



22 October 2022
Version 01

How to Prepare a PEEP Personal Emergency Evacuation Plan

For

Employees



ADDRESS

Unit 6, 20 Duerdin Street
Clayton, Vic, 3186
Australia



CALL US

(03) 9001 5805
1300 994 890



EMAIL & WEB

office@equalaccessgroup.com.au
disabilityaccessconsultants.com.au

Overview

Equal Access, disability access and egress consultancy, has prepared a series of documents to assist organisations/building managers in meeting their responsibility to provide a safe living environment for people employed in the workplace.

These documents provide the tools for organisations to prepare Personal Emergency Evacuation Plans or PEEPs for people with disability employed in the workplace in case of an emergency.

This template is intended to identify the needs of individuals; there may be further considerations that are not detailed within the standard template. Any additional required actions should be listed in the applicable summary section.

What is a PEEP

A Personal Emergency Evacuation Plan (PEEP) documents how people with disability will be evacuated when they have difficulty responding to an alarm or escape from a building unaided in an emergency.

PEEPs are essential for people with disability that are employed, including people with Physical, Sensory, Intellectual, Psychiatric, Neurological and Learning Disabilities.

Each PEEP shall be unique to the individual and based on their abilities during an emergency. It considers what procedures, equipment or human support are needed to get them to a place of safety quickly and efficiently.

A PEEP should be completed before employment commences to ensure all processes and equipment, if required, will be available from day 1.

Using this Guide

This document will provide a step-by-step guide on preparing a Personal Emergency Evacuation Plan (PEEP) for an employee with disability in the workplace.

This document references two other key documents

- Employee PEEP Questionnaire – This document provides a framework to examine the building the employment is provided within and to assess the employee with disability ability during an emergency.
- Employee PEEP Template – This document is a blank template that includes fields to be completed based on the responses obtained from completing the questionnaire. It also summarises the employee's needs when emergency services personnel arrive onsite.

Consultation

When developing individual Personal Emergency Evacuation Plans, consultation must be had with the building's owner/manager and the building Fire Protection Consultant and should be included within the developed evacuation plan.

NOTE: These documents have been provided as guidance documents only; Equal Access Group Pty Ltd will not accept any liability for their use.

Evacuation Plan Considerations

Important points to remember in an emergency

- The issue of safety is an important one for people with disability if they need to rely on another person for assistance
- Some people may not hear or respond to emergency warnings, sirens, bells, shouts or lights
- Visual clues or communications may be limited by poor visibility due to smoke or electrical failure

Fire Engineering

If the building involves fire engineering as part of its certification, request a copy of the fire-engineered report from the building owner/manager to determine what has been proposed for occupants with disability, including:

- Physical – wheelchair users, amputees, etc.
- Intellectual – autism, down syndrome, etc.
- Psychiatric – schizophrenia, depression, etc.
- Sensory – hearing, vision, touch
- Neurological – epilepsy, acquired brain injury, Parkinson's disease, MS

Fire Ratings

Most office buildings will be designed with fire-rated walls, doors or compartments. This will be detailed within the fire-engineered report. However, fire ratings typically will be 30 minutes, 60 minutes or 90 minutes. It is important to understand this applies only to the structural integrity of the building elements such as walls, doors, ceilings etc. The fire rating does not consider the smoke developed during a fire, so whilst the dwelling may still be structurally sound, the building could still be full of smoke. The longer the evacuation takes, the more smoke will potentially be developed.

The Role of Emergency Services

The following items need to be considered when developing the PEEP:

- How will emergency services be notified? Employees with disability calling, Smoke/ Thermal Detection systems or automated with the fire indicator panel?
- For Evacuation, how will emergency services know:
 - How many people with disability are on site?
 - The location of the employees with disability is especially important in multi-story developments
 - What disability do the employees have?
 - How can employees with disability be evacuated so as not to possibly cause further injury?
 - Do employees with disability require life safety equipment such as respirators to take with them?
- What are the expected Time Frames?
 - How long will it take emergency services to arrive on site and take control?
 - How long will emergency services take to get to the level the employee with disability is on?
 - How long will it take for emergency services to evacuate the employee with disability from arrival onsite?
 - Due to extended evacuation times, should protection from smoke be considered?
- How will emergency services personnel evacuate the employee with disability?

- Will the employee with disability be manually carried out of the dwelling, possibly risking further injury?
- Will the employee with disability require additional equipment to be taken out with them, like a respirator?
- For a single-level building, will the employee with disability be placed in an emergency evacuation device?
- For a multi-level building, will the employee with disability be placed in a stairway emergency evacuation device?
- How will emergency services personnel evacuate employee with disability:
 - Will the employee with disability be placed in a stairway emergency evacuation device?
 - Will the employee with disability be manually carried out of the dwelling, possibly risking further injury?
 - Will the employee with disability require additional equipment to be taken out with them, like a respirator?

Assistance Animals

If the employee with disability has an assistance animal, has consideration been given to how it will be rescued? Items to consider include:

- Does the animal have a suitable ID?
- How will the animal be evacuated?
- Can the animal be secured with a leash?
- Ensure a service animal first aid kit is available

Preparing the PEEP

Answering the Questionnaire

The first part of preparing a PEEP is to complete the questionnaire. This questionnaire will detail the building risks and the employee with disability's physical, neurological/cognitive and general medical considerations.

