



## PERSONAL EMERGENCY EVACUATION PLAN

**NAME:**

**DATE:**

**REVIEW DATE:**

**Copies to:** Class teacher and pupil

**Introduction:** The purpose of this PEEP is to enable the school to implement policy and procedures in order to discharge part of its duty towards disabled pupils/young people or staff under the Regulatory Reform Order 2005; the Education Act 1996 and the Disability Discrimination Act 1995.

This plan will ensure that personnel with a mobility issue, whether permanent or temporary, are not put at any disadvantage or treated less favourably in the event of an emergency situation.

This plan will:  
identify any specific needs of the individual,  
identify staff responsibilities  
identify staff training requirements  
identify specific evacuation routes where appropriate,  
identify refuge areas and specific evacuation procedures.

This 'PEEP' will be reviewed at least annually to ensure that the most up to date information is available. Further reviews will be undertaken where there is a change in the person's health; a change in procedures or an alteration of the premises.

### **Plan Objective**

[Name of individual] is a permanent wheelchair user and special provision needs to be made for her evacuation from the first floor of [A block] in the event of an emergency. Her regular access is via the disabled lift at the south end of [A block]. In the event of an emergency situation, typically a fire evacuation, circumstances may be such that [Name of individual] cannot use the disabled lift and alternative procedures need to be followed.

### **Evacuation Procedure**

In the event that [Name of individual] is upstairs in A-block and the fire alarm sounds, the following procedures should be carried out:

- As part of the routine classroom evacuation, [Name of individual]'s carer should take her to the landing area at either end of the upstairs corridor in [A block]. In doing so, the carer should make an assessment of the safest route to take based on a visual check of the corridor on leaving the classroom. If there is no obvious danger/obstruction in either direction, [Name of individual] should be taken to the landing area at the north end of the building as this is deemed a preferable Refuge Area than the south end. Each refuge area is deemed to be fire safe for a minimum of 30 minutes should there be a fire in [A block].
- Once in the Refuge Area the carer should telephone one of the school fire wardens to establish contact and advise location.
- A member of the Fire Warden team will check [A block] to ensure staff and pupils have been evacuated and to establish whether the emergency relates directly to [A block].
- If the emergency does not relate directly to [A block], the Fire Warden will advise Carer and [Name of individual] that it is safe to use the disabled lift for evacuation.
- If the emergency does relate directly to [A block], the fire warden will advise the carer and [Name of individual] to remain in the refuge area and await further instructions. Fire Warden will remain with [Name of individual] and carer and liaise with [Fire warden team/ detail post ] by mobile phone.
- In the event of an identified emergency, it is expected that the emergency services will be on site within 10 minutes of the alarm being raised. On arrival they will be advised of the location of carer and [Name of individual] by [Fire warden team/ detail post ] At this point, the emergency services will oversee the evacuation of [Name of individual] /carer.
- In the event that the Fire Warden team consider [Name of individual] and carer to be at considerable risk from the emergency unfolding in [A block] and the emergency services have not arrived, the Fire Warden team will evacuate [Name of individual] and advise carer to leave via the adjacent staircase.
- [Name of individual] will be physically carried down emergency exit staircase by members of the Fire Warden team using an appropriate procedure. This will be reviewed as [Name of individual] grows.

### Plan Requirements

Action Required	Action taken
All staff and [Name of individual] to be advised of the procedure.	
New staff to be advised of procedures as part of induction training.	
Consultation with [Name of individual] and care staff at each review	
Refuge Areas to be confirmed as suitable "identified fire-protected areas".	
Refuge Areas to be clearly marked and shown to [Name of individual] 's care team and Fire Warden team.	

Care staff to carry mobile telephones at all times and have mobile numbers of school fire wardens.	
Fire warden team to be established.	
Fire warden team to be trained in "two-man lift" procedure for evacuation of [Name of individual] .	
Fire warden team to be aware of [Name of individual] 's timetable at all times. Site Team will congregate at alarm indicator point to locate where the alarm has been triggered and to ascertain if [Name of individual] is upstairs in T-block.	
Personal Emergency Evacuation Plan to be practiced.	