

**Four Cs**

**Multi-Academy Trust**



Curiosity Confidence Courage Constancy

# **PERSONAL EMERGENCY EVACUATION PLAN (PEEP) POLICY**

**Presented to:**

**Full Trustees Meeting  
8 October 2020**

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Date of next review: <sup>3</sup>	Autumn 2023

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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- References to School are taken to mean any school within the Four Cs Multi-Academy Trust

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## **DEVELOPING A PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

### **1.0 Background**

- 1.1 Health and safety legislation places duties on the employer or 'responsible person' to prepare suitable and sufficient emergency plans for their buildings. These plans should include the procedures for evacuating the building in case of fire, bomb, gas leak, etc.
- 1.2 The most common reason for needing to evacuate premises is in relation to fire. When preparing a fire evacuation procedure, it is imperative to ensure that all people within the building can be evacuated to a place of safety.
- 1.3 Adults or 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.
- 1.4 The role of the Fire and Rescue Service is to save lives but the emphasis is on the responsible person to demonstrate that they can evacuate all people within their building to a place of safety without the need of the Fire and Rescue Service. This could be to a temporary place of safety such as a refuge area but there should be arrangements/procedures in place to evacuate people from this area to a permanent place of safety. For example, procedures may be in place to use a self-contained stairwell as a temporary refuge area and then move an individual with mobility impairment down the stairs using evacuation chairs if requested to a prearranged assembly point outside the building.
- 1.5 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 and any training needs identified, in particular the use of equipment such as evacuation chairs.
- 1.6 Where the evacuation procedures already in place do not cater for staff/students who may require specific support in case of an evacuation, a Personal Emergency Evacuation Plan (PEEP) will need to be developed. The PEEP should be developed in conjunction with the individual to agree what action will be taken. 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.
- 1.7 Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered and therefore it may be inappropriate for the individual to be involved in the test evacuation. In these cases, a volunteer to take their place should be identified.

### **2.0 Aim**

- 2.1 The aim of a PEEP is to provide staff/students who cannot get themselves out of a 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.

### **3.0 Responsibilities**

- 3.1 It is the responsibility of the Site Manager / Headteacher to talk to staff/students to assess whether they require any assistance in the event of an emergency. This should happen before they return to school or as soon as practically possible. If someone requires

assistance the Emergency Egress Questionnaire should be completed (see Appendix A). This should be completed by the member of staff/student who has the mobility, visual or hearing impairment.

#### 4.0 **Writing the PEEP**

4.1 From the information gathered in the questionnaire, a PEEP should be developed (see Appendix B for the template). Given the unique characteristics of buildings and the need for a PEEP to take account of an individual's capabilities, staff/students who require assistance and regularly use different buildings may need a separate PEEP for each building. If assistance with evacuation is required, the extent of such assistance should be identified in the PEEP ie the number of assistants necessary and the methods to be used. It is necessary to ensure that there is sufficient staff cover for absences, and the assistants may require training. Appendix C contains a PEEP register which should be updated weekly.

#### 5.0 **Evacuation in an Emergency**

5.1 Assisting mobility impaired users down stairs.

5.2 Where mobility impaired persons are located above or below the ground floor there are a number of considerations.

5.2.1 **Temporary Refuges** - A refuge is a designated temporary safe place where staff/students who require assistance can wait. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit eg the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. 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.

- Arthur Mellows Village College does not currently have any refuges.
- Fulbridge Academy does not currently have any refuges.
- Discovery Primary Academy does not currently have any refuges.
- Hampton Vale Primary Academy does not currently have any refuges.

5.2.2 **Lifts** - Most lifts cannot be used in an emergency. Any lift used for the evacuation of mobility impaired staff should be a designated "evacuation lift." The individual lift servicing contractor will be able to advise if, and in what circumstances a lift may be used in the event of a fire.

- Arthur Mellows Village College lifts cannot be used.
- Fulbridge Academy and Fulbridge Academy High does not have any lifts on site.

5.2.3 **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 especially important to ensure that security devices are all able to be operated by the evacuating persons. It is also necessary to ensure that there are (as many as possible) alternative routes and that the routes are not excessively long.

#### 6.0 **Deaf and Hearing impaired persons**

6.1 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. However, deaf or hearing impaired persons working alone may need an alternative method of being

alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used if required.

## 7.0 **Blind and Partially Sighted persons**

7.1 Staff, service users, students, etc 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.

## 8.0 **Training**

8.1 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, services users, etc
- Specific training/instruction for nominated members of staff eg Fire Wardens
- Specific training/instruction in the use of Evacuation Chairs, evacuation lifts

## 9.0 **Policy Review**

9.1 The Trust Board will review this policy in line with the procedure for policy review.

### 9.2 Date for Review

If no other reason for review, this policy will be reviewed every three years by the Trustees with the next review being Autumn 2023.

