

St Alban's Catholic High School



Personal Emergency Evacuation Plan (PEEP) Policy

Approved by the LGB on 30th June 2025

Reviewed June 2026

Background

A PEEP (personal emergency evacuation plan) is a personalised plan for individuals who may not be able to evacuate unaided or within a suitable timeframe, in the event of an emergency. The purpose of a PEEP is to provide each individual, (where necessary) with the required information to be able to escape safely. It ensures the correct processes are in place for people with any form of temporary or permanent disability, mental or physical, who are not adequately protected by the general emergency evacuation procedure.

PEEPs are a **legal requirement** and must be carried out as soon as the disability is known. There are 3 pieces of government legislation that bring about this legal requirement. These are:

- The Health and Safety at Work Act 1974 (the HSWA) - this document sets out H&S law for employers and lays out their duty of care for safe evacuation of their staff
- The Regulatory Reform (Fire Safety) Order 2005 (the FSO) - this document lays out employer duties for fire safety, including safe evacuation plans
- The Disability Discrimination Act 1995 (DDA) - this document again reinforces responsibility around safe evacuation. It specifically references the legal requirement of ensuring all people with disabilities can safely exit a building in the event of a fire.

Responsibilities

Headteacher / Delegated Manager:

The Headteacher / delegated manager is responsible for ensuring that the building(s) are safe for occupants to use at all times and to ensure that staff and students with disabilities have a PEEP in place to ensure they can evacuate the building(s) safely.

New Students:

At application stage new students to the school should identify they have a disability (mental or physical) to ensure that arrangements are made at the earliest opportunity to create a PEEP. The SENDCO should ensure that all students with SEN are assessed for PEEP requirement. This should be carried out additionally to whether each pupil feels they may or may not need one. This is to ensure that any children that may become overwhelmed and hide rather than evacuate are suitably assisted and escorted through the evacuation by named members of staff.

Temporary or Short-Term Disabilities:

It is the responsibility of the Headteacher or Delegated Manager to ensure that staff or students suffering from a temporary injury or illness that might impair them from safely evacuating the building, are issued with a PEEP when required. If a pupil comes to

school with a new injury, for instance a broken leg, the class teacher must raise this as a concern to the Head of Year, as well as the Headteacher and delegated manager immediately, in order for a PEEP to be created.

Process:

The PEEP Flowchart (Appendix 1) highlights those who may need additional help in evacuating in an emergency.

For children identified as requiring a PEEP document (Appendix 2) this must be created for each child by their Head of Year. The PEEP must be personalised to their individual needs and must be communicated to the parent / carer to sign and agree. Once agreed, it must also be communicated to all teachers of that child, the Headteacher and Health and Safety lead / delegated manager, and anyone else involved in their safe evacuation eg a TA or other member of support staff. It must also be saved in the PEEP folder within 'Health and Safety', on the Admin Shared drive. If temporary, the PEEP must also be declared as 'completed' once no longer required.

For staff requiring a PEEP (Appendix 3) this requirement should be made known by the relevant staff member and a responsible, trained member of staff will help create a suitable PEEP with them. If they are a teacher, the PEEP must coordinate the safe evacuation of their class. This document must then be shared as required, on a need-to-know basis and again shared with the Headteacher and Health and Safety lead. All PEEPs must be kept with the fire evacuation folder.

For new employees, a New Starter Evacuation Questionnaire will be completed on recruitment (Appendix 4) and existing staff and students will be reminded annually, to come forward if they develop any new temporary or permanent disabilities.

For all SEN children it is important that the responsible person creating the PEEP puts measures in place to ensure the child's safety. If the member of staff feels the child might hide instead of evacuating, they must create a PEEP to reflect this, not assume the child won't hide because the child has said so. It is important to always air on the side of caution.

Supporting Information

Visitors / contractors:

For occasional visitors and contractors, the General Emergency Evacuation Plan (GEEP) must be used (Appendix 6). There is a notice on Reception advising anyone requiring further assistance to speak to a member of staff (appendix 5).

General:

Some individuals may have difficulty in evacuation situations that they would not normally have e.g. people who have asthma may be affected in smokey conditions caused by fire, they may be affected by the stress of an emergency situation, or someone may suffer from epilepsy. These individuals should have a PEEP in place to support them should the need arise.

The HM Govt publication 'Means of Escape for Disabled People', which is endorsed by the Disability Rights Commission, details escape measures for ten disability groupings:

- Electric wheelchair user
- Wheelchair user
- Mobility impaired person
- Asthma and other breathing / health issues
- Visually impaired person
- Hearing impaired person
- Dyslexic/orientation disorders
- Learning difficulty / autism
- Mental health problems
- Dexterity problems

Blank PEEPs must be held at reception and are offered to individuals who feel they need further support to escape than the General Emergency Evacuation Plan.

