

**PEEP 2: PERSONAL EMERGENCY EGRESS PLAN**

**1. PERSONAL DETAILS:**

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

<b>Building</b>	Sussex House
<b>Floor</b>	Level 3
<b>Room Number</b>	XX
<b>Times when the PEEP is applicable?</b>	Monday – Friday 0900-1730

**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:**

I am informed of an emergency evacuation by:

<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>

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

Yes  No

**6. EGRESS PROCEDURE (To be provided by the Assesor):**

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.

**7. ASSESSMENT SIGN-OFF:**

<b>Signed (Assessor)</b>	<b>Amanda Hastings</b>
<b>Signed (Building User)</b>	

## **EGRESS PROCEDURE**

There are three escape routes available to XXXX all of which are detailed on the attached plan.

Route 1 is the preferred escape route as it is the closest and takes XXXX out directly on to North South Road.

Routes 2 and 3 must **only** be used if Route 1 is unavailable.

### **Route 1 (Red Route)**

1. North End of Level 3, Sussex House.
2. Exit the Post Graduate Office and turn left along the corridor.
3. Go through the double fire doors to the Reception area.
4. Exit the building on to the loading bay.

### **Route 2 (Blue Route)**

1. Travel south to the central stairwell
2. Exit the Post Graduate Office and turn right along the corridor.
3. Go through the two sets of double fire doors in to the fire protected stairwell.
4. Remain in the stairwell at the refuge point and contact Security (using the communication point which will be installed).
5. Remain in the refuge until help arrives.

### **Route 3 (Green Route)**

1. Travel south to the central stairwell
2. Exit the Post Graduate Office and turn right along the corridor.
3. Go through the two sets of double fire doors in to the fire protected stairwell.
4. If it is unsafe to remain in the central stairwell, travel west through the double fire doors in to the Vice Chancellors suite and travel to the far west end of the building. Remain in this area until help arrives.