

PERSONAL EMERGENCY Evacuation PLAN

# GUIDANCE FOR SCHOOLS



IDENTIFY THOSE WHO MAY REQUIRE A PEEPS

IDENTIFY WHAT THE HAZARDS MAY BE

Staff identified during application process

Students identified during enrolment process

Complete Questionnaire

Input required from:

Disabled person

Parents

Head

Teachers

Business Continuity Manager

HR Relationship Manager

Consider:

Nature/extent of disability?

Which area/s will the person work/visit?

What is type and extent of risk?

Is accommodation suitable?

Is a PEEP required?

CONSIDER WHAT ALTERATIONS OR PROCEDURES ARE REQUIRED

PRODUCE THE PEEP

WHERE NEEDED

TEST THE PLAN

MONITOR AND REVIEW

Train personnel to carry out duties

Ensure equipment is maintained

## RESPONSIBILITY FOR COMPLETING A PEEP

The effective completion of a PEEP for a member of staff or student is very much a collective effort that may require an input from various parties. However, it is important that a named individual is made responsible for the co-ordination of the process detailed above.

In schools such an individual should be a senior member of staff (such as the Deputy Head teacher or Senior Administrative Officer or Business Manager).

## IDENTIFYING THOSE WHO REQUIRE A PEEP

It is fully accepted that staff, students or visitors are not legally obliged to divulge any disability they may have.

However, all reasonable attempts should be made to identify persons who may require assistance at the earliest opportunity to enable sufficient time for the completion of the above process.

Where practicable any Personal Emergency Evacuation Plan will be developed ***before*** the student or staff member joins the establishment. The routes by which the need for a PEEP may be identified are:

* On enrolment into the establishment for students
* On application and/or interview for employment for staff

To enable the PEEP to be completed, the individual with the disability (or their representative) will be requested to complete the questionnaire that accompanies this document.

## IDENTIFYING HAZARDS

The identification of hazards associated with emergency evacuation from any premises will be informed by data from a range of sources including:

* The nature and extent of the individual’s disability
* The areas that will be used/visited by the individual
* The premises fire risk assessment
* The assessment of risk to the disabled individual and other building users
* The suitability and availability of alternative accommodation.

## ALTERATIONS AND PROCEDURES

Where reasonable adjustments can be adopted to reduce the risks from the hazards to an individual, such measures should be taken. This includes but is not exclusive to:

* Relocating the class, work or study area to the ground floor with direct access from the area to the outside
* The provision of a flashing light linked into the fire alarm system for deaf persons
* The provision of a ‘buddy system’ to escort blind persons from the premises (Blind and partially sighted students will also be offered orientation training)
* Ensuring that those caring for those with mental disabilities keep the person calm during an evacuation
* Providing a designated evacuation lift
* Providing refuge points
* Providing evacuation chairs
* Making suitable provision for the use of horizontal evacuation routes

### Temporary Refuges

A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space.

The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

**A refuge is NOT a location where a person can remain until removed from the building by the fire service. It is the responsibility of the establishment to ensure that all persons are evacuated.**

### Lifts

Most lifts cannot be used in an emergency. Any lift use for the evacuation of disabled people should be either a “fire-fighting lift” or an “evacuation lift.”

If you believe that there is a suitable lift then the H&S Manager will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.

### Evac-Chairs

Evac-Chairs, can be used to assist disabled people downstairs, are provided in some buildings. Where there are anticipated to be a number of wheelchair users in a building at any one time, it may be necessary to provide additional Evac-Chairs in the relevant building.

### Deaf and Hard of Hearing Persons

Generally, most deaf people working alongside hearing colleagues/students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

### Blind and Partially Sighted Persons

Both staff, students and visitors should be offered orientation training. This must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

## PRODUCING A PEEP

If it is determined that a building or area is suitable for safe access and egress by a disabled individual, or can reasonably be altered to become so during normal working conditions, then a Personal Emergency Evacuation Plan (PEEP) must be prepared. This plan will record the arrangements that have been developed to evacuate a disabled individual from the building or area in the event of an emergency.

Where disabled individual/s may require assistance or have difficulty using the stairs, the following procedure should be adopted:

* A Personal Emergency Evacuation Plan will be developed for each individual
* The proforma provided will be used to develop the PEEP
* The PEEP will be developed in co-operation with the disabled individual and other appropriate persons as detailed on the flow-chart
* Once completed the PEEP will be made know to appropriate persons as detailed on the flow-chart

## STAFF TRAINING

Suitable volunteers will need to be identified so as to assist those with a disability in the event of an emergency. A suitable number of staff should be identified to ensure that appropriate coverage is available during periods when those requiring assistance are present on the premises. Such persons will be identified in each individual PEEP. All staff will receive adequate training appropriate to the situation. This may include:

* General fire evacuation procedures
* Specific duties and responsibilities in relation to the evacuation of disabled persons
* The safe use of Evacuation Chairs (including the transfer of persons from wheelchairs to evacuation chairs)
* Sighted guide training

A suitable record of training provided should be kept and refresher training should be provided as necessary, based upon the risk assessment and needs of staff/disabled individuals. Such records will be kept in an individual’s personal folder and will also be attached to the PEEP.

Guidance on training for the use of Evacuation Chairs will be sought from the equipment supplier.

## TESTING AND MAINTENANCE

When a PEEP has been developed the procedure detailed will require testing, involving all necessary staff. Such testing will be carried out as follows:

* For students, as soon as practicable after enrolment and then if in attendance during a fire drill
* For staff, as soon as practicable after joining and then during any fire evacuation drill

All equipment provided for fire safety purposes will be maintained as detailed within the fire risk assessment for the establishment.

Evacuation Chairs will be maintained as per manufacturer’s recommendations.

Any communications systems within the refuge areas will be maintained as per manufacturer’s recommendations.

## RECORDING AND REVIEWING

The following records will be kept by the nominated person:

* Emergency Evacuation Questionnaire
* Details of any significant risks identified
* Copy of the Personal Emergency Evacuation Plan
* Training records for volunteer staff who will assist in an evacuation
* Details of any drills or tests completed
* Details of any maintenance of specific equipment provided for assisting in an evacuation

The above procedure will be reviewed in the following circumstances:

1. When a significant change to the circumstances occurs
2. When the test or drills highlights any shortfall in the procedures