**SCHOOLS’ PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

|  |  |
| --- | --- |
| **Name of person (PEEP ‘owner’):** |  |
| **Location of their usual base within the school:** |  |
| **Mobility / health concern:** |  |
| **Date original PEEP written:** |  |
| **Date of PEEP review:** |  |
| **If the PEEP is for a pupil / student, who are the main carers?:** |  |
| **Date of communicating this PEEP to carers:** |  |
| **Date of drills (to show this PEEP is practiced):** |  |

**AWARENESS OF PROCEDURE:**

**I am informed of an emergency evacuation by** (tick appropriate box):

|  |  |  |
| --- | --- | --- |
| **Existing alarm system** |  |  |
| **Pager device** |  |  |
| **Visual alarm system** |  |  |
| **Buddy** |  |  |
| **Other (please detail)** |  |  |

**DESIGNATED ASSISTANCE** (the following people have been designated to give assistance when I need to get out of the building in an emergency):

|  |  |
| --- | --- |
| **Name of buddy:** |  |
| **Buddy’s job title:** |  |
| **Stand-in for Buddy when they are absent:** |  |
| **Stand-in’s job title:** |  |
| **Does the Buddy have a method of communication with the person in charge of the school’s evacuation?[[1]](#footnote-1)** | Y/N  Detail: |

**METHODS OF ASSISTANCE** (e.g.: transfer procedures, methods of guidance, etc.):

***Example in red text within the form below is for a wheelchair user:***

|  |  |
| --- | --- |
| **The agreed and practiced methods of evacuation are:** | |
| **Method:**  *Emergency Lift* | **Detail:**  *Is situated in the corridor outside my classroom base – exits into main reception – wheelchair fits in the lift, and my Buddy must accompany me.* |

**EQUIPMENT PROVIDED FOR MY SAFE EVACUATION:**

|  |  |
| --- | --- |
| **The agreed and practiced methods of evacuation are:** | |
| **Item:**  *Evac chair* | **Detail:**  *Found in all stairwells. My Buddy is trained in its use.* |

**EVACUATION PROCEDURE** *(a step by step account beginning from the first alarm):*

|  |  |
| --- | --- |
| **Preferred method of evacuation will be by:** | *Emergency lift outside my classroom base* |
| **Method steps:** | *1. Ensure my Buddy receives communication that exit point from lift is not the area of fire.*  *2. Proceed to emergency lift and use emergency phone to summon the lift.*  *3. Enter lift and be taken to safe exit*  *4. Ensure the person carrying out the drill is aware of my escape.* |
| **Alternative method of evacuation:** | *Use the Evac chair to exit – one on every corridor* |
| **Method steps:** | *My Buddy should follow their training and ensure that safe exit is possible.*  *My evacuation plan will be practiced during drills and reviewed if necessary.*  *If the identified safe exit is the site of the fire, a refuge point should be used.*  *Buddy to raise communication with evacuation manager in all events.* |

**SAFE ROUTE(S):**

***Example:***

* *The stair well outside my classroom has an emergency lift and Evac chairs.*
* *There are also Evac chairs on corridor ‘X’*
* *Avoid going past the boiler room*
* *Avoid going past the science rooms*

**Acknowledgement of role and understanding of this PEEP:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role:** | **Name:** | **Signature (as appropriate):** | **Date** |
| **PEEP owner (person affected):** |  |  |  |
| **Headteacher:** |  |  |  |
| **Parent / carer:** |  |  |  |
| **Premises Manager / PRP:** |  |  |  |
| **Buddy:** |  |  |  |
| **Alternative Buddy:** |  |  |  |

1. It is important that if you are using specific stairwells or emergency lifts, that the exit point is not the site of the fire. Alternative routes and methods should be practiced in drills, alongside the efficacy of your communication methods. [↑](#footnote-ref-1)