

Personal Emergency Evacuation Plan (PEEP) Policy and Template



Scientia Academy
October 2021

LGB – to review October 2021

**Review date Annually or as
required**

Contents:

Statement of Intent

1. Background
2. Key Roles and Responsibilities
3. PEEPs
4. Evacuation in an Emergency
5. Training
6. Record keeping
7. Monitoring and review

Appendices

Appendix 1 – Pupil - PEEP Template

Appendix 2 – Staff / Visitors / Contractors – PEEP Template

Statement of Intent

Scientia Academy:

- Positively promotes inclusion and will take all reasonable steps to ensure that children / young people or staff who might be classed as disabled or SEN are not discriminated against or treated less favourably than others.
- Keeps a record of all pupils with PEEPs and ensure they are reviewed regularly.
- Ensures that all members of school staff (including supply teachers and support staff) who encounter pupils or staff with PEEPs know what to do in the event of an emergency evacuation

Signed by:

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____

Review date: _____

1. Background

The aim of the Personal Emergency Evacuation Plan (PEEP) Policy is to advise staff / pupils / visitors on the process of personal evacuation and instructions on how to prepare individual Personal Emergency Evacuation Plan's (PEEP) for:

- Disabled or sensory impaired pupils attending Scientia Academy
- Disabled or sensory impaired staff working at Scientia Academy
- Disabled or sensory impaired visitors / contractors attending Scientia Academy

A PEEP may be required for anyone who has any form of disability (including sensory impairment).

The aim of a PEEP is to provide pupils, staff, visitors and contractors who can not get themselves out of the building unaided, with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

2. Key Roles and Responsibilities

The Governing Body has a responsibility to:

- Ensure the health and safety of staff and pupils on the school premises and when taking part in school activities.
- Ensure that the PEEP Policy, as written, does not discriminate on any grounds, including, but not limited to: age, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handle complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensure the PEEP Policy is effectively monitored and updated.

The Headteacher has a responsibility to:

- Create and implement the PEEP Policy with the help of school staff, the SENCO and agencies involved with the child / staff member.
- Ensure this policy is effectively implemented and communicated to all members of the school community.
- Ensure all aspects of this policy are effectively carried out.
- Monitor the effectiveness of the PEEP Policy.
- Delegate the responsibility to create PEEPs for pupils, staff, visitors and contractors.

- Report to the Governing Body as necessary.
- Identify persons who may need additional help in evacuating in the event of an emergency and ensure they are offered suitable practical assistance.

School staff have a responsibility to:

- Read and understand the PEEP Policy.
- Know which pupils they encounter have an active PEEP in place.
- Know what to do in the event of an emergency evacuation.

The School Office has a responsibility to:

- Assist in the creation of the PEEP Policy.
- Will ensure the PEEP register is kept up to date.
- Will ensure that teachers and support staff are aware who has a PEEP, insuring all correct paperwork has been completed.
- Will ensure that PEEP records are completed and stored accordingly.

Pupils with a PEEP have a responsibility to:

- Follow the PEEP during an emergency evacuation

The Site Manager has a responsibility to:

- Provide training to staff members of the emergency evacuation equipment.
- Ensure emergency evacuation equipment is in good working order.
- To liaise with the school office on the preparation of PEEP's ensuring that all routes are covered.

The person's responsible for preparing PEEPs at Scientia Academy is Helen Cotton (pupils), Marion Chimenes (staff) and Thomas Cotton (Visitors / Contractors).

3. PEEP's

For pupils, staff, visitors and contractors, once it has been identified that a person would require assistance in the event of an emergency which required evacuation, a PEEP should be created and completed. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member should be nominated for this activity.

Adults and children with a disability should be considered as part of the evacuation procedures. In some cases, they will be able to evacuate the building independently but some with a limited mobility or a visual or hearing impairment may require additional support in order to evacuate safely.

