

THE KINGSWAY COURT PEEP PROCEDURE

The Personal emergency Evacuation Plan has been introduced under the Building Safety Act 2022 to make sure that any residents who may have difficulties during a safety incident are known about and cared for.

Kingsway Court has developed its own PEEP strategy:

- 1) There is a general Admin sheet which must be completed each time we request any RES info or issue any (Sheet A)
- 2) For a PEEP we follow the admin schedule A - marking it off as a notice is sent.
- 3) PEEP requests as we sent them
 - A) explain we are updating and ask who might need assistance
 - B) to those who replied a followup question sheet
 - C) sent to residents in hard copy through door as they requested
 - D) copy of info the request sheet (stage 2)
 - E) sent to our FRA for ESFRS and the PIB - record kept that it has been sent

Directors believe is a wonderful idea and there is no problem with us as able bodied people making sure that our neighbours' needs are known and properly recorded for their confidence and security.

The Examples on line were all for corporates which did not suit our block.

The Chair - Shula Rich - drafted documents better suited to a private residential block owned by lessees with a Resident Management Company.

These have been published by Government on July 4th 2025 as part of the PEEP toolkit for other blocks to use.

<https://www.gov.uk/government/publications/residential-personal-emergency-evacuation-plans-residential-peeps/responsible-persons-toolkit>



Ministry of Housing,
Communities &
Local Government

Improving fire safety for vulnerable residents: A toolkit for Responsible Persons (RPs)

Additional resources [annex to Toolkit]

First Edition, July 2025

Example 2

Kingsway Court, Hove: Resident Managed Company

Scope

Kingsway Court, Hove, is a Resident Managed Company, for a 9-storey residential block containing 107 flats. The building dates from 1963.

Initiatives

The Kingsway Court RMC resident initial engagement is done via correspondence. They have a standard engagement letter, and for those residents who self-identify, there is a simple 5-question form aimed at pulling together information for East Sussex fire and rescue service. Communication is by email or, where requested, in hard copy. The resident's explicit consent is sought to share the information with the FRS.

Each time a letter is sent, or information received, a standard Admin sheet is completed or updated so that a record is maintained of engagement.

Resources

The TMC have found their system an effective way to gather and maintain information about vulnerable neighbours' needs, and keep a proper record. They have found no problem in maintaining the system.

The process is followed on a 4-monthly basis, and residents are encouraged through the standard letter to notify the TMC of any changes. Some properties are rented out by the leaseholders, and the letter asks that the message is passed on to tenants where this is the case.

The standard letter, follow up questionnaire, and record, are included in the Additional Resources.

Kingsway Court RMC: Resident letter

Address: XXXX

TEL: XXXX

Email: XXXX

Dear Resident

We are currently updating the information in our Premises Information Box (PIB) which contains floor plans and details to assist the fire brigade in case they are ever called out. This information is stored both electronically with East Sussex Fire and Rescue Service and in the new PIB in each entrance lobby.

One of the important pieces of information we are providing is a clear floor plan and we have a duty to update our enquires of all residents to establish if any of you, for whatever reason, might require additional assistance in the event you needed to evacuate.

Please rest assured that any information provided will be kept secure and indeed I am not asking or need to know any specific details other than the fact you would need assistance and your flat number in order that this can be marked on the plan.

No personal details will be recorded. This information will be updated every 4 months but if a need arises please let the writer know of any change at any time so that we can be sure to register that assistance will be needed.

Would any of you currently renting your properties please pass on this message to your tenants and let me know if this information changes in the future. We are required to regularly update our information so can I ask you to please let me know of any requirements prior to (xx/xx/xx)

Please do not respond if you consider yourself able bodied, I just need to know those requiring assistance.

Yours Faithfully XXXXXX

Kingsway Court RMC: Follow up questionnaire

Emergency Assistance Questionnaire

NAME:
FLAT NO:
FLOOR:

1) Do you consider yourself to have a disability? YES/NO

2) IF YES, please give brief details (PLEASE PRINT CLEARLY):

3) Do you keep any medical gases (e.g. oxygen) in your flat YES/NO

4) If YES, please specify type of medical gas and location:

5) In the event of an emergency will you need assistance. YES/NO

IF YES, Kingsway Court Freeholders will be in touch to discuss your Personal Emergency Evacuation Plan (P.E.E.P).

I consent to this information being securely stored in the firebox on the premises at Kingsway Court, Queens Gardens, Hove, for use by Fire & Rescue services in the event of a fire or other emergency.

Signed.....

Date.....

Kingsway Court RMC: Record for SIB

10/06/2025

6 PEEPs received Emailed to XXXX FRA for PIB box. &ESFRS

XXX(name) - Flat xx
XXX(name) - Flat xx
XXX(name) - Flat xx
XXX(name) - Flat xx
XXX(name) - Flat xx
XXX(name) - Flat xx