

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Educational Settings — UK Fire Safety & Equality Act 2010.

About this PEEP

A Personal Emergency Evacuation Plan (PEEP) is a bespoke escape plan for a student or staff member who may require additional support to evacuate the building safely during a fire or other emergency.

Under the Equality Act 2010, schools and colleges must make reasonable adjustments for disabled students and staff. Under the Regulatory Reform (Fire Safety) Order 2005, the Responsible Person must ensure all occupants can evacuate safely.

This PEEP must be reviewed at least annually, or whenever the student or staff member's circumstances change, and should be practised regularly (at least every six months).

Personal Details

Name:	
Student / Staff / Visitor:	
Year group / Department / Visitor details:	
Building(s) regularly used:	
Main reason for PEEP:	

PEEP created by (name and role):	
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Date PEEP created:	
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Emergency Awareness

Individual will be notified of a fire or emergency by:	<input type="checkbox"/> Existing alarm system <input type="checkbox"/> Visual alarm system <input type="checkbox"/> Vibrating pager <input type="checkbox"/> Colleague, carer or buddy <input type="checkbox"/> Other (specify method): _____
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In case of emergency evacuation, individual needs help from this many people:

The individual knows where the emergency assembly points are?

Yes No

Evacuation Equipment

Detail specialist equipment the individual requires to evacuate safely and quickly:

(e.g. evacuation chairs, wheelchairs, hoists, vibrating pagers, visual alarms)

Where will the specialist equipment be located?

Does the individual consent to the equipment being used?

Yes No

Does the individual know how to use the equipment?

Yes No

Any further notes:

Confirmation of PEEP

The individual understands the contents of the PEEP and agrees to the information recorded. The individual also agrees to keep the Responsible Person up-to-date with any changes in their condition that may impact the contents of their PEEP.

Signature of individual:

Signature of Responsible Person:

Date: _____	Date: _____
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This PEEP must be reviewed at least annually and whenever circumstances change.
Practice evacuations should be conducted at least every six months. Both the individual and designated assistants must be familiar with the plan and any equipment.