The use of refuge areas should be incorporated into the fire risk assessment for the building and once the procedures are in place, these should be discussed with staff, pupils, visitors and contractors.

Supporting Information:

Pupils:

- When a pupil is enrolled at the school, their evacuation plan should be developed as part of the admission process, or if their needs change during their time at the school.
- Care should be taken that all children with a disability are provided with a PEEP if they need one, whether they have been provided with an EHCP, ICP or not.
- Pupils with learning difficulties are likely to need to practice their routes for emergency evacuation more regularly than termly. If so, this should be written into their PEEP. All people involved in the evacuation for a PEEP involving pupils will need to practice.
- For pupils with sensory processing disorders, the use of ear defenders should be considered to minimise distress from the alarm sounding.

Staff:

- Staff identified should complete the PEEP in consultation with the School Business Manager.
- Existing staff identified that do not have a plan should have one put in place, without delay, or when there is a change in a person's ability, to ensure they can make their way out of the building safely.
- For new staff, this should form part of the induction process. This should be in confidence and it should be made clear that if they need help, it will be provided.

Visitors / Contractors:

- A notice will be displayed in the Front Office Reception Area to declare if they require assistance. The notice will state:

'We operate a system of assisted evacuation for disabled persons and others who may need help in an emergency. Please speak to our Reception Team and we will provide you with a suitable strategy.

We have trained members of staff who can assist you if it is necessary to evacuate. These staff will be constantly aware of your location in the premises. In the event of an emergency, we want to ensure that we provide you with assistance in the most

appropriate way for you. You must follow instructions given by staff for your own safe evacuation.'

- A PEEP should be offered to people as part of the procedures for visitors / contractors as an extension to the signing in process. The disabled person can then choose the escape option to suit them and can be given suitable instructions.
- A suitable plan should include consideration of the building, management and disabled person can offer.
- It is the responsibility of the disabled person to identify themselves when they are informed of the availability of a choice of evacuation plan, and to co-operate with the school by giving any information necessary for the safe execution of the plan.
- All staff are responsible for ensuring visitors leave the building safely, whether they have a disability and should point out the escape routes.

School Productions / Public Events / Open Days etc:

- In the event of a school production / public event or open day etc. unknown visitors may enter the school and it will be more difficult to gather the information needed for a PEEP.
- In addition, it may be impossible to know how many disabled people are present at any one time or their level of disability. In these instances, a system of standard PEEPs will not be used or advertised.
- Letters that are sent out regarding events will ask for those with a disability who require assistance in an emergency to contact the school in advance.

4. Evacuation in an Emergency

Mobility Impaired Users

- Where mobility impaired users are located on the first floor there are a few considerations:
 - **Temporary Refuges** – a refuge is a designated temporary safe place where users who require assistance can wait. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.
 - **Scientia Academy currently has two refuge points – one is located by the lift and the second one is located by the staircase between year 5 and year 6.**
 - **Lifts** – Scientia Academy has a lift on the first floor, this can not be used in an emergency evacuation.

- **Safe Routes** – a PEEP should contain details of the necessary escape route(s). Clear unobstructed gangways and floor layouts should be considered at the planning stage. It is also necessary to ensure that there are (as many as possible) alternative routes and that the routes are not excessively long.
- Where people will be slower down the stairs or they need to shuffle down the stairs on their bottoms, they will need to wait until the main flow of people have been evacuated for their own safety and the safety of others.

Deaf and Hearing-Impaired Users

- Generally, most deaf people working alongside hearing colleagues will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.
- Pupils who are deaf or who have a hearing impairment, should be shown a card highlighting that an emergency evacuation is in place (see appendix). The emergency alarm has flashing beacons as well which will highlight the need for an emergency evacuation.
- Deaf or hearing-impaired persons working alone will need an alternative method of being alerted to an emergency. At Scientia Academy the alarm systems have flashing beacons.

