

# Emergency Evacuation of People with Disabilities Procedure

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## EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES PROCEDURE

### Introduction

The University of the West of Scotland (UWS) is resolutely committed to the safety and well-being of every member of our community during emergencies, including fire or other necessary evacuations. This commitment is not merely a statement of intent, but a fundamental principle grounded in the Equality Act 2010, which mandates that we proactively make reasonable adjustments to ensure equal access and opportunity for disabled people. This introductory statement unequivocally affirms our dedication to providing safe, dignified, and equitable emergency egress for *all* building users – staff, students, and visitors – regardless of disability.

At UWS, we recognise that disability is a multifaceted and diverse experience, encompassing a wide spectrum of impairments, including physical, sensory, cognitive, and temporary impairments. This procedure applies universally to all individuals who may require assistance during an evacuation, including, but not limited to, those who are non-ambulant, use mobility aids, have visual or hearing impairments, experience cognitive differences, or have temporary injuries or medical conditions.

We understand that accessible building design alone is insufficient. True inclusion and equitable safety require that we proactively plan for safe *egress* during emergencies. This introductory statement establishes the overarching principles and framework that guide our approach to achieving this crucial goal, placing particular emphasis on the central role of Personal Emergency Evacuation Plans (PEEPs).

### Personal Emergency Evacuation Plans (PEEPs)

A Personal Emergency Evacuation Plan (PEEP) is a crucial, individualised document designed to ensure the safe and efficient evacuation of individuals who may require assistance during an emergency. PEEPs provide essential information to both the individual and the University, enabling appropriate and timely support.

### Purpose of a PEEP

The aim of a Personal Emergency Evacuation Plan (PEEP), appendix 2, is to provide people who may have a physical, visual, hearing or cognitive impairment with the necessary information to manage their escape safely, and to further provide Schools and Departments with relevant information thereby ensuring that the correct level of assistance is available.

The PEEP empowers individuals with disabilities, including those with temporary or hidden impairments, with the knowledge and resources they need to safely evacuate a building.

It also equips Schools and Departments with the necessary information to provide the correct level of assistance during an emergency, minimising risk and maximising safety.

### Referral

Where it is considered that a person may require a PEEP, they will be referred to the University Fire Officer as detailed below.

**Staff members** who have a disability that makes it difficult for them to evacuate without assistance will be referred to the University Fire Officer by People and Wellbeing, (P&W) Deans, Head of School / Department or Programme Leaders.

**Students**, who have a disability that makes it difficult for them to evacuate without assistance, and who have registered with Disability Services, will be referred to the University Fire Officer by Disability Support Advisors.

**Self-Referral:** Staff or students may also refer themselves directly to the University Fire Safety Officer. On receiving a referral, the University Fire Officer will arrange to meet with the student or staff member as soon as reasonably practicable, and where required, agree a Personal Emergency Evacuation Plan that is specific to them and the campus that they attend.

**Individuals who have not declared a disability.** There is no legal requirement for a person to disclose information about a disability to the University. If a disability is apparent, but has not been formally disclosed, the line manager (for staff), School (for students) or event organiser should discuss with the individual their evacuation needs and follow the appropriate PEEP process as outlined.

**Individuals who have disclosed a disability but are not engaging with PEEP process.** The University has a responsibility to provide a PEEP to individuals using University buildings, who have disclosed a relevant disability, to ensure they are aware of the evacuation procedures in event of a fire alarm. If an individual has disclosed a disability every effort should be made by their School/department, Disability Support Advisor, to encourage them to engage with the PEEP process.

### **Temporary PEEPs**

Staff members and Students who require a PEEP due to a temporary injury / disability, will be referred to the University Fire Officer by their Dean, Head of School / Department or Programme Leader. On receiving a referral, the University Fire Officer will arrange to meet with the student or staff member as soon as reasonably practicable, and where required, agree a Personal Emergency Evacuation Plan that is specific to them and the campus that they attend.

