

## **Rayleigh Grange u3a**

### **Personal Emergency Evacuation Plan (PEEP) Statement**

#### **What is the purpose of a PEEP?**

The purpose of a PEEP is to ensure that **ALL** people can evacuate the building safely and promptly in the event of an emergency, regardless of their level of mobility or other impairments.

#### **Who is responsible for completing a PEEP?**

**It will be the responsibility of individual members to identify whether they require additional support during an emergency evacuation. This includes making group leaders and leaders of events or trips aware if they have a PEEP or have specific needs in relation to evacuation from a venue or event. Leaders will endeavour to meet these needs if possible and practical to do so. Where this cannot be done leaders will advise the member and discuss their options.**

**All members will be asked to consider whether they need a PEEP, either permanent or temporary and asked to inform a member of the committee.**

**Initially this will be by email to all members informing them of the Emergency Evacuation Procedure.**

**Subsequently new members will be asked on application to join RGu3a via the application form**

There are two main types of PEEPs:

#### **Permanent PEEPs**

- These are created for individuals who have a permanent disability or impairment that affects their ability to evacuate a building unaided.
- Common examples of disabilities or impairments that may require a permanent PEEP include:
  - Mobility impairments e.g. unable to use stairs, slow or difficulty walking, distance limited, and may impede the escape of others.
  - Sight impairments e.g. identification of exit routes or obstructions, reading signage, particularly emergency action notices.
  - Dexterity or strength e.g. opening doors, particularly self-closers, operating door handles, snibs, panic bars, lift controls etc.
  - Hearing impairments e.g. awareness of alarm sounds, ability to hear verbal instructions/warnings.
  - Cognitive impairments e.g. awareness of alarm systems – bells, sirens, voice alarms, ability to act as directed, ability to interpret signs/instructions/warnings, unable to read, neurodiverse or mental health conditions.

#### **Temporary PEEPs**

- These are created for individuals who have a temporary disability or impairment that affects their ability to evacuate the building unaided.
- Common examples of temporary disabilities or impairments include:
  - Short-term injuries such as a broken leg.
  - Temporary medical conditions, such as a recent surgery or illness.
  - Pregnancy, particularly in the later stages when mobility may be affected.

Temporary PEEPs (Personal Emergency Evacuation Plans) are designed to be reviewed and updated as the person's condition improves or changes.

### **What should a PEEP contain?**

The contents of a PEEP will depend heavily on the needs of the individual and the building in which they use. The main details to consider when creating a PEEP include:

- The individual, including things such as what their impairment is, whether they need a permanent or temporary plan, and how they can be helped.
- How they will get to a place of safety, such as the building assembly point, and whether they understand where their escape routes (evacuation routes) are. Have all escape routes been cleared of potential hazards for when an impaired person leaves the building?
- Will any devices/equipment/procedures be needed in order to help them in an emergency situation e.g. a wheelchair being made available?
- Does the person in question have the ability to evacuate by themselves, or will assistance be needed in an emergency situation where they cannot leave the building unaided?
- Does the person agree with the plan, and have they been involved in the creation of the plan?
- Has the plan been properly communicated to all involved with the plan, including those who will be assisting in the evacuation procedures?

Statement agreed    March 2026

Signed *Edward Byford*

Committee role: Chairman

Review date    March 2028