refuge area has been provided, is it appropriate for use at the intended time of occupancy with answered communications available?	<input type="checkbox"/>	<input type="checkbox"/>
20.	Where refuge is not provided on all escape routes, does the existing accessible fire escape and signage clearly lead to another refuge area or ultimate place of safety?	mm	
21.	Do refuge areas have communication points that are accessible and connected to the fire controller or security who would answer in the event of use?	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is there an evacuation chair provided in the area or floor	<input type="checkbox"/>	<input type="checkbox"/>
23.	Where are the nearest available / alternative chairs located?		
24.	Does the building have a Tag-Evac refuge area tag in place?		

Training on use of any associated equipment

Date	Comments
Click or tap to enter a date.	
Click or tap to enter a date.	
Click or tap to enter a date.	
Click or tap to enter a date.	

Safe route(s) (description of all the safe routes that can be used)

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



N.B. A copy of the building plan with routes clearly marked may be useful.

If completing electronically – click on relevant box to highlight **Yes** **No**

- | | | |
|---|--------------------------|--------------------------|
| Has the route been travelled by employee and manager? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has a copy of the exit route on plan been attached? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the equipment detailed above been tried and tested? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all issues been completed to full satisfaction? | <input type="checkbox"/> | <input type="checkbox"/> |

If **No** to any of the above, please explain:

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above and understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Evacuation Plan

Employee signature: Date:

Employee name:

Manager's signature: Date:

Manager's name:

This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or employee) is anticipated or identified.

Date of next review:

Further help and advice: e.g. Health and Safety Adviser

Contact	Telephone
Health and Safety Team	03000 418456 email: healthandsafety@kent.gov.uk

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Personal Emergency Evacuation (PEEP) - Part B Evacuation Plan

copy should be detached from main assessment and held by:

- The Responsible Person/Building Officer
- Fire Controller for the building

Name of PEEP holder and contact details			
Name and contact details of Manager:			
Building to which this plan relates:			
Location within building:			
Name and contact details of responsible person/fire controller for building:			
Date of plan:	Click or tap to enter a date.	Date reviewed (at least annually)	Click or tap to enter a date.

Agreed Evacuation Procedure

1. Raising the alarm upon discovering a fire

I am Choose an item.to raise the alarm

If unable to raise the alarm independently, please detail alternative procedures agreed

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Inability to raise the alarm may be due to position of emergency break-glass call points and unable to reach or could be due to a sight impairment for example.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



2. Method of warning of an alarm/emergency situation

I am informed of an emergency evacuation by:

existing alarm system: vibrating pager device:

visual alarm system: other: (please specify)

Give details

3. Exit route procedure

Details of the specific emergency procedures from first alarm up to the building user reaching a “place of safety”. The details provided here should include a step-by-step account of how the Responsible Person will ensure that the building user will reach a place of safety from first alarm actuation to final exit. A diagram should be provided, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

4. Equipment provided and method of assistance required.

Details of all equipment needed to execute the plan and its location and any transfer procedures and the nature of assistance to be provided for each

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



5. Means of communication during evacuation:

Contact to whom the communication will be with from refuge area and how this is maintained.

Where adjustments are requested/needed, a copy of this form should be sent to your Directorate Health and Safety Advisor and to estates.enquiries@kent.gov.uk and Kenthelpdesk@skanska.co.uk to discuss an action plan for remediation.

6. Personal Emergency Evacuation Plan sign-off:

Building user		Signature	
Assessor		Signature	
Responsible person		Signature	
Date signed-off	Click or tap to enter a date.		

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Appendix 3 - HS312 PEEP – Visually Impaired Persons

Name:	Directorate /	Choose an	
role		item.	
Building to which PEEP applies			
Floor / area used			
	Personal Emergency Evacuation Plan Checklist	Yes	No
1.	I have been made fully aware of the general evacuation procedures for the building to which this plan relates	<input type="checkbox"/>	<input type="checkbox"/>
2.	Could you raise the alarm if you discovered a fire (operate a call point)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Can you open the fire escape door(s) on/in the floor/area you will be using?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are you able to and have you been shown, how to use the refuge communications equipment?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you require emergency evacuation procedures to be provided on tape	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you require emergency evacuation procedures to be provided in Braille	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do you require emergency evacuation procedures to be provided in large print	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are you able to read the existing fire exit signs?	<input type="checkbox"/>	<input type="checkbox"/>
9.	At the intended time of use, how many escape routes are available for you to use in the event of an evacuation?		
10.	Are the escape routes free from any structural features that would present either a hazard or barrier to you using any available emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>
11.	How long, approximately, would it take for you to evacuate? To the refuge point / point of safety	mins	
	Out of the building to the muster point	mins	
12.	Where applicable, are all evacuation routes designed so as to prevent visual confusion in YOUR circumstances?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Where applicable are all escape staircases fitted with adequate colour contrasting nosings and a suitable handrail?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are you aware of any other building measures that could be introduced into the building that could further help you should you need to evacuate the building in an emergency?		
15.	Who will be providing assistance (buddy/ies)		

