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This document provides guidance for creating a Personal Emergency Evacuation Plan (PEEP) in accordance with Australian Standard 3745-2010 Planning for emergencies in facilities.

What is a PEEP?

A PEEP is an agreed plan of action developed with the person with disability (permanent or temporary) to be implemented in the event of an emergency.

A PEEP is an individualised plan to provide assistance to a person with disability to allow them to self-evacuate or reach a place of safety.

The University is required to provide access and facilities for people with disability. PEEPs are recommended to be created as part of the evacuation strategy and should consider the needs of persons with disability that use the building, the building layout and the evacuation procedures.

It is not mandatory to have a PEEP and if an individual prefers not to have one in place, their wishes should be respected.

Creating a PEEP

PEEP forms are on the **Fire and Emergency Information** intranet page under **Forms**.

The Health, Safety & Wellbeing team works with the person with disability and the Building Warden to complete a PEEP identifying suitable emergency strategies.

If assistance with evacuation is required, the extent of such assistance should be identified in the PEEP, i.e., the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absent assistants, and training may be required.

As each building has unique characteristics, someone who spends time in multiple buildings may require a separate PEEP for each building.

A copy of the completed form is held by the Building Wardens, designated assistants and the person with disability. A copy should be held at the building Fire Indicator Panel for QFES to access. This document contains personal information and should be treated accordingly.

It is recommended to check validity of PEEPs with persons requiring assistance every 6-months and provide updates to the wardens and support personnel as required.

If a PEEP is no longer required, for example, because the person no longer works in a specific building or no longer needs a PEEP, advise the Health, Safety & Wellbeing team or a Building Warden and request that the PEEP be cancelled. It is recommended to check validity of PEEPs with persons requiring assistance every 6-months and provide updates to the wardens and support personnel as required.

Emergency Evacuation

Temporary Refuges

A refuge is an area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit, for example, in a stairwell.

The provision of a refuge allows a staged evacuation. Occupants with disability should be accompanied in the refuge by another person. This area could be used to shelter in place until the emergency has abated or to wait temporarily until evacuation foot traffic has subsided for safe exit to an emergency evacuation zone.

- Assemble emergency kit items (if required) where they are easy to find and carry.
- Tag any special equipment required including instructions on how to use and/or move it during an emergency.
- Does the person have a Medical Alert Bracelet?

6. Egress procedure
   - x Emergency services to be informed of the PEEP location and the situation on arrival.
   - x Lift evacuation is only to be used by the Emergency Services.
   - x Stairway evacuation: using stairs to reach ground level exits from the building.
   - x Stay in Place: unless danger is imminent, remain in a room until an evacuation assistant arrives.
   - x Refuge area: go to an area of refuge with an evacuation assistant, away from obvious danger.

7. Designated Assistants:
   - Assistants are to be trained in the specific procedure and equipment as required
   - Two or more trained volunteers, if available, should be nominated.

8. Diagram of exit route:
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