

Registration PEEP Form

Emergency Evacuation Assessment

To be completed by Library staff, with the assistance of the disabled person.

Name of person:

Supporting people who are unable to hear the fire alarm:

Under normal circumstances, would you be able to hear the fire alarm?

Yes No

Would your response to the fire alarm being activated be helped by an assistant(s) (either your own or a designated UL staff member) who could provide support in the fire evacuation procedure?

Yes No

The University Library has a vibrating pager for informing people when there is a fire alarm. This system is available for anyone who needs to use it. Would you like to make use of a pager when you are in the Library?

Yes No

Any further details:

Supporting people with visual impairments:

Do you have a visual impairment that would have an impact on your leaving the building unassisted in an emergency?

Yes No

Could you find your way to exit the building by an alternative route should your normal route be unavailable?

Yes No

Would tactile signage or floor surface information be of assistance to you?

Yes No

Any further details:

Supporting people with mobility impairments:

Can you leave the building unassisted?

Yes No

If not – do you require help from an assistant (either your own or a designated UL staff member) to leave the building?

Yes No

Do you need or use a wheelchair?

Yes No

Can it be dispensed with for short periods?

Yes No

Are you able to self-transfer to an evacuation chair if required?

Yes No

Could the medical nature of your disability be aggravated by the use of an Evac-Chair?

Yes No

Any further details:

Supporting people with neurodiverse conditions

Can you leave the building unassisted?

Yes No

If not – do you require help from an assistant (either your own or a designated Library staff member) to leave the building?

Yes No

Any further details:

General information (to be completed by all)

Is there any staff training required to give you the assistance that you would need in an emergency?

Yes No

Do you permit information on this PEEP to be shared with any UL staff member that requires it/named staff members?

Yes No

Would you need to make a phone call on a mobile in an emergency?

Yes No

(If yes, in the evacuation rehearsal, please check that mobile phone signal can be obtained)

Would you like staff to arrange for you to hear a clip of the emergency evacuation alarm?

[insert alarm recording here]

Are there any other things you would wish to highlight or solutions / measures that might assist you?

Designated assistance

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

Name:

Department:

Working Location:

Name:

Department:

Working Location:

Name:

Department:

Working Location:

Rehearsal

A physical check/rehearsal of the evacuation should be carried out to ensure that the arrangements are appropriate. Things that should be checked may include the location of Evac chairs; mobile phone signal; physical features of the building that may pose unforeseen barriers to evacuation; that vibrating pagers are charged and staff and reader know how they operate; that the reader is introduced to any staff member(s) assigned through the PEEP to assist with their evacuation. The PEEP should only be finalised when it is confirmed that satisfactory arrangements are in place.

Assessment carried out by staff member (full name):

Assessment agreed to by reader (full name):

Date:

Expected end date of PEEP (if condition temporary)/date of PEEP review (reviewing annually):

Method of Evacuation (to be recorded during rehearsal)

Evacuation procedure (include a step by step account of actions beginning from the first alarm).

Methods of assistance required (e.g. transfer procedures, methods of guidance, etc.)

Equipment required (e.g. evac-chairs, vibrating pager)

Safe route(s) (Attach plan if appropriate)

Distribution

Copies of the PEEP should be distributed, as relevant, to each of the people listed on the PEEP form. Please bear in mind that this information is covered by the General Data Protection Regulation. The information should not be shared any more widely than is necessary.