It is the responsibility of the visiting disabled person or person with additional needs to identify themselves and to co-operate with the school by giving any information necessary for the safe execution of the plan.

It should not be assumed that because a person has a disability that they will need a PEEP. Some will be confident that they can get out of the school building unaided. Conversely there should be an opportunity for other people who may not be considered as having a disability to request an escape plan e.g. epilepsy, asthma, heart disease or emotional concerns.

School plays, public events & open days etc.:

In the event of a school play, public event or open day etc. unknown visitors may enter the school and it may be more difficult to gather the information prior to the need to escape. In addition, it may not be impossible to know how many disabled people are present at any one time or their level of disability. In these instances, the GEEP (General Emergency Evacuation Plan) should be used and advertised.

When letters are sent out regarding events, a similar phrase to the one posted in reception should be sent out to request advanced notice of anyone who may need assistance.

Training of staff is vital for such events as they will have to provide assistance and advice to disabled users of the building as the incident develops. The

plans to enable visitors to safely leave the building need pre-planning and need to be available within the building. Staff involved will need to understand the options of GEEP or PEEPs and to be able to communicate these effectively.

This will enable them to give maximum assistance to disabled people, irrespective of the nature of their impairment.

Time needed to escape:

Disabled people should not automatically be required to wait for the main flow of escape however, if they are likely to cause obstruction for other people, or there might be a risk of injury to themselves or others, it will be safer for everyone if they follow the main flow of people, after they have left. This will be recorded in the individual's PEEP.

Lift:

The lift MUST NOT be used in the event of an evacuation.

Training:

To be effective, any emergency evacuation plan depends on the ability of staff to respond efficiently. Staff will therefore require instruction and training appropriate to their responsibilities.

This should include the following elements:

- Fire drills
- Fire Awareness Training
- Specific training for Fire Wardens
- Specific training in the use of Evac-Chairs
- Training to create PEEPs and on Disability etiquette (appendix 7): all HOY, Sendco, Health & Safety Lead, staff running events and Reception staff

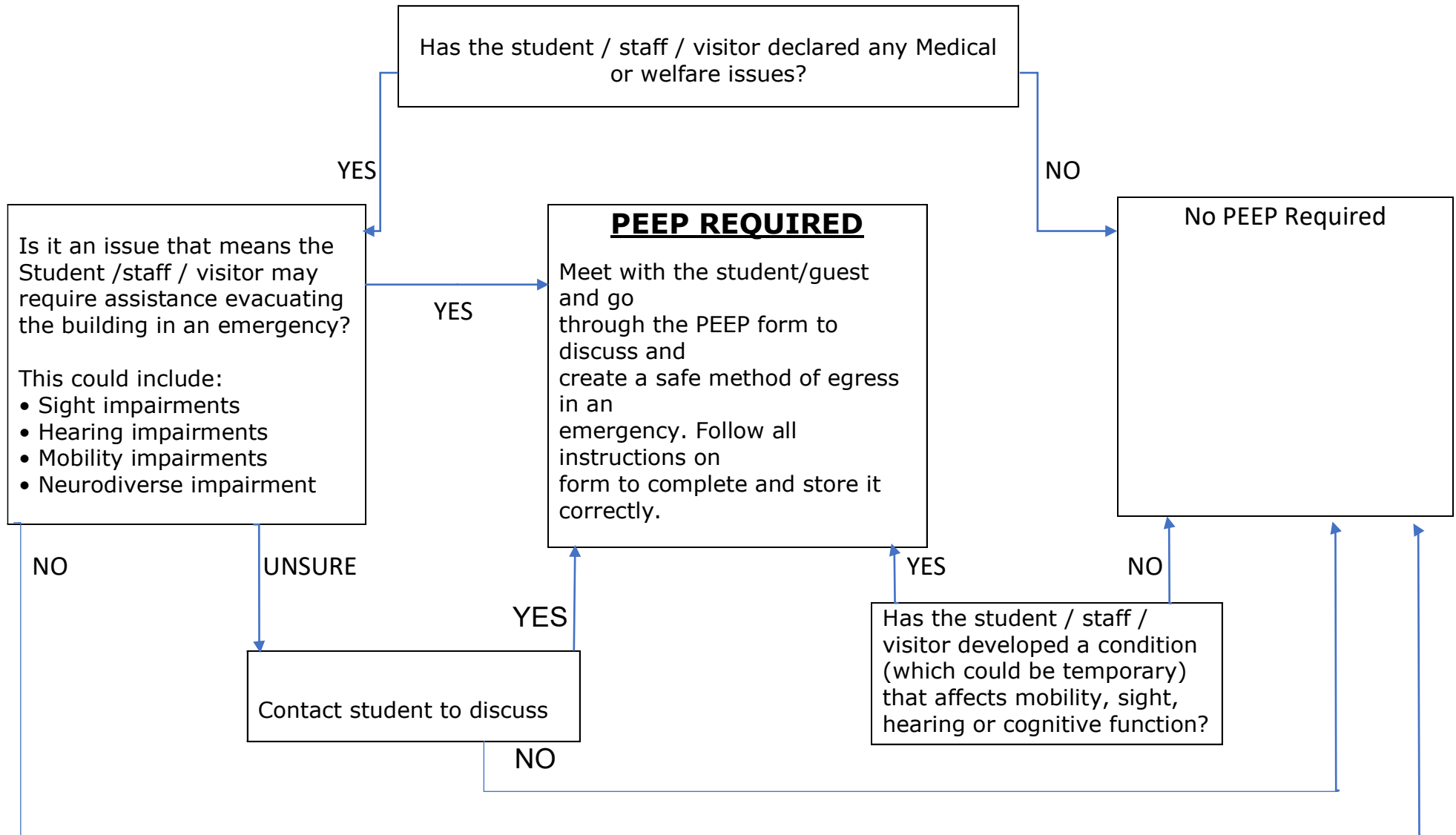
Evac-Chairs are most suited to people who can self-transfer in and out of them and who weigh less than 160kg. Other solutions will need to be considered for those that are unable to do so or who are unsuitable due to weight restrictions.

