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## **Background**

### Aim

The aim of a Personal Emergency Evacuation Plan, (PEEP) is to provide people who cannot get themselves out of a British Council occupied building, (part or wholly occupied by BC) unaided, with the necessary information to be able to manage their escape to a place of safety, and to give departments the necessary information, to ensure that the correct level of assistance is always available.

### Responsibilities

It is the responsibility of Area Emergency Officer to talk to disabled staff or students to identify whether they require any assistance in the event of an emergency. If a member of staff or a visitor requires assistance, the Emergency Egress Questionnaire should be completed (see page 4). The disabled person, with appropriate support from the Emergency Officer, should complete this.

### Writing the PEEP

From the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) should be developed. Advice and support for writing the PEEP is available from Facilities Management within the UK or for overseas from the local Office Manager.

Given the unique characteristics of buildings, and the need for a PEEP to take account of the buildings capabilities, disabled persons who regularly use different buildings, may have to have a separate PEEP for each building.

If assistance with escape 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. The area Emergency Officer needs to ensure that there is cover for absences, and assistants who may require training.

## **Evacuation in an Emergency**

### Assisting 'wheelchair users & persons with restricted mobility' down stairs

Where persons with restricted mobility are located above the ground floor there are a number of considerations. In all the following cases Facilities Management or your local Office Manager will be able to give more advice with identifying Refuges and Evacuation Lifts.

- a) Temporary Refuges -  
A refuge is a designated temporary safe space where persons with restricted mobility can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

Refuges should only be defined after consultation with Facilities Management/ Local Office Manager and the Fire Safety Manager, as the requirements for fire separation and structure are very specific.

- b) Lifts -  
Most lifts cannot be used in an emergency. Any lift use for the evacuation of disabled people should be either a “fire-fighting lift” or an “evacuation lift.” Estates will be able to tell you if and in what circumstances a lift may be used in the event of a fire. If you believe that there is a suitable lift then Facilities Management / Local Office Manager will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.
- c) Safe Routes -  
A PEEP should contain details of the escape route(s) the person or persons with restricted mobility are expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons.

It is also necessary to ensure that there are (as much as possible) alternative routes and that the routes are not excessively long.

### Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues, students or visitors, will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used. If additional equipment is required then please consult with Facilities Management or your Local Office Manager.

### Blind and Partially Sighted persons

Both staff, students or visitors should be offered orientation training and, where applicable. This must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

### Training

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff, students, visitors
- Specific training for Fire Wardens/Marshals or Emergency Officers
- Specific training in the use of Fire Extinguishers etc.

Further advice is available in the first instance from Facilities Management/ Local Office Manager or the British Council Fire Safety Manager.

## EMERGENCY EGRESS QUESTIONNAIRE FOR DISABLED PERSON

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan. Please provide as much information to enable British Council to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Area Emergency Officer for assistance in finding suitable solutions.

### 1. Why you should fill in the form

The British Council has a Duty of Care responsibility to protect you from fire risks and ensure your health and safety at work. The PEEP will be developed based on the information you provide.

### 2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need.

Name

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Job Title

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Department

Brief Description of Duties

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## LOCATION

**1. Where are you based for most of the time?**

Please name: the building, the floor and the room number.

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**2. Do you routinely use more than one location in this building?**

YES ☐

NO ☐

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

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## AWARENESS OF EMERGENCY EVACUATION PROCEDURES

**3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?**

YES ☐

NO ☐

**4. Do you require written emergency evacuation procedures?**

YES ☐

NO ☐

4a Do you require written emergency procedures to be supported by BSL interpretation?

YES ☐

NO ☐

4b Do you require the emergency evacuation procedures to be in Braille?

YES ☐

NO ☐

4c Do you require the emergency evacuation procedure to be on tape?

YES ☐

NO ☐

4d Do you require the emergency evacuation procedures to be in large print?

YES ☐

NO ☐

5. Are the signs which mark emergency routes and exits clear enough?

YES ☐

NO ☐

### EMERGENCY ALARM

6. Can you hear the fire alarm(s) in your place(s) or work?

YES ☐

NO ☐

DON'T KNOW ☐

7. Could you raise the alarm if you discovered a fire?

YES ☐

NO ☐

DON'T KNOW ☐

### ASSISTANCE

8. Do you need assistance to get out of your place of work in an emergency?

YES ☐

NO ☐

DON'T KNOW ☐

If **NO** please go to Question 12

9. Is anyone designated to assist you to get out in an emergency?

YES ☐

NO ☐

DON'T KNOW ☐

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

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10. Is the arrangement with your assistant(s) a formal arrangement?

(A formal arrangement is an arrangement specified for them by the Line Manager or written into their job description or by some other procedure.)

YES ☐

NO ☐

DON'T KNOW ☐

10a Are you always in easy contact with those designated to help you?

YES ☐

NO ☐

DON'T KNOW ☐

11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES ☐

NO ☐

DON'T KNOW ☐

## GETTING OUT

12. Can you move quickly in the event of an emergency?

YES ☐ NO ☐ DON'T KNOW ☐

13. Do you find stairs difficult to use?

YES ☐ NO ☐ DON'T KNOW ☐

14. Are you a wheelchair user?

YES ☐ NO ☐

15. Are you or who is 1<sup>st</sup> aid trained?

YES ☐ NO ☐

16. Are you aware of the building's emergency procedures (fire, accident, child protection, maintenance)?

YES ☐ NO ☐

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return the completed form to:

**Facilities team solutions@foris-scientia.com**

Facilities Management or your Local Office Manager

**To be completed by Facilities Management or Local Office Manager.**

(May require to develop more than one plan for more than one building)

## PERSONAL EMERGENCY EVACUATION PLAN FOR

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Building \_\_\_\_\_  
Floor \_\_\_\_\_  
Room Number \_\_\_\_\_

## AWARENESS OF PROCEDURE

The disabled person is informed of a fire evacuation by:

Existing alarm system ☐  
Pager device ☐  
Visual alarm system ☐  
Other (please specify) ☐ \_\_\_\_\_

**DESIGNATED ASSISTANCE:**

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

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

**METHODS OF ASSISTANCE:**

(eg: Transfer procedures, methods of guidance, etc.)

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**EQUIPMENT PROVIDED** (including means of communication):

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**EVACUATION PROCEDURE:**

(A step by step account beginning from the first alarm)

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**SAFE ROUTE(S):**

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**If you require further advice or information on this document or its contents,  
please contact us: [solutions@foris-scientia.com](mailto:solutions@foris-scientia.com)**