### **Guests & visitors to the University.**

When Schools or Departments invite guests or visitors to the University, relevant information should be requested from all guests/visitors, in advance of the date of visit, regarding any disability or impairment which is likely to impact on their ability to evacuate safely. The host can provide their guests with advice prior to them attending the event. UWS also has a GEEP, a Generic Emergency Evacuation Plan. The GEEP details how UWS staff will assist individuals who require assistance in evacuating, utilising a dynamic risk assessment approach.

### **Procedure to be adopted by Disabled Person**

This procedure is incorporated into the campus specific Assisted Evacuation Procedure leaflets, which are available in the General Documents section of the Resilience & Safety page on the UWS Staff Website. The Fire Safety Officer will explain the campus specific procedure to individual staff members and students, when the Personal Emergency Evacuation Procedure is agreed.

**Procedure to be adopted by Response Teams**

This procedure is incorporated into the campus specific Assisted Evacuation Procedure leaflets which are available in the General Documents section of the Resilience & Safety page on the UWS Staff Website. Staff involved in response team duties will be provided training in fire safety, management of equipment, like evacuation chairs and manual handling techniques involved human loads. Suitable refresher training should be provided on an annual basis. The currency of the training lasts 3 years and training refreshers available each quarter.

Response Teams Personal assistance to evacuate a building will be provided by the Fire Safety Officer. Security, and reception staff have access to the daily register which details what operatives are on Campus and available if required.

**Evacuation Chairs (Evac-Chairs)**

Evac-Chairs are provided in all buildings where access to upper floors is provided by means of passenger lifts. They are designed to help people with impaired mobility move up or down a staircase in an emergency. The use of the Evacuation Chair may involve manual handling where the disabled person cannot transfer to the Evac chair without assistance. Transfer from a wheelchair to an Evac chair shall only be carried out where it has been agreed with the individual and recorded within their PEEP.

**Evac Chair Location**

Evac Chairs are located within the dedicated refuge spaces, within the building's protected stair enclosures.

**Disabled Refuge / Temporary Waiting Space.**

A disabled refuge / temporary waiting space is a relatively safe temporary waiting area, located within a building to aid the evacuation of all people as safely as possible. These areas are normally located within the building's protected stair enclosures, and are afforded protection from a potential fire by suitable fire-resisting construction.

**Emergency Voice Communications**

All disabled refuge spaces are provided with Emergency Voice Communications systems that allow two-way "Hands Free" communication between the person requiring assistance, and the person (or persons) operating the 'control panel'. They are specifically designed for use in an emergency when the evacuation of a building is required – such as during a fire.

**Hearing Impaired**

Hearing impaired and deaf people need to know that there is an evacuation in progress. Where only an audible fire alarm system is present, they may not be able to hear the alarm.

**Flashing Beacons**

Flashing beacons have been installed throughout UWS premises, including toilet areas. These will ensure that any persons with a hearing impairment are given a visual warning whenever a fire evacuation is in progress.

**Scope Paging System**

A Scope Paging system is installed across UWS premises. On activation of the fire alarm within buildings, the system sends an alert signal to compatible radio-pagers. Staff and students with a hearing impairment can be issued with a pager where requested.

**General Evacuation Procedures**

Evacuation procedures should be based on the following principles: -

Upon hearing the fire alarm, the disabled person shall proceed to the nearest refuge point / temporary waiting space and remain there as planned until required to evacuate.

Using the emergency communications provided, they should make their presence known to staff at the security desk and request assistance.

Arrangements will then be made for the response team to attend their location. They should remain at their location and await the arrival of the response team. At all times, information can be provided to the refuge point via the communications provided, to give reassurance to the persons awaiting assistance.

Upon arrival, the response team will assist as necessary. They will not automatically place a disabled person into an evac chair. Assisted evacuation of disabled persons using an Evacuation Chair will be undertaken only when necessary and only by persons trained in the safe use of the Evac chair.

In most cases, the fire alarm will have been activated accidentally, and there may be no immediate requirement for disabled persons to leave the relative safety of the refuge area.

Supplementary leaflets specific to all UWS campuses are available in the General Documents section of the [Health and Safety](#) page on the staff website.