Currently, two members of St Alban's teaching staff are qualified to teach other staff how to safely use the Evac+chairs. This training expires 26 June 2028.

It is essential that operators and users are trained and practice this during a planned fire drill.

Appendix 1.

PEEP FLOWCHART



Appendix 2: PUPIL PERSONAL EMERGENCY EVACUATION PLAN

Pupil Name:		
Year Group:		
Building:		
Floor:		
Room/Area:		
Current timetable attached:		
AWARENESS OF PROCEDURE		
The student/employee is informed of an emergency evacuation by:		
Existing alarm system:		Student happy current system works well for their personal needs? Yes / No If no, discuss more suitable option.
Pager device:		
Visual alarm system:		
Other (please specify):		
Other means of notification of an emergency evacuation (if applicable): 		
DESIGNATED ASSISTANCE		
(The following people have been designated to provide me with assistance to get out of the building in an emergency and will be aware of my location).		
Name & Department		
Name & Department		

Building plan:



St Alban's Catholic High School Plan



N.B. DRAW ON THIS BUILDING PLAN TO HIGHLIGHT DISCUSSED ESCAPE ROUTES

Appendix 3 – Staff / Visitor PEEP

STAFF / VISITOR PERSONAL EMERGENCY EVACUATION PLAN

Staff requiring PEEP name:		
Job Role:		
Building / floor / room:		
Staff assisting with PEEP name:		
Workings days:		
Working Hours:		
Timetable attached (where applicable:		
AWARENESS OF PROCEDURE		
The staff / visitor is informed of an emergency evacuation by:		
Existing alarm system:		Staff / visitor is happy the current system works well for their personal needs? Yes / No If no, discuss a more suitable option.
Pager device:		
Visual alarm system:		
Other (please specify):		
Other means of notification of an emergency evacuation (if applicable):		
DESIGNATED ASSISTANCE (The following people have been designated to provide me with assistance to get out of the building in an emergency and will be aware of my location).		
Name & Department		
Name & Department		

Building plan:



N.B. DRAW ON THIS BUILDING PLAN TO HIGHLIGHT DISCUSSED ESCAPE ROUTES

Appendix 4 – New staff (recruitment procedure)

New Starter Evacuation questionnaire

Name:

Position:

Start date:

Days / times worked:

Have you read and understood the fire evacuation procedure (also known as General Emergency Evacuation Plan or GEEP) for St Alban's Catholic High School?

Yes / No

Do you require the GEEP in large print or in another alternative format?

Yes / No

If yes, please state which:

PEEP (Personal Emergency Evacuation Plan) question:

Do you have any personal evacuation requirements over and above the General Emergency Evacuation Plan procedures already read? E.g. Do you suffer from epilepsy or from a mobility issue or any other issue that may require assistance?

Yes / No

Signature:.....

We operate a Personal Emergency Evacuation Plan (PEEP) system for individuals who are physically disabled, neurodivergent, have learning disabilities or for anyone with epilepsy, severe asthma or any other condition that could potentially hinder their ability to evacuate at any point in time.

