# PERSONAL EMERGENCY EVACUATION PLAN (PEEP) FOR COGNITIVE ISSUES

Please complete PART A of the table and return it to [*fire@essex.ac.uk*](mailto:fire@essex.ac.uk) so that we can review your PEEP with you.

This is to enable us to take steps to ensure your safety in the event of a fire or similar emergency.

**Privacy:** The information provided on this form and the data held on our systems is stored securely in the UK and kept in line with our retention schedules. It will only be disclosed within the University to persons who need to know. This may include People and Culture (Staff), Student Support (Students), Accommodation Essex, the University’s Fire Safety Office and/or Security Staff.

**Part A:**

|  |  |
| --- | --- |
| Name: |  |
| Status: *(Delete as appropriate)* | Staff member  Student  Other |
| If student, your period of study: | From:  To: |
| Your Department / Section: |  |
| What Campus(es) will you be based at: |  |
| Floor and building normally used: |  |
| Will you be staying in University accommodation? (Delete as appropriate) | Yes / No |
| If you will be staying university accommodation, please provide your building name and room number: |  |
| Difficulty: Cognitive issues (Delete as appropriate) | Stable  Deteriorating  Improving |
| Cause/Reason: (Optional) |  |
| Is your impairment: (Delete as appropriate) | Temporary  Permanent |
| Effect on evacuation: (Delete as appropriate) | May not respond in the normal manner?  Unable to follow standard fire exit signage?  Unable to follow verbal/written instructions? |
| Other potential issues: |  |
| General Instructions for guidance until your specific ones are devised: | |
| 1. As far as practicable, you should be accompanied and ask that colleagues etc. assist you to evacuate; should they not be able to do so they must notify a member of staff for assistance. | |
| 1. Please ask your fellow residents to check on you as they evacuate. | |
| 1. Please store the relevant security emergency number in your phone. If you require assistance, feel free to use this.   Colchester Campus Security: 01206 87 2222  Southend Campus Security: 01702 32 8408 or 07920 821678  Loughton Campus Security: 020 8508 5983 or 07920 822101 | |
| 1. Please do not attempt to descend stairs, at least until the majority of people have done so; you will be safe in any staircase or refuge point for a minimum of 30 minutes. | |
| 1. In the event of a large-scale evacuation on Campus; please ensure you place your safety and welfare first. In such circumstances it will not be known how long you may be waiting in an outdoor or unfamiliar area. Try to keep means of communication with you in case you will need to speak to security, colleagues or family. Keep somewhere warm away from any dangerous areas. Make your way to a safe area that has access to welfare facilities and has staff present who can assist with finding help and support. | |

**Part B:**

|  |  |
| --- | --- |
| Further information/ action: As agreed and completed by PEEP reviewer and the person to whom the PEEP relates. | 1. You must notify your PEEP reviewer if your condition or the areas of the buildings you use change. 2. These arrangements are valid until you no longer live, study or work at the university. 3. Should evacuation from our buildings be an issue after this time a new application for a PEEP will be required. |
| PEEP undertaken by: |  |
| Date of PEEP: |  |
| Sent to: (Delete as appropriate) | Student / Staff member  Student Support / Manager  Security / Other |

Further information on fire safety and PEEPS is available at: <https://www.essex.ac.uk/staff/fire-safety>/

If you have any queries about fire safety at the University please email: [fire@essex.ac.uk](mailto:fire@essex.ac.uk)