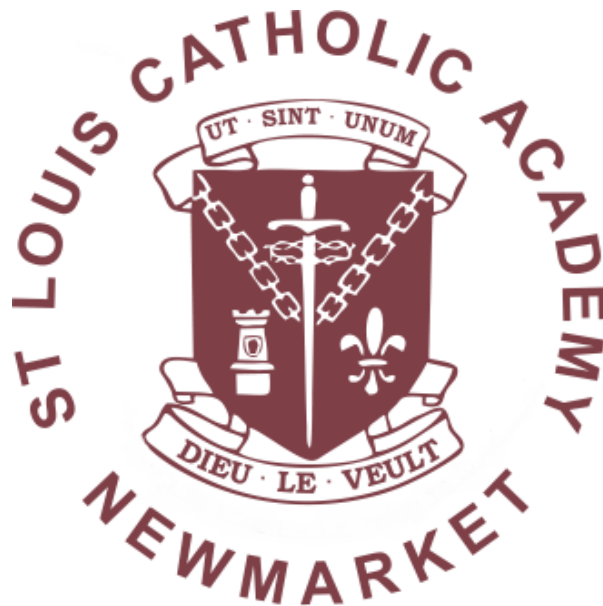




## St Louis Catholic Academy

*'Loving to Learn – Learning to Love'*

# Personal Emergency Evacuation Policy



2017-2018

**Approved by:** Chair of Governors

**Date:** 7/02/2018

**Last reviewed on:** February 2018

**Next review due by:** February 2019

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**Purpose: To set out the school's policy regarding the use of Personal Emergency Evacuations plans.**

**Date: October 2017**

## **1. Introduction**

Everyone who enters a building must be able to leave it safely in an emergency and assemble at a place of safety. People with disabilities may need some arrangements in place to make use of evacuation equipment or have assistance to help them in emergencies. These arrangements must be described and communicated to those involved in a Personal Emergency Evacuation Plan, also known as a **PEEP**.

Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Equality Act 2010 and the Regulatory Reform (Fire Safety) Order 2005 place duties upon St Louis Catholic Academy to implement effective arrangements for access and emergency evacuation for employees, pupils and visitors.

The school has an Emergency Evacuation Assessment form that can be used to establish any particular needs that a pupil, staff member or visitor may have to enable safe evacuation from the school buildings.

If a particular need is identified then a Personal Emergency Evacuation Plan should be prepared.

It is an absolute requirement that a PEEP be considered in the following circumstances:

- A member of staff is assigned to look after a particular child on a permanent basis, in which case it is the duty of the appointed staff member to undertake the assessment and include it in the child's Individual Education Plan
- Anyone with a temporary disability (e.g. a child with a broken leg) in which case it is the duty of the class teacher, or the staff member concerned, to undertake the assessment.
- 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.

## **2. 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.

### 3. Emergency Evacuation Assessment

This form has been developed so that the school can establish any particular needs that a pupil, member of staff or visitor may have to enable safe evacuation from the building.

Any detail provided will be handled in confidence and shared only with the necessary parties required to ensure the persons safety and that of others. All information provided will be stored and kept in accordance with the Data Protection Act.

**This form is confidential.**

|                               |                  |
|-------------------------------|------------------|
| <b>Name:</b>                  | <b>Tel:</b>      |
| <b>Building:</b>              | <b>Location:</b> |
| <b>Description of Duties:</b> |                  |
| <b>Date Completed:</b>        |                  |

Please tick appropriate box.

|                                                                                                                                                | <b>YES</b> | <b>NO</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1. Is the subject likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation?    |            |           |
| 2. Does the subject find the stairs difficult to use?                                                                                          |            |           |
| 3. Is the subject dependent on a wheelchair (or similar aid) for mobility?                                                                     |            |           |
| 4. If the subject uses a wheelchair (or similar aid) would he/she have problems being able to transfer from the wheelchair without assistance? |            |           |
| 5. Is the subject able to open fire doors without help?                                                                                        |            |           |
| 6. Does the emergency evacuation procedures need to be provided in an alternative format( braille, large print, tape)?                         |            |           |
| 7. Is the subject able to use the normal fire escape routes?                                                                                   |            |           |
| 8. Is the subject able to hear the fire alarm?                                                                                                 |            |           |

|                                                                                                                                              |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 9. Is the subject able to read fire exit signs?                                                                                              |  |  |
| 10. Is the subject able to raise the fire alarm if needed?                                                                                   |  |  |
| 11. Is the subject likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation? |  |  |

General Comments

### 4. Personal Emergency Evacuation Plan (PEEP)

To be completed by the class teacher (for pupils) or the Site Manager (for everyone else)

#### Personal Emergency Evacuation Plan For

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Class teacher: \_\_\_\_\_

Building: \_\_\_\_\_

Nature of disability: \_\_\_\_\_

#### Awareness of Procedure

The disabled person is informed of a fire evacuation by:

existing alarm system

pager device

visual alarm system

other (please specify)  \_\_\_\_\_

#### Designated Assistance

Name \_\_\_\_\_

Position \_\_\_\_\_

Class \_\_\_\_\_

In case of absence:

Name \_\_\_\_\_

Position \_\_\_\_\_

Class \_\_\_\_\_

#### Method of Assistance

(eg: transfer procedures, method of guidance etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Equipment provided

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Evacuation Procedure**

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**Safe route(s)**

(if usual one not suitable)

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|                                              |       |                    |
|----------------------------------------------|-------|--------------------|
| <b>Health &amp; Safety Leader Signature:</b> | ..... | <b>Date:</b> ..... |
| <b>Class Teacher Signature:</b>              | ..... | <b>Date:</b> ..... |
| <b>Designated Assistant Signature:</b>       | ..... | <b>Date:</b> ..... |
| <b>Head of School Signature:</b>             | ..... | <b>Date:</b> ..... |