



## Personal Emergency Evacuation Plan – Guest

**HOTEL:** \_\_\_\_\_

GUEST NAME	
DATE CHECK IN	
DATE CHECK OUT	
DURATION OF STAY	
ROOM NUMBER	
PEEP COMPLETED: (Hotel Representative)	

### Nature of Disability

- Limited Mobility ☐
- Electric Wheelchair User ☐
- Manual Wheelchair User ☐
- Hearing impaired ☐
- Deaf ☐
- Visually impaired ☐
- Cognitive Disability ☐

Other (Please specify)

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### Awareness Procedure:

A copy of Emergency Evacuation Procedure has been issued by way of:

Verbally read to & explained ☐

Electronic format ☐

The escape routes have been shown and pointed out ☐

In large print ☐

The method of alert in an emergency is by:

Flashing beacon/Visual alarm ☐

Vibrating devise ☐

Pager ☐

The existing fire alarm system ☐

### Carers

Carers should help their disabled colleague evacuate if it is safe to do so.

Where possible, and it is safe to do so, you should stay with your disabled colleague in a safe place of refuge until fire rescue service arrives.

Member of Staff ☐

Other \_\_\_\_\_

### Getting out:

Assistance is required for \_\_\_\_\_ people

The following is a description of the emergency evacuation plan:



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A Fire Alarm test using a short repeating sound is carried out **at 12pm on Friday**

**1. A long alarm sound at any time means you must evacuate using the nearest fire exit by following the green 'running man' signs.**



**2. If you can escape**

Exit via refuges in stair lobbies. If necessary, locate and use the evacuation chair if appropriate assistance is available (a member of hotel staff will operate the chair).



Staff will check the refuge areas as part of the routine evacuation procedures. Stay in the refuge and **keep doors shut** until you are rescued. If safe to do so.

**3. If you are unable to escape**

Stay in your room and keep the door closed. Activate the emergency assistance alarm if available and telephone reception by telling them your room number. They will tell the fire service.



**4. Go to the evacuation assembly point located at the front of the hotel outside the car park.**



Specialist equipment to assist evacuation is:

1	
2	
3	

I am aware that fire alarm test takes place every \_\_\_\_\_ at \_\_\_\_\_ o'clock and that an evacuation is not necessary during this test.

Signed Guest \_\_\_\_\_ Date: \_\_/\_\_/\_\_



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### **Personal Emergency Evacuation Plan (PEEP):**

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

### **Responsibilities:**

It is the responsibility of [ Manager/ Responsible Person / nominated representative] to talk to disabled staff, service users, and visitors to assess whether they require any assistance in the event of an emergency. If someone believes they might require assistance, the PEEP Questionnaire should be completed. This should be completed by the Responsible Person or their nominated representative and, if possible, in liaison with the individual who has the disability / mobility impairment.

### **Writing the PEEP:**

From the information gathered in the questionnaire, a PEEP should be developed. Given the unique characteristics of buildings and the need for a PEEP to take account of an individual's capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building. If assistance with escape 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 absences, and the assistants may require training.

### **Evacuation in an Emergency:**

Assisting wheelchair user's downstairs-Where disabled persons are located above the ground floor there are several considerations. In all the following cases Evacuation Lifts (where fitted) or Refuges should be identified and clearly marked.

**Temporary Refuges** – A refuge is a designated temporary safe place where disabled people can wait for assistance. It is an area that is both separated from a fire-by-fire resisting construction and provides a safe route to final exit, e.g., the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

**Lifts** – Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be an "evacuation lift." The individual lift servicing contractor, or a Specialist Fire Safety Advisor will be able to tell you if, and in what circumstances, a lift may be used in the event of a fire.

### **1. Why should you fill in the form?**

We have a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

### **2. What will happen when you have completed the form?**

You will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) you attend. If you need assistance, **the "Personal Emergency Evacuation Plan"** will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure.

In these circumstances the way forward will be discussed with you.

**-Line Manager, person designated to assist you -**



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**Safe Routes** - A PEEP should contain details of the necessary escape route(s). Clear unobstructed gangways and floor layouts should be considered at the planning stage. It is especially important to ensure that security devices on doors, etc, are all able to be operated by the evacuating persons. It is also necessary to ensure that there are (as many as possible) alternative routes and that the routes are not excessively long.

**Deaf, Hearing & impaired persons-** Generally, most deaf people alongside hearing work colleagues, relatives or carers will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. However, deaf, or hearing-impaired persons working alone may need an alternative method of being alerted to an emergency. For example, many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

**Blind and partially sighted persons-** Staff, service users, regular visitors, etc should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

**Training-** To be effective, any Emergency Plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, online training appropriate to them responsibilities.

This may include some or all the following elements:

- Fire drills for staff, services users, regular visitors, etc.
- Specific training/instruction for nominated members of staff e.g., Fire Wardens
- Specific training/instruction in the use of Fire Extinguishers etc.

Please provide as much information as you can to enable us to develop a suitable plan.

Once developed, the PEEP will be used to assist escape in the event of an emergency (including drills). If the practice drills identify concerns in the implementation of the evacuation, then please contact \*...*HEALTH AND SAFETY MANAGER*.... for assistance in finding suitable solutions.