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



16.	Who is cover to assist when buddy/ies not available due to leave / sickness etc.
------------	--

Training on use of any associated equipment

Date	Comments
Click or tap to enter a date.	
Click or tap to enter a date.	
Click or tap to enter a date.	

Safe route(s) (description of all the safe routes that can be used)

N.B. A copy of the building plan with routes clearly marked may be useful.

If completing electronically – click on relevant box to highlight	Yes	No
Has the route been travelled by employee and manager?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has any equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>

If **No** to any of the above, please explain:

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above and understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Evacuation Plan

Employee signature: Date:

Employee name:

Manager's signature: Date:

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Manager's name:

This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or employee) is anticipated or identified.

Date of next review:

Click or tap to enter a date.

Further help and advice: e.g. Health and Safety Adviser

Contact	Telephone
Health and Safety Team	03000 418456 email: healthandsafety@kent.gov.uk

Personal Emergency Evacuation (PEEP) - Part B Evacuation Plan

copy should be detached from main assessment and held by:

- The Responsible Person/Building Officer
- Fire Controller for the building

Name of PEEP holder and contact details			
Name and contact details of Manager:			
Building to which this plan relates:			
Location within building:			
Name and contact details of responsible person/fire controller for building:			
Date of plan:	Click or tap to enter a date.	Date reviewed (at least annually)	Click or tap to enter a date.

Agreed Evacuation Procedure

1. Raising the alarm upon discovering a fire

I am to raise the alarm

If unable to raise the alarm independently, please detail alternative procedures agreed

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Inability to raise the alarm may be due to position of emergency break-glass call points and unable to reach or could be due to a sight impairment for example.

2. Method of warning of an alarm/emergency situation

I am informed of an emergency evacuation by:

- existing alarm system: vibrating pager device:
visual alarm system: other: (please specify)

Give details

3. Exit route procedure

Details of the specific emergency procedures from first alarm up to the building user reaching a “place of safety”. The details provided here should include a step-by-step account of how the Responsible Person will ensure that the building user will reach a place of safety from first alarm actuation to final exit. A diagram should be provided, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



4. Equipment provided and method of assistance required.

Details of all equipment needed to execute the plan and its location and any transfer procedures and the nature of assistance to be provided for each

5. Means of communication during evacuation:

Contact to whom the communication will be with from refuge area and how this is maintained.

Where adjustments are requested/needed, a copy of this form should be sent to your Directorate Health and Safety Advisor and to estates.enquiries@kent.gov.uk and Kenthelpdesk@skanska.co.uk to discuss an action plan for remediation.

6. Personal Emergency Evacuation Plan sign-off:

Building user		Signature	
Assessor		Signature	

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HS S 012	HSS 012 15.01.25

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Responsible person		Signature	
Date signed-off	Click or tap to enter a date.		

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HS S 012	HSS 012 15.01.25

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Appendix 4 - HS313 PEEP – Children and young people

Name:	Class or Room name number		
Building to which PEEP applies			
Location of classroom			
	Personal Emergency Evacuation Plan Checklist	Yes	No
1.	Does the child/Pupil change classrooms during the course of the day, which takes them to more than one location within a building or another building?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are they likely to experience problems independently travelling to the nearest emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Can they open the fire escape door(s) on/in the area/room they will be using?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are they likely to experience problems independently travelling to the nearest emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the child/pupil have difficulties hearing the emergency alarm?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do they require emergency evacuation instructions to be provided an alternative format to aid understanding?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do you require emergency evacuation procedures to be provided and supported by BSL interpretation or other accessible format?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are they dependent on a wheelchair or walker for mobility?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Would they have problems transferring from a wheelchair without assistance?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Does the child/pupil find stairs difficult to use independently?	<input type="checkbox"/>	<input type="checkbox"/>
12.	At the intended time of use, how many escape routes are available for you to use in the event of an evacuation?		
13.	Are the escape routes free from any structural features that would present either a hazard or barrier to them using any available emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>
14.	How long, approximately, would it take for them to evacuate To the refuge point / point of safety	mins	
	Out of the building to the muster point	mins	
15.	Where applicable are is the toilet fitted with a flashing beacon linked to the fire alarm??	<input type="checkbox"/>	<input type="checkbox"/>

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



16.	Who will be providing assistance (buddy/ies)
17.	Who is cover to assist when buddy/ies not available due to leave / sickness etc.

