



Holyhead

Teach What Matters

Personal Emergency Evacuation Plan

For

Name:

Date:

Review Date:

This PEEP is valid for 1 year (or if there is a change in circumstances, such as a temporary disability or a change in health)

1. Introduction
 - Using this guidance
2. Definitions
 - Refuge Area
3. Personal Emergency Evacuation Plan (PEEP)
 - Consultation with Student/Parent/Support Assistant
 - Special Instructions
 - Identification of Evacuation Routes
 - Refuge Area
 - Training
 - Practising the Evacuation Drill
 - Inspecting and Testing of the Equipment
 - Informing new staff of the arrangements
4. Appendix 1 Policy
5. Appendix 2 Questionnaire
6. Appendix 3 Curriculum Timetable
7. Appendix 4 Refuge Rooms
8. Appendix 5 Training Record
9. Appendix 6 Fire Plan

Introduction

The purpose of this 'Personal Emergency Evacuation Plan' (PEEPs) is to enable the School to implement policy and procedures in order to discharge part of its duty towards disabled students or staff under the Regulatory Reform Order 2005; the Education Act 1996 and the Disability Discrimination Act 1995.

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.

This plan will:

1. Identify any specific needs of the individual
2. Identify staff responsibilities
3. Identify staff training requirements
4. Identify specific evacuation routes where appropriate
5. 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.

Using this Guidance

Appendix 1 is the Holyhead School Policy

Appendix 2, In order for the PEEP to be developed for an individual Holyhead School must consult with all persons involved, including parents or representatives where necessary. The same principle can be applied to multi users in public access areas

Appendix 3 is the timetable for the student or member of staff covered by the PEEP

Appendix 4 Where the refuge points are located and contingency plans

Appendix 5 Can be used to record any training given to staff or support staff to ensure the safe evacuation

There should be a copy of this PEEP kept in appropriate locations, with the emergency plans held by the Facility Manager, the appropriate personnel and on the individual's personnel file, along with a copy given to the individual's parent or guardian.

Definitions

Refuge Point

An area identified as a safe refuge is located within an identified fire protected area and is clearly signed. These areas are located:

- ❖ 6th Form staircase
 - Level 1
 - Level 2
- ❖ MFL / Reception Building
 - Level 1
 - Level 2
- ❖ T1 Red stairs Main Building
 - Level 3

A communication device is available in some of the above areas; individuals concerned will be shown how to use the device with the evacuation training. This device is serviced and maintained on a regular basis.

The refuge area is only to be used as a meeting/contact point until sufficient help from trained staff arrive to ensure the individual's safe evacuation. This is not the responsibility of the fire service. Under no circumstances should a person be left unattended in this area.

Personal Emergency Evacuation Plan (PEEP)

Consultation with Student/Parent/Support Assistant

Prior to the staff member / Student starting Holyhead School a consultation will be initiated with them and other personnel involved in their care and safe evacuation. The purpose of this consultation is to ensure that information is gathered, relevant procedures are drawn up and training requirements are met. It will also identify where any special equipment is required

This process will be repeated as circumstances change or annually whichever is the soonest.

The Governors will be kept up to date with the procedures and requirements of this PEEP

Special Instructions

The individual may need to have specific items in the form of an emergency kit available at all times. This can be kept in an accessible place or carried with them. The contents of this kit will be determined by a risk assessment and consultation, these could include.

- Basic emergency instructions
- Spare equipment
- Emergency blanket
- Protection from prevailing wind
- Emergency medical equipment

Identification of Evacuation Routes

The first priority is to examine the timetable and for each location identify the appropriate exit routes or refuge points.

Evacuation routes on the ground floor are generally straightforward following a route to the nearest safest emergency exit.

If assistance is required to facilitate a safe evacuation from other floors then the route should lead to a meeting point e.g. one of the refuge areas, where staff trained in the appropriate evacuation procedures will also meet.

Refuge Area

The refuge area will only be used as a waiting and communication area until the appropriate members of staff have gathered to affect the person's evacuation. (See definitions)

Training

Staff and other personnel involved in the person's safe evacuation will be trained in these specific emergency procedures. The staff member should have kept up to date in training with these procedures.

Staff will be informed of any specific responsibilities (according to timetable and the emergency routes) during an evacuation. This must include a sufficient number of staff to cover in the event of some personnel being absent.

All staff will be shown the locations of the communication equipment in the refuge areas. Staff will also be shown how to use the equipment in an emergency situation.

Staff will also be given relevant information on issues pertinent to the individual's safe evacuation.

