

1. Early identification of University Community members who may need a Personal Emergency Evacuation Plan (PEEP)

Students

During the enrolment process, prospective students are asked to indicate if they have or may experience difficulties during emergency building evacuations due to a disability or impairment.

Student Administration will provide the Disability and Learning Access Unit (DLA) with the details of any students who have reported disability or impairment difficulties. The DLA Unit will contact the relevant Institute/Program Area and facilitate the development of the relevant PEEP in consultation with the student and relevant Institute/Program Area staff. The Institute/Program Area is responsible for the development of the PEEP.

During the calendar year, the relevant Institute/Program Area is responsible for advising the DLA Unit when there is a change in the individual PEEP student's classroom location. The Institute/Program Area will ensure appropriate updates to the PEEP are made.

All Student PEEPs need to be reviewed and updated on an annual basis.

Staff

As part of the recruitment process, Federation University job applicants are asked to indicate whether they may experience difficulties during emergency building evacuations due to any disability or impairment.

The People and Culture Directorate will inform the supervisor/manager of any successful applicant who has reported such difficulties.

The supervisor/manager is responsible for the development of the PEEP as part of the OHS induction of the new staff member. The [Health, Safety and Wellbeing \(HSW\) Department](#) may be contacted to help in development of the staff PEEP.

Others (tenants, invited guests, contractors, consultants, etc.)

Any university supervisor/manager who brings/invites/engages people other than current staff or students on a Federation University campus is responsible for identifying at least five days before that person/s attend a university campus whether a PEEP may be required.

In such cases, the supervisor/manager is responsible for the development of the PEEP. The HSW Department may be contacted to help develop the staff PEEP.

2. Later identification of members of the University Community who need a PEEP

A member of the University Community could, after commencing at the FedUni, have a change in personal circumstances (e.g. physical or mental health). The change may result in the need for a PEEP.

Any member of the University Community can report at any stage their need for a PEEP. They may report it to their supervisor/manager, Institute/Program Area staff, DLA Unit or HSW Department.

Responsibilities for the development of the PEEP are as indicated in section 1 above.

3. Development of a PEEP

Any person responsible for the development of a PEEP must use the [PEEP Template](#) and the process outlined within the template. They can request assistance from the HSW Department or the Disability and Learning Access Unit.

Warning – Uncontrolled when printed! The current version of this document is kept on the University website.

Document Owner: Head – Health, Safety and Wellbeing

Current Version: 12/03/2024

Page 1 of 2

Review Date: 31/12/2027

CRICOS Provider No. 00103D | RTO Code 4909 | TEQSA PRV12151 (Australian University)

4. Alterations to a PEEP

Students

A PEEP written for a student will expire at the end of the calendar year. Students who will need a PEEP for the following year must reapply to the DLA Unit.

Staff

When a member of the University Community has a change in circumstances which have altered the need for a PEEP, they must, as soon as reasonably practicable, notify their supervisor/ manager or HSW Department.

Responsibilities for the development/update of the PEEP are the same as those indicated in section 1 above.