

<b>HEALTH AND SAFETY MANAGEMENT SYSTEM FORMS</b>		Form	F010
 1872 PRIFYSGOL <b>ABERYSTWYTH</b> UNIVERSITY	<b>Personal Emergency  Evacuation Plan  Questionnaire &amp; (PEEP) Form</b>	Issue	1
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**Evacuation Questionnaire**

**1. WHY YOU SHOULD FILL IN THE FORM**

The University has a legal responsibility to protect you from fire risks and ensure your health and safety whilst on the premises. To do this properly we need to know:

- ◆ if you require information about our emergency egress procedures; and
- ◆ if you need assistance during an emergency.

It should not take you more than a few minutes to complete the form.

**2. WHAT WILL HAPPEN WHEN YOU HAVE COMPLETED THE FORM?** We will be able to provide you with any information you need about the emergency egress procedures in the building(s) in which you work/reside.

If you need assistance, we will be able to work out a “Personal Emergency Egress Plan” for you. To do this we will discuss the best ways of getting you out quickly and comfortable. We will involve you, and the person(s) in charge of building(s) in which you work/reside.

NAME: .....

JOB/STUDY TITLE: .....

DEPARTMENT: .....

BRIEF DESCRIPTION OF DUTIES/COURSE: .....

.....

.....

**LOCATION**

1. Where are you based for most of the time? Please name: the building, the floor and the room number

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2. Will your job/study take you to more than one location in the building in which you are based?

YES  NO

3. Will your job/study take you to different buildings?

YES  NO

**AWARENESS OF EMERGENCY EGRESS PROCEDURES**

4. Are you aware of the emergency egress procedures which operate in the building(s) in which you work/study/reside.

YES  NO

5. Do you require written emergency egress procedures?

YES  NO

a. Do you require written emergency egress procedures to be supported by BS interpretation?

YES  NO

b. Do you require the emergency egress procedures to be in Braille?

YES  NO

c. Do you require the emergency egress procedures to be in audio format?

YES  NO

d. Do you require the emergency egress procedures to be in large print?

YES  NO

6. Are the signs which mark the emergency exists and the routes to the fire exits clear enough?

YES  NO

**EMERGENCY ALARM**

7. Can you hear the fire alarm(s) provided in your place(s) of work/study/residence?

YES  NO  DON'T KNOW

8. Could you raise the alarm if you discovered a fire?

YES  NO  DON'T KNOW

**ASSISTANCE**

9. Do you need assistance to get out of your place of work in an emergency?

YES  NO  DON'T KNOW

**IF NO, PLEASE GO TO QUESTION 13**

10. Is anyone designated to assist you to get out in an emergency?

YES  NO  DON'T KNOW

11. Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description) (staff) written procedure for student assistants.

YES  NO  DON'T KNOW

12. Are you always in easy contact with those designated to help you?

YES  NO  DON'T KNOW

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**GETTING OUT**

13. Can you move quickly in the event of an emergency?

YES

NO

DON'T KNOW

14. Do you find stairs difficult to use?

YES

NO

DON'T KNOW

15. Are you a wheelchair user?

YES

NO

**Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.**

**Please return the complete form to your Departmental Disability Officer.**

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**PERSONAL EMERGENCY EVACUATION PLAN**

**(to be agreed with person with disability)**

**NAME:**

**LOCATION:**

**FLOOR:**

**ROOM NUMBER:**

**AWARENESS OF PROCEDURE**

I have received the emergency evacuation procedure:

In Braille  Audible device  in BSL in Print

in Large Print  BSL

**ALARM SYSTEM**

Method of giving warning in the event of fire

Existing fire alarm system  Pager device

Visual fire alarm device  Other (please specify)

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**DESIGNATED ASSISTANCE:** (The following people have been designated to give assistance when I need to get out of the building in an emergency).

- 1.
- 2.
- 3.

**METHODS OF ASSISTANCE:** (eg: buddy system, transfer procedures, methods of guidance etc.)

**EQUIPMENT PROVIDED**

**EGRESS PROCEDURE:** (a step by step account beginning from the first alarm).

**SAFE ROUTE(S):** (Please provide a diagram where necessary).

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### Example of evacuation procedure

This is a step-by-step account of what will happen during the escape.

- John and Gale will meet me at my desk.
- Reserve volunteers are Maria and Mike
- They will help me by taking hold of one arm each side.
- We will walk to the nearest escape route and wait in the space at the head of the stairs for other people to escape.
- When it is safe to do so, we will move slowly down the stairs.
- The fire warden will advise the Fire and Rescue Service which route we took.