Should you require any further information or advice on this procedure please contact Health & Safety [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk)

**Developing a PEEP:**

PEEPs are developed through a collaborative process, prioritising open communication and respecting the unique needs, preferences, and expertise of everyone regarding their own impairment. Directly asking individuals about their specific assistance requirements is paramount; assumptions should never be made. A PEEP questionnaire (Appendix 1) is completed by the individual and forms the beginnings of the construction of the PEEP. The University Fire Safety Officer is responsible for the creation, implementation, and maintenance of PEEP.

**Content of a PEEP:****Personal Emergency Evacuation Plan (PEEP) Template – University of the West of Scotland (UWS)**

This template outlines the required content for a Personal Emergency Evacuation Plan (PEEP) at UWS. Completion of this form (Appendix 2) is essential for ensuring the safe and efficient evacuation of individuals who may require assistance during an emergency. All information provided will be treated confidentially.

**Part 1: General Information** (To be completed by the University Fire Safety Officer)

Date: [Date of PEEP creation/review]

Full Name: [Individual's Full Name]

Banner ID: [Banner ID Number]

Campus: [Campus Name]

School/Department: [School/Department Name]

Programme of Study (if applicable): [Programme of Study]

Nature of Disability (with consent): [Description of Disability – Optional, to be completed with individual's explicit consent]

Main Building Attended: [Name of Main Building]

Other Buildings Attended: [List of other buildings regularly attended]

Out-of-Hours Access: [List any buildings or areas accessible outside of normal operating hours].

**Part 2: Personal Information** (To be completed by the individual requiring assistance)

Personal Assistant: Do you have a full-time personal assistant who could assist in an emergency evacuation? ☐ Yes ☐ No If yes, please provide contact details: [Contact Details]

Visual Alarms: Can you see visual alarm signals? ☐ Yes ☐ No

Audible Alarms: Can you hear audible alarm signals? ☐ Yes ☐ No

Stair Use: Can you use stairs safely in an emergency? ☐ Yes ☐ No

Stair Use (Unassisted): Would you use the stairs without assistance in an emergency?  
☐ Yes ☐ No

Exit Signage: Can you follow exit signage without assistance? ☐ Yes ☐ No

Mobility Aids: Do you use a wheelchair and/or any other device to aid your mobility? ☐ Yes ☐ No If yes, please describe: [Description of Mobility Aid(s)]

Wheelchair Type: If you use a wheelchair, is it a manual or electric chair?  
[Manual/Electric/N/A]

Evacuation Chair Transfer: Could you transfer to an Evacuation Chair in an emergency with assistance? ☐ Yes ☐ No

Additional Measures: Are there any other measures that could be introduced that would further aid your evacuation in an emergency? Please describe: [Description of Additional Measures]

Comments/Additional Information: [Any other relevant information or comments]

**Evacuation Plan** (To be completed by the University Fire Safety Officer in consultation with the individual)

Evac Chair: [Location of nearest Evac Chair(s)]

Equipment/Support Provided: [List of equipment provided (e.g., pager, communication device) and support arrangements (e.g., designated responders)]

PEEP for Main Building of Occupation: [Detailed evacuation procedures for the individual's main building, including refuge points, evacuation routes, and contact information for designated responders. Include specific instructions for different alarm scenarios (e.g., test alarm, full evacuation alarm).]

Evacuation Procedures (General): [General evacuation procedures for the campus, including assembly points and emergency contact information.]

Halls of Residence (if applicable): [Specific evacuation procedures for the individual's hall of residence, including designated staff and procedures for contacting them.]

Justification for Evacuation Plan: [Brief justification for the chosen evacuation plan, including any specific considerations related to the individual's needs and the building layout.]

Review and Updates (To be completed by the University Fire Safety Officer)

Review Date: [Date of next scheduled review]

Review Notes: [Notes from review meetings, including any changes to the PEEP]

Signatures:

Individual: [Signature]

University Fire Safety Officer: [Signature]



## Appendix 1

### PEEP1 Personal Emergency Evacuation Plan Checklist

#### Section 1 - General information

Name of Assessor	
Name of person plan prepared for:	
Assessed persons School/Unit/Division:	
Date of Assessment	
Nature of impairment(s)	
Area(s) covered by the assessment	
What time/days are covered by the assessment	

(1) The PEEP should, as far as practicable, be specific to individual areas of study / work / residence. However, if, for example, several activities are proposed to take place in adjacent areas from which escape will be affected using the same emergency provisions then it may be possible to assess the provisions on one form. Hearing impaired persons will normally be able to be assessed on one form since the provisions made for this class of persons are likely to be the same regardless of location.

