



(Personal Emergency Evacuation Plan)

for schools and other educational settings

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation.

Schools and other educational settings should ensure they are familiar with the "Safe moving and handling for children and young people with mobility difficulties" guidance before completing a PEEP.

Date of PEEP :
Date to be reviewed:

PHOTO	Name of child/young person:
	D.O.B.:
	Class/group/form:
	Location of class/group/form in building:
	Play Leader/Teacher/Tutor: (including telephone extension)

PEEP Lead at the school/setting:
Those involved in developing the PEEP:



Consider	Yes	No	Comments
Does the child/young person change rooms during the day/ use more than one location within the building or site?			
Does the child/young person have difficulty identifying or reading emergency exit signs?			
Does the child/young person experience difficulties hearing the fire alarm?			
Is the child/young person likely to experience difficulties when independently travelling to the nearest emergency exit?			
Does the child/young person experience difficulty using stairs?			
Is the child/young person dependent on a wheelchair or a mobility aid for walking?			
If the child/young person uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the child/young person raise the fire alarm upon discovering a fire?	Yes	No
Provide details of how the child/young person would know if there was a fire:		

How is the child/young person to be informed of an emergency evacuation?			
Existing alarm		Visual alarm	
Vibrating pager		Other (specify)	
Provide details of how the child/young person would know if there was a fire:			



Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included: (consider attaching a building plan with all routes clearly marked)

Provide details of the persons designated to assist the child/young person in the evacuation and the nature of assistance to be provided by each person:

Provide details of the methods of assistance (e.g. transfer procedures and methods):



Equipment provided for use during evacuation: (include details of where this is stored)

Training in use of equipment provided by:

Persons receiving training:

Date:

Date to be reviewed:

Comments:

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for the fire evacuation within the school/setting?		
Has the fire safety Competent Person informed all relevant staff of these arrangements, e.g. Class Teacher, Teaching Assistant etc.?		

If no to the any of the above, please explain and detail next steps:

Record the length of time of practice evacuation:



I am aware of the emergency evacuation procedures and am in agreement with the plan set out in this document.	Signature of parent/carer
I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis.	Signature of Leader/Headteacher

The completed Personal Emergency Evacuation Plan should be held:

- In the child/young person’s individual record
- By the Leader/Headteacher (Responsible Person for Fire Safety)
- By the Competent Person for Fire Safety at the school or setting
(this may be the Responsible Person in some schools)
- By the Key Worker, Class Teacher or Tutor
- By the Designated Assistant
- In the Fire Log Book



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