

Guidance

G3181

Personal Emergency Evacuation Plan

Applies to all TfL

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Contents

1	Purpose.....	2
2	Scope	2
3	Guidance.....	2
3.1	Introduction	2
3.2	Personal Emergency Evacuation Plans (PEEPs).....	2
3.3	Evacuation Methods.....	3
3.4	Evacuation of Employees with mobility or other impairments.....	4
3.5	Evacuation of visitors with mobility or other conditions	5
3.6	Staff information, instruction and training	5
3.7	Review	5
4	Person accountable for this document	5
5	Definitions.....	5
6	Document History	7

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Page 1 of 7

1 Purpose

This purpose of this guidance is to provide advice on the completion of personal emergency evacuation plans (PEEPs) for TfL employees and others with mobility and other impairments that impact their ability to safely evacuate a building in an emergency (see section 5).

The guidance can be used to aid the completion of forms F5426 and F5427.

2 Scope

This guidance applies to non-operational TfL owned or managed premises (see section 5).

3 Guidance

3.1 Introduction

TfL has a legal duty under the Regulatory Reform (Fire Safety) Order 2005 as an employer and provider of services to the public, to take responsibility for all people, including people with mobility or other impairments evacuating its buildings safely.

TfL must therefore identify the needs of people with mobility or other impairments and where necessary make proper arrangements for their assistance in the event of an emergency evacuation. These arrangements may involve the development of personal emergency evacuation plans (PEEPs) for TfL staff and others with mobility or other impairments (see section 5).

This guidance document outlines the minimum standards that should be met in regard to the completion of PEEPs for the evacuation of TfL staff and others with mobility or other impairments.

3.2 Personal Emergency Evacuation Plans (PEEPs)

The purpose of a PEEP is firstly to secure the safety of an individual, with known mobility or other impairments in the event of a building evacuation. The PEEP will also record the safety plan e.g. routes, corridors, stairs or refuges etc, identify those persons who will assist carrying out the evacuation and training or practice needs.

The construction of the PEEP will be undertaken by the Employing Manager in consultation with the Building Manager and others if necessary such as the TfL Facilities Operations Safety team.

The plan must be a tailor made to meet the requirements of the individual (PEEP Owner) and where applicable the person(s) that may be required to assist with the evacuation of the disabled person (buddy/buddies).

The PEEP is a personal plan and so must be drawn up in consultation and with the active participation of the PEEP owner.



A copy of the PEEP should be kept by the PEEP Owner, at the location where they normally work.

All personnel expected to aid the evacuation of PEEP Owners, such as buddies or fire-wardens, should receive a copy of the relevant PEEP.

3.3 Evacuation Methods

To ensure a suitable level of relevant awareness and competence, personnel assigned tasks in a PEEP must be trained to the Fire Warden standard, although they will not be required to perform fire warden duties unless they have volunteered to do so.

TfL staff with mobility or other impairments (see section 5) must be made aware of the arrangements for notification and management of emergency situations and when they are implemented.

Personnel with mobility or other impairments (see section 5) should always be able to make their way safely out of the building or at least to a place of safety with the assistance of an appointed buddy if necessary.

The evacuation of personnel with mobility or other impairments (see section 5) such as wheelchair users and women in the advanced stages of pregnancy may require one or a combination of the following two approaches:

3.3.1 Horizontal evacuation

Depending on the existence of fire resisting construction to provide protected areas or 'compartments', which may include corridors, lobbies or stairways. Evacuees move away from the area of the fire into other fire resistant compartments so that there is always a physical barrier between them and the fire. This type of escape provides additional time for personnel with mobility or other conditions to evacuate, and they may not have to leave the building at all if the fire situation is resolved quickly. Where deemed appropriate through a risk assessment and subsequent PEEP the use of fire refuges will be employed.

3.3.2 Vertical evacuation

Where available a fire evacuation lift should be the primary means of vertical evacuation. In the absence of a fire evacuation lift, personnel with mobility or other impairments will inevitably require assistance to vertically evacuate a building; however, how the assistance is provided will depend upon the PEEP and/or the circumstances pertaining at that time. This may consist of a buddy, fire warden, other members of staff, the fire service or a combination of any of the proceeding parties. Dependant on the individual PEEP, mechanical assistance such as evacuation chairs may be provided.