

# KCC Health and Safety Procedure Personal Emergency Evacuation Plan (PEEP) Forms



## Introduction

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](mailto: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/444664/9446-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

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

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## 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.

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.

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## 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

## 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

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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
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

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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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
10		<input checked="" type="checkbox"/>								
11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
15					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
16					<input checked="" type="checkbox"/>					
17					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
18			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
19				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
20				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
21										<input checked="" type="checkbox"/>
22					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
23					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
24						<input checked="" type="checkbox"/>				
25					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
26	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
27	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
28						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
30					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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

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