(2) It is important to distinguish in the PEEP whether the area to be accessed will be used inside or outside of “normal” working areas. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. to assure security. The PEEP needs to demonstrate that this has been adequately considered.

**The following sections (where relevant) of the PEEP should be completed by the assessor and the assessed person. Completed questionnaires should then be attached to this header sheet along with a copy of any remedial actions deemed necessary.**



## CHECKLISTS

### Section 2 - Hearing Impaired Persons:

	YES	NO	N/A
2.1 Can you hear the fire alarm in normal circumstances?			
2.2 Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?			
2.3 Are you (or will you be) resident in a University of the West of Scotland owned property?			
2.4 Is your room fitted with a “hard wired” vibrating pillow?			
2.5 Is your shower room fitted with a flashing beacon linked to the fire alarm?			

### Section 3 – Visually Impaired

3.1 Do you make use of any aids or “assistive” technologies (cane, guide dog etc.) to normally help you access a building? If yes, please provide details			
3.2 How long would you estimate that it would take to evacuate the building under assessment, unaided (other than with the help of any items identified in 2.1 above), in the event of an emergency?			
3.3 How many escape routes are available to you in the event of an emergency?			
3.4 Have any hazardous “projections” or other structural components (3) been identified on your escape routes?	YES	NO	N/A

**The following questions need to be answered by all visually impaired persons that will be using / provided with full time “helpers”.**

3.9 Who will be providing this assistance?	
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3.10 Who will cover this “help” role when your normal helper is absent e.g. due to sickness, leave etc.	
<b>All persons being assessed should answer the following:</b>	
3.11 Are you aware of any other measures that could be introduced in the building under assessment that could further aid your evacuation in case of an emergency (6) If you are unable to identify any other measures, please state NO.	

#### Section 4 – Mobility Impaired Persons

This assessment includes persons who, because of other impairments, have a reduced ability to evacuate a building or area unassisted.

4A General Questions – All mobility impaired persons		
4.1 Do you use a wheelchair or any other device to aid your mobility?	<b>YES</b>	<b>NO</b>
4.2 Is your wheelchair required in all circumstances (YES), or can it be dispensed with for short periods (NO)?	<b>YES</b>	<b>NO</b>
4.3 What type of wheelchair do you have?	<b>Manual</b>	<b>Electric</b>
4.4 What is the approximate width of your wheelchair?		
4.5 If you use another type of mobility aid, what is it?		

4B Activities on the Ground Floor				
4.6 At the intended time of use, how many fire exits are available for use?				
4.7 If only 1 emergency exit is available, how far, approximately, is the exit from the users starting point?				
4.8 How long, approximately, would it take you to evacuate, unaided, from the building? (Please record a time for each of your available exits up to a maximum of 4.)	<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
4.9 Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?	<b>YES</b>		<b>NO</b>	
The following questions need to be answered by all “ground floor based” mobility impaired persons that will be using / provided with full time “helpers”				
4.10 Who will be providing this assistance?				
4.11 Who will cover this “help” role when your normal helper is absent e.g. due to sickness, leave etc				
4.12 Do you have any other suggestions that you believe could be implemented to ease your evacuation from the building? If you are unable to identify any other measures, please state NO.				

