



# **PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

**This policy has been adopted by the Board of Directors of the STAR Multi Academy Trust and is applicable across all schools that make up the STAR Multi Academy Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Board and the Head Teacher of each school that is part of the STAR Multi Academy Trust.**

**Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Board this has been made clear within the wording of the policy.**

**This policy will be monitored regularly by the MAT Headteachers' Group and reviewed formally by the STAR MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.**

**DATE ADOPTED: 29 September 2020**

**DATE FOR REVIEW: September 2023**

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\* In this document:

- the term ‘parent’ includes guardian and primary carer
- the term ‘student’ includes pupil

## 1 Policy

The STAR MAT recognises its duty under the Disability Discrimination Act 1995 (DDA), the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005, to ensure that staff and students are able to respond to an alarm and either leave the building or move to a designated place of safety within each building in an emergency without the direct intervention of the Fire and Rescue Service.

A Personal Emergency Evacuation Plan (PEEP) is a means by which arrangements are made to ensure that an individual's physical or mental abilities or other circumstances do not prevent them from evacuating the building safely. It is the policy of The STAR MAT to generate a PEEP for every member of staff or student with a disability, which may affect their ability to respond to an emergency. The PEEP shall set out the adjustments necessary for maintaining their personal safety.

## 2 Scope

This policy applies to all staff and students. Other individuals e.g. visitors and contractors, shall also be protected by this policy in so far as their needs are identifiable and where reasonable adjustments can be made.

## 3 Duty holders

2.1 The **Staff Member** who admits a student will inform the Headteacher/SLT should there be any medical/disability identified on the admission form.

2.2 **HR** will inform the Headteacher/SLT/SBM should there be any medical/disability identified for a new member of staff.

2.3 The **Headteacher/SLT with the appropriate member of staff** (school based) shall assess if the disability may affect the person's ability to react to an emergency in a safe and appropriate manner. If required, this will initiate the PEEP protocol for students & staff.

2.4 The **Admin Team/Pastoral** sends out a standard letter and questionnaire to those identified as possibly requiring a PEEP. The questionnaire will be completed and returned to the **Headteacher/SLT** (see Appendix 1 and Appendix 2). Should no response be forthcoming, a second attempt is made to contact those identified, (see Appendix 3). This is backed up with a telephone call to the staff member or parents of the students. Should there still be no response, a third and final attempt is made to contact (see Appendix 4), again with questionnaire enclosed and supported by a telephone call.

The effort to contact individuals is not an open-ended process. The third letter will be final adherence to this procedure and demonstrates a reasonable effort on behalf of the School to make contact with those people to whom it has a responsibility under the DDA.

Once contact has been made with the disabled person, the **Headteacher/SLT/Admin team/Pastoral Team** will arrange a meeting with them and write a PEEP specifically for that individual in relation to the building(s) they use. The PEEP document includes a summary of the

escape plan and drawings of the building(s) concerned. The PEEP document is sent to the disabled person for approval and permission is requested to allow the document to be passed to other relevant persons within the School. On receipt of that approval the **Admin team/Pastoral Team** forwards the PEEP with a covering standard letter/Email, (see [Appendix 5](#)), to all relevant staff, each PEEP is also held in the shared area/displayed in appropriate area.

2.5 The **Headteacher** shall ensure that systems are in place to act upon the recommendations within the PEEP, where these affect the building or its facilities, in an appropriate and timely fashion.

### 3 Change of circumstance of medical condition/disability

Staff and students with disabilities, including temporary conditions, or any change in their circumstance that could affect their ability to react appropriately to an emergency, shall contact the **Admin Team/Pastoral Team/Form Tutor** and forward to the **Headteacher/SBM** to assess if the disability may affect the person's ability to react to an emergency in a safe and appropriate manner. Staff and students shall implement the PEEP and adhere to the arrangements made for their personal safety. **It is the responsibility of the Parent to ensure the School is made aware of all needs (including temporary needs).**

## 5 APPENDICES

**Appendix 1: First letter to staff or student**

**Appendix 2: Questionnaire**

**Appendix 3: Second letter to staff or student**

**Appendix 4: Third letter to staff or student**

**Appendix 5: Letter to duty holder**

## 6 Appendix 1: First letter to staff/students

Dear (Sir/Madam)

### **Re Personal Emergency Evacuation Plans (PEEPs)**

The Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations providing services to the public, take responsibility for all people, including disabled people evacuating buildings safely.