Training on use of any associated equipment

Date	Comments
Click or tap to enter a date.	
Click or tap to enter a date.	
Click or tap to enter a date.	

Safe route(s) (description of all the safe routes that can be used)

N.B. A copy of the building plan with routes clearly marked may be useful.

If filling in this form electronically – click on relevant box to **Yes** **No** highlight

- | | | |
|--|--------------------------|--------------------------|
| Has the route been travelled by child/pupil and Teacher? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has a copy of the exit route on plan been attached? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has any equipment detailed above been tried and tested? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all issues been completed to full satisfaction? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all relevant staff been informed of arrangements? | <input type="checkbox"/> | <input type="checkbox"/> |

If **No** to any of the above please explain:

I am aware of the Personal Emergency Evacuation Plan for the above-named pupil/child and believe them to be appropriate to the pupils/child's needs identified above

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Teachers / Managers
Name

Date:

Person who completed
this form:

Date:

Signature:

This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or employee) is anticipated or identified.

Date of next review:

For further help and/or advice contact your KCC Health and Safety Adviser.

I/we (pupil/parent) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):

Child/pupil Signature:		Date:	<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>
Child/pupil Name:			<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>
Parent Signature:		Date:	<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>
Parent Name:		Date:	<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>
Headteacher/manager Signature:		Date:	<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>
Headteacher/manager Name:			<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>
SENCO Signature:		Date:	<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>
SENCO Name:		Date:	<input style="width: 100%; height: 100%;" type="text" value="Click or tap to enter a date."/>

List of people who have received a copy of this completed document:

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



For further help and advice can be obtained from

Contact	Telephone / Email
School's Fire Coordinator / H&S Representative	
KCC Health and Safety Team	Tel: 03000 418456 healthandsafety@kent.gov.uk

Personal Emergency Evacuation (PEEP) - Part B Evacuation Plan copy should be detached from main assessment and held by:

- The Responsible Person/Building Officer
- Fire Controller for the building

Name of PEEP holder and contact details			
Name and contact details of Manager:			
Building to which this plan relates:			
Location within building:			
Name and contact details of responsible person/fire controller for building:			
Date of plan:	Click or tap to enter a date.	Date reviewed (at least annually)	Click or tap to enter a date.

Agreed Evacuation Procedure

1. Raising the alarm upon discovering a fire

I am Choose an item. to raise the alarm

If unable to raise the alarm independently, please detail alternative procedures agreed

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HS S 012	HSS 012 15.01.25

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Inability to raise the alarm may be due to position of emergency break-glass call points and unable to reach or could be due to a sight impairment for example.

2. Method of warning of an alarm/emergency situation

I am informed of an emergency evacuation by:

- existing alarm system: vibrating pager device:
visual alarm system: other: (please specify)

Give details

3. Exit route procedure

Details of the specific emergency procedures from first alarm up to the building user reaching a “place of safety”. The details provided here should include a step-by-step account of how the Responsible Person will ensure that the building user will reach a place of safety from first alarm actuation to final exit. A diagram should be provided, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

4. Equipment provided and method of assistance required.

Details of all equipment needed to execute the plan and its location and any transfer procedures and the nature of assistance to be provided for each

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



5. Means of communication during evacuation:

Contact to whom the communication will be with from refuge area and how this is maintained.

Where adjustments are requested/needed, a copy of this form should be sent to your Directorate Health and Safety Advisor and to estates.enquiries@kent.gov.uk and Kenthelpdesk@skanska.co.uk to discuss an action plan for remediation.

6. Personal Emergency Evacuation Plan sign-off:

Building user		Signature	
Assessor		Signature	
Responsible person		Signature	
Date signed-off	Click or tap to enter a date.		

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Appendix 5 - HSP 012 Personal Emergency Evacuation Pan Forms Procedure

This procedure supports and guides on how to complete the appropriate and sufficient Personal Emergency Evacuation (PEEP) forms for anyone who requires assistance with **any** aspect of emergency evacuation.