- Step 1 Complete the questionnaire within the template.
- Step 2 Review the responses for sections 1- 4 from the questions and prepare a summary

Completing the Template

Complete the PEEP template as follows:

- Step 1 Complete the details section,
- Step 2 Copy the summaries from the questionnaire into the respective areas of the PEEP
- Step 3 Based on the summarised information, prepare the emergency evacuation processes.
- Step 4 Prepare and complete the summary for emergency services at the top of the form
- Step 5 Complete the final check
- Step 6 Place a copy of the PEEP in either the fire indicator panel or switchboard for easy access by emergency services

Appendix A: Evacuation Equipment

Having the right equipment can be the difference between survival and disaster in an emergency. Is the building you are responsible for equipped with the tools you need to ensure employees with disability stay safe in an emergency?

Types of Evacuation Equipment

Evacuation Chairs

Evacuation Chairs are compact and foldable mobile chairs used to evacuate people with disability downstairs. Evacuation chairs may be manual or have a battery-powered motor and the chairs have wheels and rubber tracks, allowing for a controlled descent. Generally, evacuation chairs have speed regulation devices and braking systems that control the speed of descent and have an additional brake when stationary.



Standard Evacuation Chair

Two-wheeled chair and tracks, including two retractable wheels.

This style is a lightweight single-user operation emergency evacuation chair. It glides downstairs quickly and smoothly to ensure no heavy lifting or manual handling.

These chairs include a chest and head strap for support, wall mounting brackets and a dust cover.



Premium Evacuation Chair

Four-wheeled chair and tracks.

A single operator can use it thanks to the unique friction controlled tracked system. These evacuation chairs include over-shoulder head straps for support, wall mounting brackets and a dust cover. The over-shoulder straps provide a higher level of support than a chest strap for people with little or no core strength, preventing them from slumping forward during Evacuation.



Motorised Evacuation Chair/ Stairclimber

Four-wheel chair with motorised tracks.

A motorised evacuation chair/stair climber can assist people with mobility impairment or health conditions up and down stairs. It is perfect for use in commercial and residential sectors where there are issues with lift reliability. These devices provide an industry-proven, easily managed solution that staff can implement without creating an OH&S risk for the operator or the transported individual.

Evacuation Sleds

Evacuation Sleds are devices that can easily evacuate a non-ambulatory person down multiple flights of stairs quickly and safely. They allow people to transport evacuees 2 – 3 times their weight with no lifting as they use a roll-and-drag method of movement.



Rigid Style Evacuation Sled

Made from high-density plastic that can be dragged over debris with minimal to no damage. Along with being easy to use and manoeuvre through hallways, the sled can be lowered safely downstairs for the Evacuation of multiple floored buildings. Depending on the model, a braking system can be provided on every sled, allowing for controlled stairs descent.



Mattress Style Evacuation Sled

Made out of the world's strongest fibre, Dyneema (15 times stronger than steel), these evacuation mattresses include head blocks to support the head and a board at the foot's end to stabilise the weight. These are comfortable and easy-to-use evacuation mattresses that can help you safely evacuate an immobile individual from a building in case of fire or other emergency events. Ready to use in 30 seconds, when every second counts.

Smoke Masks

If your home is at risk of fire, having the appropriate emergency escape hoods as part of your evacuation plan ensures you are well prepared. The need for additional evacuation safety measures is greatly increased for people with mobility disability who live within a multi-level building or complex. By including emergency escape hoods as part of your fire evacuation plan, you can provide additional protection for yourself and those in your care.



Toxic smoke kills faster than fire – these emergency smoke escape hoods protect you from this fate. If you can protect yourself, you can help others, especially when an evacuation takes longer due to the participants' abilities.

Effective minutes: Maximum 60 minutes with good air tightness
Protect from :

- Carbon monoxide (CO)
- Hydrogen cyanide (HCN)
- Toxic smoke
- Heat radiation

Deaf Alarms

If you have hard of hearing or deaf staff who travel and stay in accommodations, Deafgard provides a portable wireless device that alerts people in an emergency. It works by placing the vibration pad underneath the sleeping person's pillow or mattress. The pad vibrates at the sound of the alarm and awakens the person, so they can quickly get to safety without unnecessary assistance or intrusion.

When an accommodations fire or smoke alarm sounds, Deafgard will vibrate and display bright flashing LED lighting and an LCD screen displaying "FIRE", sure to wake even the soundest sleeper into action. Wireless technology makes the device portable and adapts to your existing fire alarm system.



Disclaimer

SDA Consulting Australia, Access & Safety and EvacuLife are part of the Equal Access Group Pty Ltd. The recommendations made within this document should not be considered a recommendation to use any of the businesses listed above to provide products or services. The recommendations are made only to highlight requirements or products required, not the equipment or services discussed.

Appendix B: Additional Resources

The following links are provided to guide how the Evacuation of people with disability can be managed.

EvacuLife

- How would you feel if you were left behind in an emergency?
evaculife.com.au/blog/how-would-you-feel-if-you-were-left-behind-in-an-emergency-disability/
- Stairway Evacuation Devices, Fire Engineering Reports and the Building Codes
evaculife.com.au/blog/stairway-evacuation-devices-fire-engineering-reports-and-the-building-codes/
- Emergency Management and Evacuation
evaculife.com.au/blog/emergencymanagement-and-evacuation/
- Evacuation of people with a disability
evaculife.com.au/blog/evacuation-of-people-with-a-disability/
- Lift Breakdowns: Why Powered Evacuation Chairs Are Critical During Lift Failures
evaculife.com.au/blog/lift-breakdowns/
- Disabled Can't Get Down Low and Go Go Go
evaculife.com.au/blog/get-down-low-and-go-go-go/