# PERSONAL EMERGENCY EVACUATION PLAN (PEEP) FOR HEARING IMPAIRMENTS

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: Hearing issues (Delete as appropriate) | Stable  Deteriorating  Improving |
| Cause/Reason: (Optional) |  |
| Is your impairment: (Delete as appropriate) | Temporary  Permanent |
| Effect on evacuation: (Delete as appropriate) | Unable to hear fire alarm when:  Awake  Asleep  Showering  Unable to hear verbal instructions?  Hearing aid required before evacuation? |
| Other potential issues: |  |
| General Instructions for guidance until your specific ones are devised: | |
| 1. We have flashing beacons on the ceilings in some areas to augment the fire alarm sounders; please use these as your cue to evacuate immediately. | |
| 1. Try to remain accompanied and ask that friends, colleagues and students to assist by ensuring that you are aware there is an alarm going and you need to evacuate. | |
| 1. If required, the university can provide additional equipment to aid evacuation awareness. This includes items such as vibrating alarm warning. | |

**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)