West Midlands Fire Service

The Manager
address

Date: XXXX
Our Ref: FSSL RPEEP/MaskingNo
Email: RPportal@wmfs.net

Dear Sir/Madam

Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
Premises: address

We are writing to inform you of the new legal duties set out in the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 which come into force on 6 April 2026. Our records indicate that you are the Responsible Person (and/or Accountable Person) for the premises listed above. If this is incorrect, please forward this letter to the appropriate individual and provide us with their contact details as soon as possible.

1. Identifying residents who may require assistance
   You must take reasonable steps to identify residents who may have difficulty evacuating due to disability, impairment, or other relevant needs.

2. Conducting person-centred fire risk assessments
   For each resident identified, you must offer a person-centred fire risk assessment.

3. Implementing reasonable mitigation measures
   You must consider practical measures to reduce identified risks.

4. Providing a written evacuation statement
   Where the resident agrees, you must prepare a written evacuation statement outlining required actions and considerations.

5. Sharing information with the Fire and Rescue Service
   You must provide a paper form copy in the Premise Information Box. You can electronically provide specific information regarding vulnerable residents to the local Fire and Rescue Service via WMFS Responsible Persons Portal - RPportal@wmfs.net.

6. Record-keeping and review
   You must maintain accurate records and review arrangements annually or when circumstances change. UK GDPR Article 5(1)(d)

Further statutory guidance is available at: https://www.gov.uk/government/publications/residential-personal-emergency-evacuation-plans-residential-peeps, NFCC link (Residential PEEPs: Guidance for Responsible Persons - GOV.UK) Responsible Persons toolkit (Responsible Persons toolkit - GOV.UK)

Yours faithfully

Responsibility Persons Property Portal
West Midlands Fire Service
Fire Safety Administration