I am writing to you because we have been informed that you have disclosed a disability to the School. To enable the school to support you (or your child) in the case of an emergency I would be grateful if you could take a few minutes to complete the attached “PEEP requirements” questionnaire and return it to the address above for the attention of the Admin Team.

This information will be used to ensure that as someone who has declared a disability to the School, that where necessary, a PEEP is drawn up, and, to verify that you are able to respond safely to fire evacuations. The provision of such a plan for you by the School is a requirement of the above legislation.

A prompt response would be much appreciated.

Yours faithfully

7 Appendix 2 – Questionnaire

**PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

**QUESTIONNAIRE**

Name of Person:

Date:

**\* strike through any sections that do not apply.**

**Mobility Impairment**

	<b>(Circle appropriate answer)</b>		
Can you leave the building unassisted?	<b>Yes</b>	<b>No</b>	
Can you move quickly in the event of an emergency?	<b>Yes</b>	<b>No</b>	
How far can you walk unaided?	<b>Distance:</b>		
Do you find stairs difficult to use?	<b>Yes</b>	<b>No</b>	
Are you a wheelchair user?	<b>Yes</b>	<b>No</b>	
Is the wheelchair required for all circumstances	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Can your wheelchair be dispensed with for short periods?	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the wheelchair a standard size or an electrically powered type with wider dimensions?	<b>N/A</b>		
	<b>Normal</b>	<b>Electrical</b>	<b>Width.....</b>

If yes to any of the above, we have a high ratio of staff that are physically fit, suitably trained, and strong enough to carry all but the heaviest people with ease. These staff will be constantly aware of

your location in the premises, as they are with other persons. In the event of an emergency, we want to ensure that we provide you with assistance in the most appropriate way for you.

What kind of assistance do you require?		
'Wheellie' down the stairs with the wheelchair tilted onto its rear wheels	<b>Yes</b>	<b>No</b>
Carried down the stairs in your wheelchair	<b>Yes</b>	<b>No</b>
Assisted from your wheelchair and a suitable number of helpers carry you down the stairs	<b>Yes</b>	<b>No</b>
Assisted to walk down the stairs with one assistant holding each arm	<b>Yes</b>	<b>No</b>
Assisted to walk down the stairs with one assistant and the use of the handrail	<b>Yes</b>	<b>No</b>
Provided with supervision as you move down stairs on your bottom, unaided	<b>Yes</b>	<b>No</b>
Self transfer to an evacuation chair/stairclimber?	<b>Yes</b>	<b>No</b>
Could the medical nature of your condition be aggravated by the use of such a device	<b>Yes</b>	<b>No</b>
Has a member of staff and a deputy be assigned to assist you in an emergency?	<b>Yes</b>	<b>No</b>
How might your mobility be worsened e.g. by smoke etc.?	<b>Details:</b>	
Any other problems/observations/or solutions?	<b>Details:</b>	



<b>Hearing Impairment</b>			
Would you hear the fire alarm/an announcement informing you that there was an emergency?	<b>Yes</b>	<b>No</b>	
Would a visual indicator assist?	<b>Yes</b>	<b>No</b>	
Is there to your knowledge any special or purposely designed hearing system or device available which might assist you in hearing the fire alarm more clearly?	<b>Yes</b>	<b>No</b>	<b>If yes, details:</b>
Would your response to a fire alarm being activated be helped by an assistant(s) who could provide support in the fire evacuation procedure?	<b>Yes</b>	<b>No</b>	
Would a vibrating pager unit that operated when the fire alarm was actuated be of assistance?	<b>Yes</b>	<b>No</b>	
<b>Visual Impairment</b>			
Do you have strong enough eyesight to see your way out of the premises unaided?	<b>Yes</b>	<b>No</b>	
Can you read the escape instructions? If not, what format do you need them in?	<b>Yes</b>	<b>No</b>	<b>Details:</b>