Once developed, the PEEP will describe the employee's intended means of escape in the event of emergency, including drills. The PEEP will also specify what type of assistance is agreed and how it is to be maintained to ensure the employee's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Part A Personal Information - copy should be held by the:

- employee
- employee's line manager

Part B Evacuation Plan – copy should be held by

- the Responsible Person/Building Officer & reception team
- Fire Controller for the building

Contact estates.enquiries@kent.gov.uk for information of who this would be if you are unsure

This plan must be reviewed at least annually and/or when a significant change in circumstances (of the building/work area/station or employee) is anticipated or identified.

Please note this plan will only be used in the exceptional case of a confirmed emergency and will not require to be enacted during a drill situation but can also be tested at any time.

The Government has produced further free guidance called Fire Safety Risk Assessment – Means of Escape for Disabled People which may assist with the preparation of a PEEP-

Fire Safety Risk Assessment – Means of Escape for Disabled People

[9446 DCLG Fire Risk Means of Escape for Disabled People \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444646/dclg-fire-risk-means-of-escape-for-disabled-people.pdf)

This supplementary guide can be used to assist in completing the record of significant findings from the Fire Risk Assessment and should include a detailed account of the measures that are in place for facilitate and assist people to leave the building.

PEEPs is also referenced within the KCC Fire Safety and Prevention Standard which can be found at KCC Health and Safety KNet pages A-Z which also provides further guidance, including KCC Health and Safety Procedure Fire Evacuation Equipment Considerations

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



If you require further advice, please contact the Health and Safety Advice line 03000 418 456 or email healthandsafety@kent.gov.uk

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HS S 012	HSS 012 15.01.25

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Personal Emergency Evacuation (PEEP) - Part A Personal information

This form is Private and Confidential but in order for the PEEP to be effective, it will be necessary for some of information that you provide to be shared with other relevant colleagues and information that you give will not be discussed with others without your consent and knowledge.

A separate plan must be produced for each building the employee visits.

Copy should be held by the:

- employee
- employee's line manager

Points to consider in preparation for completing details in this form.

The PEEP should, as far as reasonably practicable, be specific to each individual's area of work. However, if, for example, work is proposed to be undertaken in adjacent areas which escape will be effected using the same emergency provisions, then it will be possible to assess all on one form.

It is important to distinguish in the PEEP whether the area(s) to be accessed will be used inside or outside of 'normal' working hours. It is likely that certain areas of a building could be deemed inaccessible outside of normal working hours. The PEEP needs to demonstrate that this has been adequately considered.

If a building Equality Impact Assessment (EqIA) deems that a particular area does not meet the general access/egress requirements for the person being assessed, then alternative management arrangements will need to be identified. Once these arrangements have been identified, then a new PEEP will need to be undertaken to ensure that the new location(s) is / are adequate. Additionally, the assessor should complete the form and then forward it to the person in overall control of the building to arrange for an evaluation of possible "reasonable adjustments" to the existing building to permit future access/egress.

Examples of questions to ask include

- Do you ever work alone?
- Do you have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?
- Do you have any difficulties hearing the fire alarm?
- Are you likely to experience problems independently travelling to the nearest emergency exit?
- Can you easily open exit route doors in your work vicinity and exit route?
- Do you find stairs difficult to use?
- Are you dependent on a wheelchair for mobility? if you use a wheelchair would you have problems transferring from your wheelchair without assistance?

Whilst devising a suitable plan it should be taken into consideration what the building, management and disabled/impaired person can offer to assist to enable evacuation.

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Using the below table as a guide, offers examples and highlights most appropriate PEEP form to use so that it contains suitable questions that should be asked during the discussion. It should not automatically assumed that a disabled or impaired person cannot leave the building under their own control, however they should be given information on building systems and procedures as well as asking them on their own opinions and experiences as to how to safely egress.

General Information

Please complete the following sections

Impairment / Person	Level / example	Form to complete
Cardiovascular	Angina / Coronary artery disease	HS310 PEEP – Generic
Cognitive/neurodiverse	Dyslexia / Dyspraxia / Autism	HS310 PEEP – Generic
Epilepsy	Triggers -	HS310 PEEP – Generic
Hearing	Impaired / Deaf	HS310 PEEP – Generic
Mobility	Impaired / wheelchair user Self-transfer to evac chair?	HS311 PEEP – Mobility Impaired Persons
	Temporary / Permanent	HS311 PEEP – Mobility Impaired Persons
Musculoskeletal	Such as back injuries / Osteoarthritis / Lupus	HS311 PEEP – Mobility Impaired Persons
Neurological	Multiple Sclerosis, Cerebral Palsy / Parkinsons	HS310 PEEP – Generic
Pregnancy	Months	HS310 PEEP – Generic
	Post-partum	HS310 PEEP – Generic
Pupils/ Early years		HS313 PEEP – Children and young people
Respiratory	COPD / Asthma	HS310 PEEP – Generic
Other	Please specify	HS310 PEEP – Generic
Vision How can/do you currently navigate around the building	Impaired / Blind	HS312 PEEP – Visually Impaired Persons
	Stick / Guide dog Building familiarisation	HS312 PEEP – Visually Impaired Persons

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



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Building Evacuation Planning

For Employee and Manager, please ensure you are familiar with the general emergency evacuation plan for the building that this evacuation plan is written for, and that the location of the assembly point is also known.

