

**Our Ref:** RPEEPs\_03/26  
**Your Ref:**

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Dear Responsible Person / Building Owner / Landlord / Building Manager

## **Preparing for the new Residential Personal Emergency Evacuation Plan (RPEEP) Regulations – Action Required**

As you will be aware, the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 come into force on 6 April 2026. These regulations introduce new legal duties for Responsible Persons (RPs) in certain residential buildings to help improve the safety of residents who may be unable to evacuate without assistance during a fire.

This letter is a reminder of your responsibilities under the Regulations and to confirm that West Yorkshire Fire & Rescue Authority will be monitoring compliance as part of our role as an enforcing authority under the *Regulatory Reform (Fire Safety) Order 2005*.

### **Your legal duties as the Responsible Person**

If your building is in scope of the Regulations (all buildings with 2+ domestic premises that are **18 metres or 7 storeys or more** from ground level, and buildings **over 11 metres** from ground level where a **simultaneous evacuation strategy** is in place), from 6 April 2026 you must:

#### **1. Identify relevant residents**

Use reasonable endeavours to identify residents whose ability to evacuate without assistance is affected by a physical or cognitive impairment.

#### **2. Offer a person-centred fire risk assessment (PCFRA)**

In addition to offering a PCFRA, you should also ensure a PCFRA is carried out if a resident requests one.

#### **3. Consider reasonable and proportionate mitigation measures**

Implement “mitigating measures” that are “reasonable and proportionate” to enable the relevant resident to evacuate the building safely. Information about who bears the cost for mitigation measures can be found in the [Government’s Responsible Person Guidance](#).

#### **4. Seek to agree an emergency evacuation statement**

Agree with the relevant resident how they will evacuate the building safely in the event of a fire, record the approach in an [emergency evacuation statement](#) and share a copy of this statement with the relevant resident.

#### **5. Share minimal prescribed information with us - only with explicit resident consent.**

To achieve this requirement, the information should be held in hard copy on site within a suitable Secure Information Box (SIB).

This includes:

- flat number
- floor number
- basic indication of assistance likely required
- whether an emergency evacuation statement exists

No medical or personal information should be shared.

#### **6. Maintain and review these arrangements**

RPEEP-related assessments and arrangements must be reviewed:

- at least every **12 months**,
- **earlier** if something changes, or
- at a relevant resident's reasonable request.

#### **7. Prepare and review a building emergency evacuation plan**

You must also prepare a building wide evacuation plan, share it with us, again in the SIB, and review it at least every 12 months.

### **Compliance**

As the enforcing authority for your building under the Fire Safety Order, compliance with this requirement will form part of the auditing process.

Where we find evidence of noncompliance, we may take enforcement action in line with our statutory duties.

We will not act as a mediator to resolve issues the RP might have engaging with relevant residents or agreeing appropriate mitigation measures.

## **What residents should do**

Whilst it is the responsibility of the Responsible Person to identify relevant residents, those residents who believe they may need support to evacuate should be encouraged to contact you directly. Participation in the RPEEP process is voluntary for residents and they may withdraw consent to information sharing at any time.

In an emergency, residents should always ring 999.

## **How we will use information you provide**

Any information shared with us will be used solely to support operational response and will be handled securely in line with data protection requirements.

We will not collect, store or request medical details.

## **Support and further information**

You can also find further information on the [Government's website](#) and [West Yorkshire Fire & Rescue Service's website](#).

If you have questions or wish to discuss these requirements, please contact us at [Building.safety@westyorksfire.gov.uk](mailto:Building.safety@westyorksfire.gov.uk)

Thank you for your cooperation.

Yours sincerely



David Teggart  
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West Yorkshire Fire and Rescue Service