<b>4C Activities based above the ground Floor</b>			
4.13 ASSESSOR: Have all possibilities for siting the activity or service provision on the ground floor (of this, or any other building) been exhausted?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.14 At the intended time of use, how many fire exits are available for use?			
4.15 Do any of the escape routes involve escape into an adjoining building?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.16 Are horizontal escape routes clearly sign posted to indicate that persons are moving out of a fire alert zone?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.17 Have refuges been provided on, or adjacent to, each fire escape route (where applicable)?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.18 Where refuges have been provided, are these appropriate for use at the intended time of occupancy?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.19 Where refuges are provided, does the provided fire escape signage clearly lead you to those refuges?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.20 Do refuges have communication points that are accessible for you to use?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.21 Are you able to use a proprietary "evacuation" chair?	<b>YES</b>	<b>NO</b>	<b>N/A</b>

4.22 Is there an evacuation chair provided at, or adjacent to, the refuge?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.23 Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.24 How long, approximately, would it take you, unaided, to reach a place of safety in an emergency? (Please record a time for each of your available exits up to a maximum of 4.)	<b>1.</b>	<b>2.</b>	
	<b>3.</b>	<b>4..</b>	
<b>The following questions need to be answered by all “non-ground floor based” mobility impaired persons that will be using / provided with full time “helpers”</b>			
4.25 Who will be providing this assistance?			
4.26 Who will cover this “help” role when your normal helper is absent e.g. due to sickness, leave etc.			
4.27 Do you have any other suggestions that you believe could be implemented to ease your evacuation from the building? (9) . If you are unable to identify any other measures, please state NO.			

**PEEP**

**2: Personal Emergency Egress Plan**

**1. PERSONAL DETAILS**

<b>Name:</b>	
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**2. LOCATION:**

<b>Building</b>	
<b>Floor</b>	
<b>Room Number</b>	
<b>Times when PEEP is applicable?</b>	

**3. AWARENESS OF PROCEDURES:**

I have received the emergency evacuation procedures:

<b>In Braille</b>		<b>On tape</b>	
<b>In B.S.L.</b>		<b>In print</b>	
<b>In large print</b>		<b>In SSE</b>	

**4. ALARM SYSTEM:**

<b>Existing alarm system</b>		<b>Visual alarm system</b>	
<b>Vibrating pager</b>		<b>Other (please specify below)</b>	

**5. DESIGNATED ASSISTANCE:** Where applicable, the following people have been designated to give assistance when I need to get out of the building in an emergency.

<b>Name:</b>	<b>Location</b>
<b>None.</b>	

My designated assistants have been trained in the emergency procedures drafted to assure my safety:

<b>YES</b>	<b>NO</b>

**5. EGRESS PROCEDURE (To be provided by the Assessor):**

Details of the specific emergency procedures from first alarm up to the building user reaching a “place of safety”. The details provided here should include a step-by-step account of how the University will ensure that the building user will reach a place of safety from first alarm actuation to final exit. A diagram should be provided, where necessary, highlighting the position of specific escape routes, refuges and any equipment provided to ensure the safety of the person under assessment.

**6. ASSESSMENT SIGN-OFF:**

<b>Signed (Assessor)</b>	
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**Form PEEP3: Request For “Reasonable Adjustments” to Facilitate Emergency Evacuation of Disabled Persons from University Premises:**

**Section 1 – Assessor’s details:**

<b>Name:</b>	
<b>School:</b>	
<b>Contact details (extension / email):</b>	
<b>Campus Address</b>	

**Section 2- Details of Reasonable Adjustment(s) Required.**

<b>Exact location where adjustment(s) Required:</b>	
<b>Type of Adjustment(s) Required:</b>	
<b>Reason(s) Adjustment Required:</b>	

**Section 3 – Disabled User Details:**

<b>Is the Disabled User already at the University?</b>		
<b>If you answered NO to question 3.1, when will they be arriving at the university?</b>		
<b>Have alternative interim arrangements been identified?</b>		

<b>Signed:</b>		<b>Date:</b>	
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**Appendix 2. PEEP Form.**



**Personal Emergency Evacuation Plan  
(PEEP)**

## PEEP (Personal Emergency Evacuation Plan)

### Part 1. General Information

Date:		
Name of Person:		
Ref No. Banner No.		
Campus		
School/ Department		
Programme of Study	MSc Project Management	
Nature of Disability. (Permanent)		
Main building attended.	Building	Location/Floor level
Other buildings attended.	Building	Location/Floor level
Buildings / areas accessed out with normal working hours:	Building	Location/ Floor Level