Ask the Building Officer or responsible person in control of the building about any features within the building that are provided to aid evacuation, such as specialist evacuation equipment, refuge areas or fire protected lifts and the communication systems in place within refuge areas, along with signage and posters to help navigate and inform. Ensure that you conduct a walkthrough of the building with the responsible person/building officer to familiarise yourself with building layout and safety features.

Evacuation considerations

Whilst planning the emergency evacuation, the route(s) should be physically travelled to identify any issues that may be encountered during the evacuation.

Please note that where evacuation may pose a risk to the individual, it will only be necessary to enact the evacuation in exceptional circumstances, when a live emergency situation has been confirmed, the evacuation to a refuge area should be carried out until this is confirmed.

Formal refuge areas are provided on the final escape route normally at the top of stairs. These areas provide a place of relative safety that is protected by fire resisting construction. There must be a means of communication in place so that the disabled person and/or their buddy can communicate with the building/fire controller for the premises.

Evacuation option considerations

Below is a guidance list of evacuation options and references these against different effects of disability or impairment. These are intended as a guide and discussion point to establish what can be offered to assist in formulating an evacuation plan.

Option 1	Use of a lift
Option 2	Meet assistance at temporary waiting space
Option 3	Meet assistance at work location
Option 4	Make own way downstairs slowly
Option 5	Use some other way of moving downstairs, i.e. not walking after main flow
Option 6	Use an evacuation chair or similar
Option 7	Carry down – 2 persons
Option 8	Carry down – 3 persons
Option 9	Carry down – 4 persons
Option 10	Travel down in own chair with support
Option 11	Cannot transfer readily from wheelchair
Option 12	Travel downstairs using handrails
Option 13	Assistance from 1 person

KCC Health and Safety Standard – Personal Emergency Evacuation Plans (PEEPs)		
15.01.25	HSS 012	HSS 012 15.01.25

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Option 14	Assistance from 2 people
Option 15	Orientation information
Option 16	Tactile map of the building
Option 17	Colour coding or contrasting on escape routes
Option 18	Step edge markings
Option 19	Needs to be shown the escape routes
Option 20	Needs assistance for the person and their dog
Option 21	Needs doors to be opened
Option 22	Large print information
Option 23	Identification of escape routes by reception or security staff
Option 24	Flashing beacons
Option 25	Buddy system
Option 26	Vibrating pagers
Option 27	Alternative communication system
Option 28	Additional checks by fire wardens
Option 29	Horizontal evacuation into another fire compartment
Option 30	Taped information

KCC Health and Safety Standard

Personal Emergency Evacuation Plans (PEEPs)



Evacuation Option	Powered wheelchair user	Wheelchair User	Other mobility impairment	Breathing / other health issues	Visually impaired Person	Hearing Impaired Person	Cognitive Disability / NeuroDiverse	Learning Disability	Mental Health Disability	Dexterity Disability
1	☐	☐	☐	☐						☐
2		☐	☐		☐				☐	
3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐			☐		
5	☐	☐	☐	☐						
6	☐	☐	☐	☐						
7	☐	☐	☐	☐						
8	☐	☐	☐	☐						
9	☐	☐	☐	☐						
10		☐								
11	☐	☐								
12	☐	☐	☐	☐	☐			☐		
13	☐	☐	☐	☐	☐			☐	☐	☐
14	☐	☐	☐	☐	☐			☐		
15					☐	☐	☐	☐	☐	
16					☐					
17					☐		☐	☐	☐	
18			☐		☐	☐	☐		☐	
19				☐	☐	☐	☐	☐		
20				☐	☐					
21										☐
22					☐		☐	☐		
23					☐	☐	☐	☐	☐	
24						☐				
25					☐	☐	☐	☐		
26	☐	☐	☐			☐				
27	☐	☐	☐		☐	☐				
28						☐	☐	☐	☐	
29	☐	☐								
30					☐		☐	☐	☐	

Please discuss with the individual the possible options for evacuation and ensure you take into consideration their preferred method of evacuation.