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# Staff Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan (PEEP) is used to document how people will be evacuated when they have difficulty responding to a fire alarm or escaping from a building unaided, in the event of an emergency.

PEEPs are particularly relevant for staff with mobility and/or sensory impairments (visual/hearing). Additionally, depending on the nature of the disability/medical condition, in some circumstances it might be relevant to create a PEEP for staff with other disabilities. For example, PTSD or a Neurodivergent condition where an alarm could be triggering, distressing or disorientating.

Once a Line Manager has completed a Personal Emergency Evacuation Plan (PEEP) with a member of staff, it will be shared with them via Office 365, where it can be accessed and reviewed as required. Staff can view the University’s privacy notice to understand how data is processed via this link: [Staff Privacy Notice](https://www.hud.ac.uk/media/universityofhuddersfield/vcoconfidentialdocuments/referenceinformation/StaffPrivacyNotice.pdf%20)

Should Line Managers require guidance from the Office of Health and Safety, they can be contacted directly via email hands@hud.ac.uk

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| **Personal Details** |
| Name |  |
| Job Title |  |
| School/Service |  |
| Date PEEP completed |  |
| Brief outline of the impact of the disability/disabilities on evacuation |  |

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| **Locations Used on a Regular Basis****Please ensure you look at the** [**Building Plans**](https://students.hud.ac.uk/help/disability/accessibility/buildingplans/) **for each location to familiarise yourself with exits and refuge areas.**  |
| Barbara Hepworth  | Y/N | Lockside | Y/N |
| Bronte Lecture Theatres | Y/N | Oastler Building | Y/N |
| Charles Sikes Building | Y/N | Percy Shaw House | Y/N |
| Cockroft Building | Y/N | Ramsden Building | Y/N |
| Harold Wilson Building | Y/N | Richard Steinitz Building | Y/N |
| Haslett Building | Y/N | Schwann Building | Y/N |
| Jo Cox More in Common Centre | Y/N | Spark Jones Building | Y/N |
| Joseph Priestly Buildings | Y/N | St. Paul’s Hall | Y/N |
| Journalism and Media | Y/N | Student Central | Y/N |
| Laura Annie Willson Building | Y/N | Daphne Steele Building | Y/N |
| Other: | Y/N |

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| **Awareness of Emergency Evacuation Alerts****Please tick any of the following which help you to identify when an evacuation is taking place and how to evacuate:** |
| Emergency evacuation sounder alert |[ ]
| Emergency evacuation visual alert  |[ ]
| Phone app alert |[ ]
| Movement and evacuation of people around me |[ ]
| Use of evacuation signage |[ ]
| Other, please specify:  |[ ]

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| **Evacuation Process** **Please write a step-by-step account of the evacuation procedure, from the alarm first sounding, how you will evacuate a building, whether you need to use facilities such as a refuge area, and any other assistance you may require?** |
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| **Additional Requirements to Support Evacuation****Please tick any of the following that are identified as a requirement to assist you with an evacuation to confirm that an explanation of each has been given.**  |
| Phone app alert |[ ]
| Assistance from a sighted guide |[ ]
| Use of the refuge area as a resting point/stopping off point |[ ]
| Use of the refuge areas until assistance arrives |[ ]
| Evacuation chair |[ ]
| Mobility assistance from another person |[ ]
| Other, please specify: Click or tap here to enter text. |[ ]

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| **Confirmation of PEEP** |
| Name of Line Manager completing the PEEP |  |
| Line Manager signature |  |
| Date PEEP completed |  |
| Member of Staff requesting the PEEPSignature (By signing, I confirm I understand the plan and will review the Building Plans for the spaces I use on campus). |  |