Blind and Partially Sighted Users

- Staff, pupils, visitors and contractors should be offered orientation training and, where applicable this must include alternative exits from the building.
- If a blind person uses a guide dog, it is important that the dog is also given ample opportunity to learn these routes.

People with Cognitive Disabilities

- People with cognitive disabilities, including dyslexia, dyspraxia and autism often have problems comprehending what is happening in emergency evacuations.
- Provision of good orientation facilities and measures within the building is essential. There may be a reluctance by some to take an unknown route through and from the school building.
- The PEEP should be used to give them an opportunity to understand the possible need for choice and change of direction during an escape.
- Practice is essential for this group of people. Practice of route options can dramatically reduce the requirement for staff assistance.

5. Training

To be effective, any Emergency Plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire Drills for Staff / Pupils / Visitors and Contractors
- Fire Awareness Training (Flick)
- Specific training / instruction for nominated members of staff e.g. Fire Wardens
- Specific training / instruction in the use of Evacuation Chairs.

6. Record Keeping

Copies of pupil PEEPs will be held:

- In the classroom (in the medical box)
- In the Pupil File (in the front reception office)
- In the Emergency Evacuation Folder
- In the PEEP Folder
- A copy on Medical Tracker

Copies of Staff PEEPs will be held:

- With the employee
- In their staff file (in the Admin Office)
- In the Emergency Evacuation Folder
- In the PEEP Folder
- A copy on Medical Tracker

Copies of Visitor / Contractor PEEPs will be held:

- With the visitor / contractor
- Copy in the Emergency Evacuation Register
- In the PEEP Folder.

7. Monitoring and Review

The effectiveness of this policy will be monitored continually by the Headteacher. Any necessary amendments may be made immediately.

The School Office will inform the Headteacher if there are ways this policy can be implemented better or if any systems change.

The Governing Body will review this policy annually.

Appendix 1 – Pupil - Personal Emergency Evacuation Plan (PEEP)

This form should be completed for any child who requires assistance with any aspect of emergency evacuation. Once developed the PEEP will describe the child's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the child's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or pupil) is anticipated or identified.

Personal Information	
Pupil details	
Name:	
Class / Year Group:	
Location of Classroom in building:	
Why does the pupil require support in an emergency evacuation? (how does the pupil's health, mobility, hearing, sight, communication etc. impact on their safe evacuation?)	

Alarm System	
The Pupil is able / unable to raise the alarm? (delete as appropriate)	
If the pupil is unable to raise the alarm independently, please detail alternative procedures agreed:	
The individual is informed of an emergency by (tick all that apply):	
Existing Alarm System	
Visual Alarm System	
Pager Device	
Peer mentor or support assistant	
Other	

Additional comments	[Use this section to include any additional information necessary, such as any training required for these devices and systems.]
---------------------	--

Person(s) Responsible for Evacuation	
The following people have been designated to give assistance when the individual needs to evacuate the school: (You should identify who will provide back-up cover during absence?)	
Name(s)	Nature of Assistance

Equipment Required for Evacuation			
Name of equipment	Required (Y/N)	Comments	Location of equipment required
Evac Chair			
Mechanical Hoist			
Vibrating Pager			
Other			
Confirmation of the Use of Equipment			
Does the individual understand how the equipment required will be used and located?			
Does the individual (named above) need training on how the equipment is used?			
Training on Use of Equipment			
Name of equipment	Date	Comments	
Evac Chair	Date	Comments	
Mechanical Hoist	Date	Comments	

Other	Date	Comments
-------	------	----------

Evacuation Procedure

The procedure below offers step-by-step instructions on how the individual should be assisted with evacuation from the school. This procedure will be reviewed **annually** and after an emergency to ensure efficiency is maintained.

A copy of the building plan with routes clearly marked to be added

1.	
2.	
3.	
4.	
5.	
6.	

