



## Guidelines for Creating a Personal Emergency Evacuation Plan (PEEP)

Version	Description	Date issued	Author	Reviewer
1.0	First version	21/12/2022	J. Dennis	J. Allen

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This document provides guidance for creating a Personal Emergency Evacuation Plan (PEEP) in accordance with Australian Standard 3745-2010 *Planning for emergencies in facilities*.

## What is a PEEP?

A PEEP is an agreed plan of action developed with the person with disability (permanent or temporary) to be implemented in the event of an emergency.

A PEEP is an individualised plan to provide assistance to a person with disability to allow them to self-evacuate or reach a place of safety.

The University is required to provide access and facilities for people with disability. PEEPs are recommended to be created as part of the evacuation strategy and should consider the needs of persons with disability that use the building, the building layout and the evacuation procedures.

It is not mandatory to have a PEEP and if an individual prefers not to have one in place, their wishes should be respected.

## Creating a PEEP

PEEP forms are on the [Fire and Emergency Information](#) intranet page under **Forms**.

The Injury Management and Wellbeing team works with the person with disability and the Building Warden to complete a PEEP identifying suitable emergency strategies.

If assistance with evacuation is required, the extent of such assistance should be identified in the PEEP, i.e., the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absent assistants, and training may be required.

As each building has unique characteristics, someone who spends time in multiple buildings may require a separate PEEP for each building.

A copy of the completed form is held by the Building Wardens, designated assistants and the person with disability. A copy should be held at the building Fire Indicator Panel for QFES to access. This document contains personal information and should be treated accordingly.

It is recommended to check validity of PEEPs with persons requiring assistance every 6-months and provide updates to the wardens and support personnel as required.

If a PEEP is no longer required, for example, because the person no longer works in a specific building or no longer needs a PEEP, advise the Injury Management and Wellbeing team or a Building Warden and request that the PEEP be cancelled. It is recommended to check validity of PEEPs with persons requiring assistance every 6-months and provide updates to the wardens and support personnel as required.

## Emergency Evacuation

### Temporary Refuges

A refuge is an area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit, for example, in a stairwell.

The provision of a refuge allows a staged evacuation. Occupants with disability should be accompanied in the refuge by another person. This area could be used to shelter in place until the

emergency has abated or to wait temporarily until evacuation foot traffic has subsided for safe exit to an emergency evacuation zone.

## Safe Routes

A PEEP should contain details of the escape route(s). Clear unobstructed corridors and floor layouts should be considered at the planning stage. Alternative exit routes that are not excessively long should also be identified.

It is important to ensure that security devices on doors, etc., can all be operated by the evacuating person.

**Persons with hearing disability:** Persons with hearing disability working alone may need an alternative method of being alerted to an emergency. Many alarm systems have visual indicators in the form of a flashing light.

**Persons with low vision or who are blind:** Occupants should be offered orientation training and should include alternate ways out of the building. If a person has a guide dog it is important that the dog is also given ample opportunity to learn the routes.

## Training

The effectiveness of the PEEP can be tested during the annual evacuation exercise.

The Building Evacuation Control Organisation (BECO) should review the requirement for additional training specific to individual requirements.

## For further assistance

For assistance and advice on creating a PEEP, contact the Injury Management and Wellbeing team on [handsafety@griffith.edu.au](mailto:handsafety@griffith.edu.au) or call 3735 4011.

# Considerations when completing a PEEP form

A PEEP must be developed in partnership with the person with disability and should have a degree of inbuilt flexibility to allow for exceptional circumstances.

Following is a list of things to consider when completing the PEEP form.

1. Is the person trained in Emergency Response Procedures?
  - Is the person aware of the evacuation procedures which operate in this building?
  - Does the person require written emergency evacuation procedures?
  - Do these need to be in an alternative format, e.g., written, in Braille, audiotape, large font?
2. Preferred method for receiving updates to emergency response procedures
  - Email, text, voice mail, phone call, in person
3. Preferred method for notification of emergency
  - Consider the available systems to raise the evacuation alert, e.g. fire alarm systems, light beacons, vibrating pager system, text to mobile phone, personal contact, verbal.
  - Assess whether the system of raising the alert will cause distress.
4. Type of assistance required
  - Implement a “buddy system” by nominating a designated evacuation assistant.
  - May need more time
  - If unable to use stairs, escort to safe refuge area
  - Opening doorways for egress
  - Assistance down the stairs
  - Provision of communication equipment from place of refuge to Building Chief Warden.
  - Does the person need other ways to communicate, such as drawn/written instructions or Sign Language?
  - A person may be visually alerted to the alarm but unable to hear any follow-up announcements.
  - Is special PPE required?
  - Are sudden touch or loud noises distressing?
  - Does the person need help to take medication?
  - Be aware that experiencing an emergency can be overwhelming and stress can worsen some medical conditions.
5. Equipment required for evacuation
  - If a person cannot hear the alarm, are there colleagues in the vicinity that can communicate the alert, providing they have been made aware of what to do in the event of a fire?

- Do evacuation assistants need to know Sign Language?
- Does the person use specialized equipment, such as noise-cancelling headphones?
- Assemble emergency kit items (if required) where they are easy to find and carry.
- Tag any special equipment required including instructions on how to use and/or move it during an emergency.
- Does the person have a Medical Alert Bracelet?

#### 6. Egress procedure

- Emergency services to be informed of the PEEP location and the situation on arrival.
- Lift evacuation is only to be used by the Emergency Services.
- Stairway evacuation: using stairs to reach ground level exits from the building.
- Stay in Place: unless danger is imminent, remain in a room until an evacuation assistant arrives.
- Refuge area: go to an area of refuge with an evacuation assistant, away from obvious danger.

#### 7. Designated Assistants:

- Assistants are to be trained in the specific procedure and equipment as required
- Two or more trained volunteers, if available, should be nominated.

#### 8. Diagram of exit route:

- Are visual instructions required to advise of safest route or direction and location of exits or evacuation maps?
- Have alternative means of communicating exit plans been considered?
- Clear, unobstructed corridors and floor layouts should be considered at the planning stage.
- Can security devices on doors be operated by the evacuating persons?
- As many alternative routes as possible should be indicated and the routes should not be excessively long.