



BBC Studioworks

Personal Emergency Evacuation Plan

Health & Safety Arrangement

Personal Emergency Evacuation Plan

Any permanent members of staff/tenants who require additional assistance to evacuate the building should have a Personal Emergency Evacuation Plan put in place.

Where a visitor comes to site who requires additional assistance the host must inform reception/facilities team in advance where possible and complete a *Standard Peep* form (below). The host (or nominated deputy) is responsible for overseeing the safe evacuation of their visitor. Where available they must take them to the nearest disabled refuge point and show them the communication button or use an evacuation chair if trained to do so. As the nominated host evacuates the building they must inform the Incident Controller at main Reception or Security Officer/Fire Warden at the Muster Point where the person who needs assistance is located.

All fire wardens can also assist visitors with mobility issues and take them to a disabled refuge point and instruct them how to use the call button where available. Fire wardens will then inform the Incident Controller/Emergency services if anyone has been left at a disabled refuge point. Hosts should make themselves aware whether the building has a firefighting lift. If firefighting lifts are not available an evacuation chair trained person can assist people with mobility issues to evacuate where it is safe to do so.

Any visiting guests/production staff who have mobility issues will have a specific assessment and PEEP procedure detailed as part of individual Studio Production risk assessments.

CONFIDENTIAL

Personal Emergency Evacuation Plan (PEEP)

Name:	Contact Number
Location:	Date/Review date
Manager:	Department:
Reason for PEEP <i>(brief explanation including whether you need help to exit the building)</i>	
Are other PEEPS required? <i>(For other locations)</i>	If Yes – Other PEEPS are located at;
I am warned of an emergency by the following means;	
In the Event of an Emergency the following action will be taken <i>(describe if the action is different for a drill; describe any equipment provided):</i>	
I will be assisted by the following people <i>(people listed below must receive a copy of this document);</i>	
This PEEP has been communicated to the Office manager Yes <input type="checkbox"/> No <input type="checkbox"/>	Other useful contacts

A hard copy of this PEEP should be given to those who will assist in with emergency evacuation.

Signed by person

Signed by Manager