Do you require aid to help you move around the building for example: a cane, guide dog or other equipment?	<b>Yes</b>	<b>No</b>
How long does it take you to leave the building in normal circumstances?	<b>Time in minutes:</b>	
Could you find your way out of the building by an alternative route should your normal route be unavailable?	<b>Yes</b>	<b>No</b>
Do you think the speed at which you leave the building may have the potential to hold up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?	<b>Yes</b>	<b>No</b>
Would tactile signage or floor surface information be of assistance to you?	<b>Yes</b>	<b>No</b>
Is there any other disability that may prevent you from evacuating without assistance?	<b>Yes</b>	<b>No</b>
<b>Details:</b>		
<b>Cognitive Impairment</b>		
Are you able to understand what is happening in an emergency?	<b>Yes</b>	<b>No</b>
Do you understand the risks?	<b>Yes</b>	<b>No</b>

Do you understand the possible need for choice and change of direction during escape?	<b>Yes</b>	<b>No</b>
How long does it take you to leave the building in normal circumstances?	<b>Time in minutes:</b>	
<b>General Information</b>		
Do you understand the concept of a fire refuge area?	<b>Yes</b>	<b>No</b>
Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?	<b>Yes</b>	<b>No</b>
Do you think any special staff training is required to give you the assistance that you would need in an emergency?	<b>Yes</b>	<b>No</b>
Are you aware of the emergency evacuation plan which operates in the school?	<b>Yes</b>	<b>No</b>
Do you understand the escape instructions?	<b>Yes</b>	<b>No</b>
Do you require a written copy of the emergency evacuation plan?	<b>Yes</b>	<b>No</b>
Are the signs which mark the emergency exits and the routes to the exits clear enough?	<b>Yes</b>	<b>No</b>
Could you raise the alarm if you discovered a fire?	<b>Yes</b>	<b>No</b>
Are you likely to move around the building?	<b>Yes</b>	<b>No</b>
Do you work out of hours?	<b>Yes</b>	<b>No</b>
Do you work alone?	<b>Yes</b>	<b>No</b>

Assessment carried out by:

Date:

## 8 Appendix 3: Second letter to staff/students

Dear (Sir/Madam)

### **Re Personal Emergency Evacuation Plans (PEEPs)**

I wrote to you on @@@ concerning the above matter and I have not yet received a reply. As I explained previously, the Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations providing services to the public, such as the school, take responsibility for all people, including disabled people, evacuating buildings safely. It is essential that the “PEEPs requirements” questionnaire that I sent you, is completed and returned to me in order to ensure that as a person who has declared a disability to the school, that where necessary, a PEEP, is drawn up.

Please may I ask you take a few minutes to complete the attached questionnaire and return it to the address above for the attention of the Admin Team.

Thank you for your co-operation

Yours faithfully

## 9 Appendix 4: Third letter to staff/students

Dear (Sir/Madam)

### **Re Personal Emergency Evacuation Plans (PEEPs)**

As a result of your declaration of disability to the School I have written to you on two previous occasions, (letters dated), outlining the School's statutory duty under the Regulatory Reform (Fire Safety) Order 2005 and, to request that you complete a "PEEPs requirements" questionnaire. I have not yet received a response.

If you require a PEEP, please return the attached form to the address given below. You can also contact me by telephone on the above number if required.

If you do not return the questionnaire within 14 days of this letter, it will be assumed that you do not require a PEEP, and that you are able to recognise that an emergency is taking place in any School building and/or, you are able to evacuate any building unaided.

Yours faithfully

## 10 Appendix 5: Letter to all relevant staff

Dear (Sir/Madam)

**Re Personal Emergency Evacuation Plan (PEEP) The Regulatory Reform (Fire Safety) Order 2005  
The Disability Discrimination Act 1995**

Please see the attached Personal Emergency Evacuation Plan (PEEP) for *(insert name)*.

*(Insert name)* has already viewed this document and has given me permission to forward it to yourself.

The PEEP contains a number of actions and/or information required by duty holders and support from staff in your area. I would be grateful if you would distribute a copy of this PEEP to the necessary staff within your area who are identified in Part 3 of this document.

Yours faithfully

## DOCUMENT CONTROL

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