

## Residential Services - Procedure for issuing a Personal Emergency Evacuation Plan (PEEP)

### The aim of the PEEP is to ensure students living in University Residences who may need additional assistance in evacuating the premises in an emergency can do so safely. It also covers action to be taken if evacuation is not possible. The plan also provides University staff and Emergency Services with information to ensure that the correct level of assistance is available.

### Scope

### A PEEP should cover any student who is deemed to require a plan following notification from the Disability Office, or the student themselves. The PEEP will take into account the student’s circumstances and be specific to the residence they live in and will be relevant only to their accommodation and not to any other areas of the university.

### A PEEP is issued in the following circumstances:-

* Notification from the Disability Office that one is required
* Student completes questionnaire on applying for Accommodation confirming that a PEEP is required
* Residential Services is notified that a student has had an accident/injury which restricts their mobility

### Responsibility

### The PEEP is drawn up by the Allocation Manager following consultation with Residence Operations team and Estates Security staff who will be co-ordinating the emergency response. Once this is agreed a copy is sent to the student for their agreement and a copy held on KX and in the file in Preseli reception.

### Applicable to:

Students or other authorised tenants living in University Residences

### Definitions / Descriptions

PEEP – Personal Emergency Evacuation Plan

Authorised tenant – can include Language course students and academic visitors

### Related Documentation

PEEP

PEEP Questionnaire

PEEP sign off sheet

Residences disability file

Protocol for students with Mobility difficulties

### Distribution

Student

Hall Manager

Security team

Central Office files