Humanities PGR Personal Emergency Evacuation Plan (PEEP) Process

Need for a PEEP is identified:
By DASS or by a PGR who may be referred to DASS by the SSA.

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Notification sent
to HUMS.doctoralacademy.dc@manchester.ac.uk copying USC and the FCL

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School confirmed
DA confirms PGR's School with the USC and FCL.

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Notification shared
FCL shares it with the relevant SSA, copying USC and DA

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Is a PEEP required?
SSA contacts the PGR to confirm

NO →

No PEEP required
Process ends. FSAG PEEP spreadsheet updated by SSA.

YES →

PEEP required
SSA starts student engagement — up to 2 emails and 1 phone call — to ensure the questionnaire is completed. SSA updates FSAG spreadsheet columns N and Q.

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PEEP developed
SSA liaises with PGR to develop and agree the PEEP.

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PEEP completed
Sent to the PGR for sign-off, shared with DA and academic supervisor at the DA's discretion. FSAG PEEP spreadsheet updated by SSA.

KEY:

DA
Doctoral Academy

FCL: Faculty Compliance Lead; Executive Compliance and Support Officer

SSA
School Safety Advisor see contacts.

DASS
Disability Advisory and Support Service

FSAG
Fire Safety Advisory Group

USC
University Safety Co-ordinator