

Personal emergency evacuation plan template (PEEP)

Employee name	Josh Oldham
Job title	Digital project manager
Assessment carried out by	Sara Kowalczyk
Date of assessment	06/01/2021
Date of next review	06/01/2022
Normal workplace	2 nd floor

Example

This example is to help you do a PEEP by showing what it could look like.

Do not just copy it as it would be unlikely to meet the needs of your employee.

If your organisation has its own PEEP template, you can use these questions to identify relevant issues for people with epilepsy.

Evacuation procedure

Answer the questions to identify if any support is needed to evacuate the building an emergency.

1. How long do your seizures usually last and how frequent are they?

Focal seizures with impaired awareness usually lasting between 1-2 minutes.

My seizures usually happen when waking up and going to sleep but can happen during the day. I probably have a focal seizure at work about every 4 months.

2. Would you be able to hear the alarm if it sounded during a seizure?

I would hear the alarm, but I wouldn't know what it was or that I needed to get out the building. I think hearing the alarm during a seizure could be quite frightening.

3. If you had a seizure during an emergency, would you be able to evacuate the building?

Not if I was having a seizure while the alarm was going off. I wouldn't know what was going on and that I needed to evacuate.

4. Would you be able to evacuate the building if you were recovering from a seizure?

Yes, I'm usually able to walk after a seizure, though I can be a bit confused.

Evacuation procedure

5. What support would you need to evacuate the building safely, during or after a seizure?

Examples could be assistance to get to a refuge point, help with walking downstairs or being told what is happening.

During a seizure I wouldn't understand that there was an emergency and I needed to leave. I wouldn't be able to walk out of the building. If I was in immediate danger, I would need someone to guide me away from danger.

After a seizure, I can be a bit confused, but would understand if someone told me I needed to leave the building. It would also be helpful if someone explained what was going on, as the sound of the fire alarm might be frightening.

6. Would you need to use any equipment to evacuate the building safely?

No. Even if I'm having a seizure, I can be guided away from danger.

7. Do you have people who work with you regularly who could be your designated assistant during an emergency?

Yes. As we only employ 10 people, everyone knows I have focal seizures and what to do when I have a seizure.

As we're in an open plan office, anyone could assist.

8. Are there any regular times when you work at an alternative location to your normal place of work?

Usually work at home on Wednesdays.

9. Anything else that's relevant to creating a plan for evacuating during an emergency?

As my seizures are quite short (1-2 minutes), it might be safer to wait until the seizure has stopped before I evacuate the building, unless I'm in immediate danger. As I don't have frequent seizures at work, the chance of having a seizure during an emergency is very small.

Evacuation procedure

Evacuation steps beginning from the sound of the alarm:

If Josh is not in immediate danger:

1. If Josh is having a seizure and is not in immediate danger, wait until the seizure stops. Everyone else to evacuate the building and a designated assistant to stay with Josh.
2. All other staff to evacuate the building and advise a fire marshal that Josh and his designated assistant are still in the office or making their way to a refuge point.
3. When recovering from a seizure, Josh can walk to leave the building. A designated assistant will accompany him.

If Josh is in immediate danger:

1. If Josh is having a seizure and is in immediate danger, designated assistant to explain to Josh that the alarm is sounding, and he needs to leave the office. He can be guided out of the office towards the nearest refuge point by a designated assistant.
2. Fire marshal will advise if Josh needs to leave the building or can wait at the refuge point. By the time he is at the refuge point, a seizure is likely to have stopped.
3. When recovering from a seizure, Josh can walk to leave the building. A designated assistant will accompany him.

Designated evacuation assistants

Name and contact details / phone extensions

Katie Rhodes – ext 745

David Bradshaw – ext 723

Naz Shah - ext 726

Building management - Keith Haines – ext 701

Action plan

What actions are needed to ensure this plan can be implemented

1. All staff to be made aware of this PEEP, so they know that if Josh is having a seizure, a designated assistant will stay with him and other staff need to inform a fire marshal of his location.
2. Josh's company rents space in a managed office. Building management to make sure that all fire marshals are aware of the PEEP and that Josh and a designated assistant could be at a refuge point if they're not at the assembly point during roll call.
- 3.
- 4.
- 5.
- 6.

This template is part of the Epilepsy Action Employer toolkit. See employers.epilepsy.org.uk for more resources to help support people with epilepsy at work.

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