**Personal Emergency Evacuation Plan**

Any permanent members of staff/tenants and regular freelancers who require additional assistance to evacuate a building should have a Personal Emergency Evacuation Plan (PEEP) put in place. The information on this PEEP will be used to plan the safe evacuation of the named individual in case of emergency. The information will also be used for monitoring purposes to ensure that BBC Studioworks has adequate emergency plans.

**Manager Actions:**

* Determine if any of your staff might need assistance to get out of their workplace building in an emergency
* Complete the PEEP form below and use the information derived to complete the form.
* You will need to do a separate plan for each building the person works in and will also need to provide a copy to the relevant Facilities Manager.
* Make sure everyone understands what they need to do.
* Review and authorise the plan with Facilities Management.
* Review and authorise the plan with the individual for whom the plan is required
* If you’ve said that the disabled person doesn’t need assistance, the form will be retained to provide confirmation that you’ve assessed their needs.
* If the individual leaves their BBC Studioworks for another BBC division, it is the line manager’s responsibility to pass this PEEP to the new manager for revision.
* If they leave BBC Studioworks, make the Facilities Manger aware.
* Send the completed form to BBC Studioworks HR by email for recording and final sign off.
* Review the form annually or if anything changes.

Where a visitor comes to site who requires additional assistance to evacuate the building, their host must inform reception/facilities team in advance (where possible) and complete the PEEP form (below). The host (or nominated deputy) is responsible for overseeing the safe evacuation of their visitor. In the event of an emergency, where the visitor is not on a floor or location that has level access to leave the building and they require assistance to evacuate, they must take them to the nearest disabled refuge point and, where available, show them the communication button or use an evacuation chair (if trained to do so). As the nominated host evacuates the building, if their visitor remains at a disabled refuge point they must inform the Incident Controller at Main Gate/Reception or Security Officer/Fire Warden at the Assembly Point exactly where the person who needs assistance is located and what level of assistance they require, for example, if they are in a wheelchair.

All fire wardens can also assist visitors with additional mobility requirements and take them to a disabled refuge point and instruct them how to use the call button (where available). Fire wardens will then inform the Incident Controller/Emergency services if anyone remains in the building at a disabled refuge point or other location. Hosts should make themselves aware whether the building has a firefighting lift. If firefighting lifts are not available, an evacuation chair trained person can assist people with additional mobility requirements to evacuate where it is safe to do so.

Any visiting guests/production staff who have additional mobility requirements must have a specific assessment and PEEP procedure detailed as part of individual Studio Production risk assessments and submit them to BBC Studioworks.

**Personal Emergency Evacuation Plan (PEEP) Form:**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forename(s):** |  |
| **Company:** |  |
| **Staff No (if BBC):** |  |
| **Tel No:** |  |
| **Email No:** |  |
| **Job Role:** |  |
| **Department:** |  |

|  |  |
| --- | --- |
| **Site/Building:** |  |
| **All areas requiring access:** |  |
| **Expiry Date:** |  |

|  |  |
| --- | --- |
| **Sign off – Staff Member:** |  |
| **Sign off – Line Manager:** |  |
| **Sign off – Facilities Manager:** |  |
| **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | **Can the person leave the building safely and reach the fire assembly point unaided, in a timely manner**  **If yes, continue to question 2**  **If no, complete sign off section of form** | | | |
| YES  NO | | | |
| **2.** | **Considering; mobility, hearing and vision, why might the person not be able to get out of the building unaided?** | | | |
|  | | | |
| **3.** | **If they are not aware of emergency alarms, how will they know there is a problem?** | | | |
|  | | | |
| **4.** | **Does the person use a wheelchair and if so is it electric or manual?** | | | |
|  | | | |
| **5.** | **Describe how the individual will get to the designated fire assembly point, listing below those involved and note of how they will do this. Such as using an evacuation chair or operating the evacuation lift:** | | | |
| g | | | |
| **6.** | **Name the people who will assist the individual with accessing the site/area and in an emergency evacuation and their role:** | | | |
| **Name:** |  | **Tel. No.** |  |
| **Role:** |  | | |
| **Name:** |  | **Tel. No.** |  |
| **Role:** |  | | |
| **Name:** |  | **Tel No.** |  |
| **Role:** |  | | |
| **Name:** |  | **Tel No.** |  |
| **Role:** |  | | |
| **7.** | **Please list any outstanding issues to resolve:** | | | |
|  | | | |

## **DATA PROTECTION NOTICE**

*Personal information collected for the PEEP process will be used to fulfil BBC Studioworks obligations under Health and Safety policy and legislation. It will be retained after completion until an employee leaves BBC Studioworks, or 6 months for a visitor. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared. Individuals have the right to confirm that any information held about them is correct.*

|  |  |  |  |
| --- | --- | --- | --- |
| **PEEP Planning Checklist** | | **Yes** | **No** |
| **1** | **Has the individual who this plan refers to been properly identified including contact details, position held and host division?** |  |  |
| **2** | **Does the plan identify where the person works including building, floor level and room number?** |  |  |
| **3** | **Has it been identified the reason(s) why the person may not be able to make their own escape without assistance and what assistance is needed?** |  |  |
| **4** | **In describing how the plan will allow the person to reach a place of safety, have you described in detail how the assistance will be given from each part of the route to the assembly point outside of the building?** |  |  |
| **5** | **Regarding those persons nominated to assist, do they know what to do and is training being provided in the use of any equipment identified in the plan?** |  |  |
| **6** | **Have you identified any other issues that may need to be resolved to make the plan work?** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PEEP Reviews** | | | | |
| **1** | **Date** |  | **Comments** |  |
| **2** | **Date** |  | **Comments** |  |
| **3** | **Date** |  | **Comments** |  |