Records of personnel training and refresher training will be logged on Appendix 5 at the back of this PEEP.

Practicing the Evacuation Drill.

This will be in four phases.

1. The individual responsibilities, methods, evacuation routes and assembly points must be identified. All personnel involved, including staff member / student, will travel the routes and go through the procedures.
2. The next stage in the drill practice, will involve a physical evacuation of staff members / students, and where appropriate, using equipment provided (e.g. evac-chair).
3. The final stage will involve an evacuation during a full school emergency evacuation drill.
4. After each practice run there will be a debrief meeting to identify any problems encountered and improvements to be made, these issues will all be recorded.

Inspecting / Testing of Equipment

The communication equipment will be tested termly to ensure it is functioning. It will also be tested during an actual emergency evacuation drill to ensure that procedures for its use are followed under emergency conditions

Informing New Staff of the Arrangements

All new staff will be informed of these emergency arrangements as part of their induction process.



Appendix 1

POLICY

This School positively promotes inclusion and will take all reasonable steps to ensure that children/young people or staff who might be classed as disabled or SEN are not discriminated against or treated less favourably than others.

Holyhead School will work in partnership with the disabled person, their representatives (where necessary), and other interested parties to ensure that policy and procedures are created in the best interest of the individual. Holyhead School will endeavour to make reasonable adjustments in equipment or learning support in order to maximise educational opportunity it will also identify any additional arrangements which need to be in place for activities which take place away from the premises.

Progress and compliance with this policy will be monitored and reviewed by the governing body / management team.

To ensure the safety of all persons in an emergency situation Holyhead School will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified.

Holyhead School will update its risk assessments and PEEPs either on an annual basis, where the health & safety needs of the individual change, after an incident or where there are changes within the establishment that may affect the individual. Where changes need to be made they will be discussed with all affected parties.

The roles and responsibilities of staff and the governing body/management team, with regard to supporting those needs, will be identified from those discussions and will also be based on the results of risk assessments. These will all be recorded and reviewed either annually or where there is a change in circumstance.

In order to support an individual with complex health needs appropriate members of the governing body and staff will receive training and training updates.

Holyhead School management team will ensure that this policy is aligned with all other relevant policies and procedures.

Signed

Date 16th March 2021



Appendix 2

Questionnaire

(To be completed using input from the person with the disability or their representatives or carers where necessary)

1. Are you aware of the Emergency Evacuation Procedures for School?

2. Do you require written emergency evacuation procedures?

YES	NO

3. Do you require Emergency Evacuation Procedures to be accompanied by:

- A. BSL
- B. Braille
- C. Voiced
- D. Large Print
- E. Other



4. Are the signs indicating the Emergency Exits / Routes clear enough?

5. What methods of Fire or Emergency Evacuation warning do you require?

6. Could you raise the alarm if you discovered a Fire?

7. Do you need assistance to evacuate the building in an emergency?

8. If YES are the arrangements with your assistants formal ?

9. Are you always in easy contact with those designated to help you?

10. Are you able to move quickly in the event of a Fire?

11. Are you able to negotiate the stairs?

12. Are you a wheelchair user?

YES	NO



13. Are there special circumstances to be taken into consideration during an Emergency Evacuation?

E.G:

A. Are you able to use an E-vac chair

B. Is there anything that you must have with you?

C. Other?

YES	NO

Comments

Signature

Date

(Person completing this form)



Appendix 3

Curriculum Time Table	<u>Period 1</u>	<u>Period 2</u>		<u>Period 3</u>	<u>Period 4</u>	<u>Tutor</u>	
	<i>Tutor / responsible person</i>	<i>Tutor / responsible person</i>		<i>Tutor / responsible person</i>	<i>Tutor / responsible person</i>	<i>Tutor / responsible person</i>	
	<i>ROOM</i>	<i>ROOM</i>		<i>ROOM</i>	<i>ROOM</i>	<i>ROOM</i>	
Monday			B R E A K				
Tuesday				L U N C H			
Wednesday							
Thursday							
Friday							



Appendix 4

Refuge Areas

Evacuation Routes from Identified rooms / floors on attached fire plan

Do not use the lift

<u>Area</u>	<u>Refuge Point</u>	<u>Call Point</u>
6 th Form	Level 1	Yes
Stair Case	Level 2	Yes
MFL / Reception Building	Level 1	Yes
Stair Case	Level 2	Yes
T1 Red Stairs	Level 3	No
Stair Case		

Appendix 6

