



Brookland School

PERSONAL EMERGENCY EVACUATION  
POLICY(PEEP)

Policy Reviewed 29/08/23  
Reviewed by James Docherty

## **Statement of Intent and Definitions**

This Policy outlines the school's policy and procedure for the evacuation from the building of learners who use wheelchairs or who have limited mobility and require a PEEP.

A PEEP will apply to any learner who is unable to evacuate the building in the standard procedure, with other users of the building, when the alarm sounds.

The school is an inclusive learning establishment and the equality of safety of all learners irrespective of disability is paramount.

This policy will be reviewed annually with adult education staff, health & safety representatives within the Academy, and with the Emergency Services as appropriate.

## **Procedure**

The school will identify the learners in potential need of a PEEP through:

- SEND officer
- SENCO
- Class teacher
- Parent/ carer
- A register of PEEP students will be kept on file.

For identified learners, discussion and diagnostic will take place with each on an individual basis:

- Undertaken in the first instance by the Lead Teacher/ SENCO after the start of their transition when the information on PEEP learners is available and shared.
- The discussion with the learner will be undertaken in confidence and away from the class; this may require a separate meeting with the learner

- The paramount need for confidentiality will be observed
- The PEEP diagnostic form will be used as a tool for the process

Upon completion of the diagnostic, the outcomes of the discussion with the learner: will be referred to the H&S leader for approval/checking/clarification to include:

- The location of the nearest appropriate refuge point
- Possible relocation of the class where possible and appropriate
- Consideration of alternatives to 'hard' evacuation techniques like EvacuChairs.

The identified refuge points for Brookland School building is: By the gate of the car park.

In the school yard – furthest point away from the building if exits to car park are blocked.

For PEEP learners who are directed to the refuge points they will be accompanied by:

- Nominated classroom assistant if a school student
- A carer, supporter or classroom assistant if an adult student

Through the communication system to the refuge point, the PEEP learner and accompanying person will be:

- Advised of the status of the alarm
- Instructed to await the re-occupation of the building if the alarm is false
- If the alarm is real **and** an evacuation is needed, the PEEP takes effect

- At the point where an alarm is established as genuine, any accompanying person will leave the PEEP student to affect their own safe evacuation
- Duty staff will advise the Lead teacher and fire Marshall of the PEEP process for the learner concerned.

Training will be arranged for all persons identified as potentially involved in a PEEPS evacuation, e.g. full Manual Handling for:

- Designated staff
- Lead teacher
- Fire Marshall

### **Information sharing and storage**

PEEP plans will be stored in the School Office and online Arbor system. They will be kept in day order next to the Visitor Book in each case, and brought out in the event of an alarm.

The advice and guidance of the Emergency Services will be sought in all PEEPS planning and execution.

### **Principles**

A PEEP evacuation is a last resort in an instance of genuine emergency. The school recognises that a PEEP evacuation itself can be a dangerous procedure. All PEEPs will be based upon the full input and contribution of the learner concerned. Wherever possible the school will seek to relocate classes to maximize the opportunity for natural evacuation and to minimize the need for PEEP evacuations due to the risk of injury.