

## **PEEP – Personal Emergency Evacuation Plans**

The Regulatory Reform (Fire Safety) Order 2005 requires any person in control of premises to have adequate procedures to ensure that all occupants can evacuate to a place of safety if there is a fire. Evacuation is not the responsibility of the emergency services.

The aim of a Personal Emergency Evacuation Plan (PEEP) is to establish safe procedures for people who may not be able to get themselves out of a building without assistance. Personal Emergency Evacuation Plans (PEEPs) are in addition to standard evacuation procedures.

Full guidance on completing a PEEP is available within the Health & Safety manual on the LEA website at:

<http://www.boltonlea.org.uk/healthandsafety/Documents/Section%205%20Health%20and%20Safety%20Arrangements/GENERAL%20INFORMATION%20A%20-%20Z/PEEPs.doc>

Head teachers need to ensure that any person who would require assistance to evacuate a building in the event of an emergency is identified. A PEEP should be completed using the questionnaires in Appendices 1 & 2 of the procedure.

Every student who may require assistance must have an individual plan. This may include pupils with behavioural or learning difficulties.

Generic templates are only acceptable where there are visitors with unknown needs, e.g. wheelchair users at school/college productions or meetings.

The Head teacher must ensure that all employees required to assist in the evacuation are aware of the contents of the PEEP and have sufficient information, instruction and training to carry out their duties safely without harm to themselves or the person that they are assisting. There must be adequate assistance available at all times.

Further advice is available from the Occupational Safety & Health Shared Service on 1210 or Corporate Property Services on 1234. Please note that any assistance will be provided within the terms of your Service Level Agreement.

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Next Review: September 2017