**Part 2. Personal Information (to be completed by the student / member of staff requiring assistance).**

Do you have a full-time personal assistant?		
Can you see visual alarm signals?		
Can you hear audible alarm signals?		
Can you use stairs safely in an emergency?		
Would you use the stairs without assistance?		
Can you follow exit signage without assistance?		
Do you use a wheelchair and /or any other device to aid your mobility? If yes, please describe: -		
If you use a wheelchair, is it a manual or electric chair?		
Could you transfer to an Evacuation Chair in an emergency with assistance?		
Are there any other measures that could be introduced that would further aid your evacuation in an emergency:		
<b>Comments:</b>  <b>Evac Chair:</b>  <b>Equipment / Support Provided:</b>		
<b>PEEP for main building of occupation:</b>  <b>EVACUATION PROCEDURES:</b>  <b>General Evacuation:</b> <b>Halls of residence.</b>  <b>Justification:</b>		
<b>PEEP for other buildings:</b>		

<b>Agreed by</b>	
<b>Date</b>	
<b>Review date</b>	
<b>Student/Staff signature</b>	
<b>University Fire Safety Officer signature</b>	

Copies of this plan **must** be provided to:

- The person the plan applies to
- Head of Department/School
- Fire Safety Office
- Disability Advisory Service

**Appendix 3. GEEP Form.**



**Generic Emergency Evacuation Plan  
(GEEP)  
For events**

**GEEP (Generic Emergency Evacuation Plan)**

**Part 1. General Information**

Date:		
Name of Person:	Anyone that a PEEP will apply.	
Ref No. Banner No.		
Campus		
School/ Department		
Nature of Disability. (Permanent)		
Main building attended.	Building	Location/Floor level
Other buildings attended.	Building	Location/Floor level
Buildings / areas accessed out with normal working hours:	Building	Location/ Floor Level

**Part 2. Personal Information (to be completed by the student / member of staff requiring assistance).**

Do you have a full-time personal assistant?	Depends on the individual
Can you see visual alarm signals?	Depends on the individual
Can you hear audible alarm signals?	Depends on the individual
Can you use stairs safely in an emergency?	Depends on the individual
Would you use the stairs without assistance?	Depends on the individual
Can you follow exit signage without assistance?	Depends on the individual
Do you use a wheelchair and /or any other device to aid your mobility? If yes, please describe: -	Depends on the individual

If you use a wheelchair, is it a manual or electric chair?	Depends on the individual
Could you transfer to an Evacuation Chair in an emergency with assistance?	Depends on the individual
Are there any other measures that could be introduced that would further aid your evacuation in an emergency:	Depends on the individual
<p><b>Comments:</b> Each evacuation plan will be bespoke to the individual's needs. If they are on the ground floor, then with assistance, will evacuate via the nearest fire exit. If on the 1<sup>st</sup> floor or above, they will make their way to the nearest refuge area and activate the call point. Security will then advise the individual of what to do.</p> <p><b>Evac Chair:</b></p> <p><b>Equipment / Support Provided:</b> Depends on the individual.</p>	
<p><b>PEEP for main building of occupation:</b></p> <p><b>EVACUATION PROCEDURES:</b> Each evacuation plan will be bespoke to the individual's needs. A dynamic risk assessment will be carried out by UWS staff and will put in place a plan suitable to their needs. If they are on the ground floor, then with assistance, will evacuate via the nearest fire exit. If on the 1<sup>st</sup> floor or above, they will make their way to the nearest refuge area and activate the call point. Security will then advise the individual of what to do.</p> <p><b>General Evacuation:</b> <b>Halls of residence.</b></p> <p><b>Justification:</b></p>	
<p><b>PEEP for other buildings: N/A</b></p>	



<b>Agreed by</b>	
<b>Date</b>	
<b>Review date</b>	
<b>Student/Staff signature</b>	
<b>University Fire Safety Officer signature</b>	

Copies of this plan **must** be provided to:

- The person the plan applies to
- Head of Department/School
- Fire Safety Office
- Disability Advisory Service