

GREEK PRIMARY SCHOOL Of LONDON

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

April 2019

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Introduction

A PEEP is a personal emergency evacuation plan. It is a personalised plan for individuals who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of an emergency. The aim of a PEEP is to provide with the necessary information to be able to manage their escape from the building. This will also provide the school with the necessary information to ensure that the correct level of assistance is always available to ensure safe evacuation takes place.

Responsibilities

Head teacher

The Head teacher is responsible for ensuring that the building is safe for occupants to use at all times and to ensure that staff and students with disabilities have a PEEPs in place to ensure they can evacuate the building safely.

New Students

At application stage new students to the school should identify they have a disability to ensure that arrangements are made at the earliest opportunity to develop a PEEP.

New Staff

New members of staff should complete a personal declaration and identify they have a disability at recruitment stage. This information is then passed to the Head teacher to ensure that arrangements are made at the earliest opportunity to develop a PEEP.

Temporary or Short Term Disabilities

It is the responsibility of the Head teacher to ensure that staff or students suffering from a temporary injury or illness that might impair them from safely evacuating the building, are issued with a PEEP if necessary.

Visitors

It is the Head teacher responsibility to ensure that arrangements are put in place for the safe evacuation of any disabled persons visiting the building.

PERSONAL EVACUATION PLAN QUESTIONNAIRE

Your name

Staff

Student

Date

Have you read and understand the fire evacuation procedure for the building?

Yes

No

Do you require a copy of the procedure in an alternative format?

Yes

No

If Yes, which format?

Do you have any special evacuation requirements?

Yes

No

If Yes, please provide a brief description

We operate an evacuation system which includes Personal Emergency Evacuation Plans (PEEPs). If you have answered yes to the above question we will arrange a meeting with you.

If you have any questions, please speak to:

Head Teacher

Please return this form to:

Head Teacher's Office

Thank you

PERSONAL EMERGENCY EVACUATION PLAN

Name (Employee or Student)	
Year Group	
Building	
Floor	
Room/Area	

AWARENESS OF PROCEDURE

The student/employee is informed of an emergency evacuation by:

Existing alarm system	<input type="checkbox"/>	
Pager device	<input type="checkbox"/>	
Visual alarm system	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

Other means of notification of an emergency evacuation (if applicable):

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

Name & Department	
Name & Department	

METHODS OF ASSISTANCE

(e.g.: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE (Employee / Student Timetable is attached to this Plan):

ALTERNATIVE ROUTE(S):

THOSE RESPONSIBLE FOR IMPLEMENTING AND APPROVING THE PLAN

(If the plan is for a student parental approval and agreement is required)

PARENTS NAME:

(If applicable)

PARENTS SIGNATURE:

(If applicable)

DATE:

EMPLOYEES NAME:

(Responsible for the plan)

EMPLOYEES SIGNATURE:

DATE:

The plan will be reviewed annually or sooner if there are any changes which may affect the current arrangements.

Building Plan