## APPENDIX A

### Emergency Egress Questionnaire for Person Requiring Assistance

This questionnaire is intended to be completed by staff/students who may require assistance in an evacuation to assist in the development of a Personal Emergency Evacuation Plan (Appendix B). Please provide as much information as possible to enable Management to develop a suitable plan. Appendix C is intended to be completed by First Aid staff once assessments have been completed and is emailed out to all staff on a weekly basis so that they are aware of specific student requirements.

Once developed, the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drill identifies concerns in the implementation of the evacuation, then please contact the Site Manager / Headteacher for assistance in finding suitable solutions.

#### Why you should fill in the form

The school has a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

#### What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the 'Personal Emergency Evacuation Plan' will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will need to be discussed with Site Manager / Headteacher.

**Student / Staff Name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

**Disability** (eg broken bone): \_\_\_\_\_

**Crutches/Wheelchair** (Please delete as appropriate)

1. Where are you based for most of the time?

Please specify: the building, the floor and the room number.

\_\_\_\_\_

2 Do you have a health condition/disability or concern which you feel will impact upon your ability to change base or evacuate the school buildings? If yes please provide details.

\_\_\_\_\_

3. Do you routinely use more than one location in this building?

YES

NO

If you feel it is necessary please provide further details below. (Please list the buildings and floors you use in each building)

\_\_\_\_\_

\_\_\_\_\_

### **Awareness of emergency evacuation procedures**

4. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?  
YES NO
5. Do you require written emergency evacuation procedures?  
YES NO
- 5a Do you require written emergency procedures to be supported by British Sign language interpretation?  
YES NO
- 5b Do you require the emergency evacuation procedures to be in Braille?  
YES NO
- 5c Do you require the emergency evacuation procedures to be on tape?  
YES NO
- 5d Do you require the emergency evacuation procedures to be in large print?  
YES NO
6. Are the signs which mark emergency routes and exits clear enough?  
YES NO

### **Emergency Alarm**

7. Can you hear the fire alarm(s) in your place(s) or work?  
YES NO DON'T KNOW
8. Could you raise the alarm if you discovered a fire?  
YES NO DON'T KNOW

### **Assistance**

9. Do you need assistance to evacuate your place of work in an emergency?  
YES NO DON'T KNOW  
If NO please go to Question 12
10. Is anyone designated to assist you to get out in an emergency?  
YES NO DON'T KNOW  
If NO please go to Question 11. If YES give name(s) and location(s)
-

11. Is the arrangement with your assistant(s) a formal arrangement?

(A formal arrangement is an arrangement specified for them by Management or written into their job description or by some other procedure.)

YES NO DON'T KNOW

11a Are you always in easy contact with those designated to help you?

YES NO DON'T KNOW

12. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and inform them of your location?

YES NO DON'T KNOW

**Getting Out**

13. Are you able to move quickly in the event of an emergency?

YES NO DON'T KNOW

14. Do you find stairs difficult to use?

YES NO DON'T KNOW

15. Are you a wheelchair user?

YES NO

Parent/Carer signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Medical staff: \_\_\_\_\_

**Please return to Site Manager / Headteacher.**

**APPENDIX B**

**Personal Emergency Evacuation Plan for:**

Name \_\_\_\_\_

Department \_\_\_\_\_

Building \_\_\_\_\_

Floor \_\_\_\_\_

Room Number \_\_\_\_\_

**Awareness of Procedure**

The member of staff is informed of a fire evacuation by:

- Existing alarm system
- Pager device
- Visual alarm system
- Other (please specify)

**Designated Assistance:**

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name \_\_\_\_\_

Contact details \_\_\_\_\_

Name \_\_\_\_\_

Contact details \_\_\_\_\_

Name \_\_\_\_\_

Contact details \_\_\_\_\_

**Methods of Assistance:**

(eg: Transfer procedures, methods of guidance, etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Equipment provided (including means of communication):**

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**Evacuation Procedure:**

(A step by step account beginning with the first alarm)

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**Safe Route(s) (include plan of building):**

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All persons involved with this PEEP must sign and date. A copy of this PEEP must be sent to Site Manager / Headteacher.

Signed (individual subject to PEEP) Staff Member/Parent/Carer

.....Date.....

Signed (Manager)

.....Date.....

Signed

Designated Assistant(s)

.....Date.....

.....Date.....

.....Date.....

