**Appendix 2**

**PERSONAL EMERGENCY EVACUATION PLAN**

**(to be agreed with person with disability)**

|  |  |
| --- | --- |
| **Name**  |   |
| **Location**  |   |
| **Floor**  |   |
| **Room Number**  |   |

**AWARENESS OF PROCEDURE**

**I have received the emergency evacuation procedure:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Written Procedure**  |   | **British Sign Interpretation**  |   | **In Braille**  |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Audio Format**  |   | **In Large Print**   |   |   |   |

**ALARM SYSTEM**

**Method of giving warning in the event of fire**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Existing fire alarm system**  |   |  **Pager device**  |   |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Visual fire alarm device**  |   |  **Other (please specify)**    |   |

**TIMETABLED ROOMS**

Do you have any concerns about the timetabled rooms you have been allocated ? Yes/No

If yes, please provide details below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |
| --- |
| **NOTE : RESTRICTED AREAS**  |
| **NON-ACCESSIBLE COMMUNAL AREAS (PENGLAIS):**  | **AREAS WITH DEAF ALERTER SYSTEMS:**  |
| If you have been allocated accessible academic and residential rooms, please do not attempt to enter the following communal areas:  | If you rely upon a deaf-alerter pager for times when you are awake, please only attempt to enter areas listed below. *If you wish to enter anywhere not listed below, please speak to an Accessibility Advisor in Student Support Services in advance*:  |
|   | * Arts Centre
 | * Pantycelyn
 |
| * Level F, Hugh Owen Library
 | * Carwyn James
 | * Parry Williams
 |
| * Physical Sciences Library
 | * Cledwyn
 | * Penbryn 1, 2 & 3
 |
|   | * Cwrt Mawr Residential
 | * Physical Sciences
 |
| If you require access to any of the areas listed, please contact an Accessibility Advisor to enable arrangements to be made.  If you have been allocated fully accessible rooms for academic or residential settings, please do not attempt to enter areas where additional evacuation arrangements may be required (e.g. upstairs), without speaking to an Accessibility Advisor in Student Support Services. This is necessary due to the inability to utilise lifts in the event of a fire.    | * Edward Davies
 | * PJM Amenity Block
 |
| * Edward Llwyd
 | * Rosser Block D
 |
| * Hugh Owen
 | * Sports Cage
 |
| * International Politics
 | * Sports Centre
 |  |
| * Joseph Parry

(Number 10, Laura Place)  | * Sports Dome
 |  |
| * Llandinam
 | * Student Union
 |  |
| * Gwendolen Rees
 | * Thomas

Parry Library  |  |
| * Old College
 | * Visualisation Centre
 |  |
| * P5
 | * Welcome Centre/Cledwyn Spur
 |  |
| * Health Education Centre
 | * Veterinary Education Centre
 |  |

**DESIGNATED ASSISTANCE: (The following people have been designated to give assistance when I need to get out of the building in an emergency).**

|  |  |
| --- | --- |
| 1   |   |
| 2   |   |
| 3   |   |

**METHODS OF ASSISTANCE: (eg: buddy system, transfer procedures, methods of guidance etc.)**

**EQUIPMENT PROVIDED**

**EGRESS PROCEDURE: (a step by step account beginning from the first alarm).**

**SAFE ROUTE(S):  (Please provide a diagram where necessary).**

The Individual has agreed to familiarise themselves with the escape routes. as identified in the PEEP.

|  |  |  |  |
| --- | --- | --- | --- |
|  YES  |   |  NO  |   |

Does the individual require assistance with this?

|  |  |  |  |
| --- | --- | --- | --- |
|  YES  |   |  NO  |   |

|  |
| --- |
| **Disclaimer and Signature**  |
|  I certify that my answers are true and complete to the best of my knowledge and I will adhere to all evacuation procedures allocated to me. I will contact an Accessibility Advisor if my circumstances change.  I consent to the processing of this information (including sensitive information) by Aberystwyth University and acknowledge that it will be shared internally with staff on a ‘need to know’ basis, this being taken to include staff in Students Support Services, the HSE department and other sections where staff may need to be aware of this information for the purposes of personal emergency evacuation. I understand that information regarding my disability / individual support needs will be kept confidentially in paper and electronic records in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act and other related legislation and best practice.   Aberystwyth University, Student Support Services Data Protection Information can be found at: <https://www.aber.ac.uk/en/student-support/about/data-protection-information/>   I have read and fully understand the intentions of this form. (**For electronic signatures, please print name and tick appropriate box**)  |
| Name and Signature   (Individual)  |   | Date  |   |
|   |   |   |   |
| Name and Signature (Accessibility Adviser)  |   | Date  |   |

For data protection purposes this information should have only very limited circulation.  Once complete please send a copy of the completed questionnaire and plan to the following people only:

|  |  |  |
| --- | --- | --- |
| **Student (non -residential PEEP)**  | **Student Residential PEEP**  | **Employee / Long-Term Visitor**  |
| Individual  |
| Buddy where appointed  |
| Security  |
| Head of Academic Operations Department staff\* (Tutor, academic supervisor, Departmental Safety coordinator)  | Accommodation Office Residential manager  | Line Manager /University Contact, Departmental Safety Coordinator.  |
| Student Support Disability Service  | HR  |

**Example of evacuation procedure**

This is a step-by-step account of what will happen during the escape.

* John and Gale will meet me at my desk.
* Reserve volunteers are Maria and Mike
* They will help me by taking hold of one arm each side.
* We will walk to the nearest escape route and wait in the space at the head of the stairs for other people to escape.
* When it is safe to do so, we will move slowly down the stairs.
* The fire warden will advise the Fire and Rescue Service which route we took.