Practicing the Evacuation / Completion of PEEP

	Yes	No
Have the route(s) been travelled by pupil and responsible person?		
Has a copy of the exit route on plan been attached?		
Has the equipment detailed above been tried and tested?		
Have all issues been completed to full satisfaction?		
Has a copy of this form been sent to the person responsible for the fire evacuation?		
Has the person creating this plan informed all relevant staff of these arrangements? Class Teacher / Support Assistant		

Record the length of time of practice evacuation: mins

If No to any of the above, please explain:

Name / Signature of People Involved in Creating the PEEP

Name	Date	Relationship / Position	Signature

Where is PEEP Stored:

Location	Date	Name of Person Copy of PEEP Given To	Signature

Points to Consider

In preparation for completing details in this form, consider the following:

1.	Does the pupil change classrooms/rooms during the day, which takes them to more than one location within the building and other buildings?	
2.	Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?	
3.	Does the pupil have any difficulties hearing the fire alarm?	
4.	Are they likely to experience problems independently travelling to the nearest emergency exit?	
5.	Does the pupil find stairs difficult to use?	

6.	Are they dependent on a wheelchair for mobility?	
7.	If the pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?	

Appendix 2 – Staff / Visitors / Contractors - Personal Emergency Evacuation Plan (PEEP)

Where staff and regular visitors to a building require assistance in the event of an emergency, they need to be provided with a Personal Emergency Evacuation Plan. The plan must be tailored to their individual needs and should give detailed information on their movements during an evacuation. It is also possible that there will need to be some building adaptation to help facilitate their escape and to reduce the need for personal assistance.

There are two types of PEEP

1. Staff and regular visitors
2. Visitors / Contractors

Things you need to think about

- The person's movements within the building.
- The types of work that is carried out within the building.
- The different types of escape that can be made available.
- Any relevant building systems e.g. the fire alarm.
- The existing building evacuation procedure.

Personal responsibility

Everyone has responsibility to take measures to protect their own safety. This responsibility also applies to disabled people. Therefore, disabled people can be expected to identify themselves when they are informed of the availability of a choice of evacuation plan and co-operate by giving any information necessary for the safe execution of the plan.

What to do with your PEEP

- You need to keep a copy.
- Provide a copy to your local fire warden.
- Provide a copy to your evacuation buddy and backups.

Staff and Regular Visitors

Part 1: Your Details	
Name	
Location	
Alternative working locations	
Person developing this plan	

Part 2: Awareness of Procedure

I have received the evacuation procedure in the following format:

Format	Tick	Format	Tick
Braille		<i>Large print</i>	
Electronic format		It has been explained in BSL	
Audio Tape / CD		I have been shown the evacuation routes	
I have my own authorised plan			

Part 3: Alarm System

I am informed of the emergency by:

How?	Tick	How?	Tick
The existing alarm system		Members of my work team (<i>each of these people require a copy of this PEEP</i>)	
Pager device		The fire wardens on my floor (<i>the fire wardens require a copy of this PEEP</i>)	
Visual alarm system			

Part 4: Getting Out

Do you require an evacuation buddy?	YES / NO
Names (<i>Each of these people require a copy of this PEEP</i>)	
Back up names (<i>Each of these people require a copy of this PEEP</i>)	

Part 5: Details of your Personal Evacuation Plan

--

Part 6: Equipment you need to assist with your Evacuation

Equipment	Location

Part 7: Your Practice Diary

List here when you plan to test your PEEP. When you test your PEEP make notes here of any issues you had that need to be resolved.

Date	<i>Details</i>

Part 8: People who have been given a copy of your PEEP

Name	Location	Date

Personal Emergency Evacuation Plan (PEEP)

Visitor / Contractor

Part 1: Your Details

Name

Location

Alternative working locations

Person developing this plan

1. Your Requirements

Please outline the assistance that you require in the event of an emergency.

2. Escape Procedure

Please highlight below the action to be taken in an emergency.

3. Equipment

Please outline whether any equipment is required to aid in your evacuation in an emergency.