If you have answered 'Yes' to the above PEEP question, you will be invited to a meeting to discuss your evacuation requirements and to formalise a PEEP to ensure it is in place for you. Please follow this up with your recruitment contact if you have not received a meeting invite by the end of your first day.

If you have any questions, please speak to your recruitment contact or immediate line manager in the first instance.

Thank you

GENERAL EMERGENCY EVACUATION PLAN

Do you need help in a fire emergency?

St Alban's operates a General Emergency Evacuation Plan (GEEP) for all visitors and contractors in the case of a fire or similar emergency

If you may require additional assistance during an evacuation, please speak to a member of the Reception Team who will be happy to help.

Você precisa de ajuda em uma emergência de incêndio? (Portuguese)

Caso precise de assistência adicional durante uma evacuação, fale com um membro da Equipe de Recepção que terá prazer em ajudar.

Kī tuhānū aga dī aimarajainsī vica madada dī lōra hai? (Punjabi)

Jēkara tuhānū kisē nikāsī daurāna vādhū sahā'itā dī lōra hō sakadī hai, tām kirapā karakē risaipaśana tīma dē kisē maimbara nāla gala karō jō tuhādī madada karakē khuśa hōvēgā.

Het jy hulp nodig in 'n brandgeval? (Afrikaans)

Indien u addisionele hulp tydens 'n ontruiming benodig, praat asseblief met 'n lid van die Ontvangs-span wat u graag sal help.

Potrzebujesz pomocy w razie pożaru? (Polish)

Jeśli podczas ewakuacji potrzebujesz dodatkowej pomocy, zwróć się do członka zespołu recepcyjnego, który chętnie Ci pomoże.

Please note that our staff will ensure that all St Alban's pupils are evacuated safely. You must please follow instructions given to you by our staff for your own safe evacuation.

Appendix 6 – General Emergency Evacuation Plan (GEEP)

FIRE AND EVACUATION PROCEDURES – Sept 2024 update

On hearing the fire alarm:

1. Always assume that the alarm is real
2. Prepare students for evacuation
3. Close windows and doors. Do NOT lock doors
4. Turn off lights, power, gas
5. Computers MUST be locked or laptop lids closed to ensure security but they may be left on
6. Staff **lead** students in orderly, quiet fashion by nearest exit. Do not use a route that involves re-entering the building
7. Staff should visually check the room 'next door' to ensure that it is vacant and that the windows have been closed
8. When on an upper floor of a building use the nearest staircase to evacuate the building. All staircases should be used during an evacuation.
9. While students are evacuating designated staff (Premises) should check the fire alarm control panel and stay in contact with the SLT via walkie-talkie
10. One member of the office staff will remain in reception, where it is safe to do so, to liaise with the fire department when they arrive. If it is not safe to do this, the member of office staff will evacuate to the front of the school and will remain in contact with the Site Team and SLT by walkie-talkie.
11. Any student not in a classroom when the alarm sounds must walk to the assembly point leaving the building by the nearest marked escape route
12. All teaching staff not with students must leave the building by the nearest exit and report directly to the assembly point to register

On discovering a fire:

13. Staff sound alarm by breaking glass at Fire Point
14. Ensure fire brigade are called
15. It is not expected that staff would attempt to fight a fire with extinguishers, though they are provided if considered appropriate.

At the assembly point (Field near the Playground):

16. Students go to their form's number which is marked on the fence on the right side of the field and line up in register order in silence. Posters will be provided for each classroom with these numbers.
17. Form tutors collect clip board register from office staff and immediately register those present (Note staff covering registration should register the same form again now). By collecting the register this will make it easier for the presence of each member of teaching staff to be checked by Vicky White (Senior Receptionist)
18. The register will be collected from you and taken to the collection point by:

Year 7	Year 8	Year 9	Year 10	Year 11	Sixth
M Summers	D O'Neill	A McLellan	D Tayel	O Manning	M Mirshemirani/ S Arthur

19. Absent students are then checked against the absence sheets and the signing in/out sheets, in the folders printed for the day.
20. Office staff notifies Mr Berry (H&S Officer) of problems or all correct for students and visitors. Vicky White (Senior Receptionist) notifies Mr Berry (H&S Officer) of any issues among the teaching staff. This is conveyed to attending fire brigade staff
21. On the 'All Clear' notice from Premises staff. Mrs Goddard (Acting Headteacher) dismisses studnets one year group at a time to return to school in an orderly manner.

Sweeping the building:

All staff should check the room adjacent to them to ensure that the room is empty and all windows are closed.

The buildings will be swept as follows:

- Ian Robinson: Main building, top floor (IT Staff will act as backup)
- Rob Silk: Main building, middle floor (Katrina Hind will act as backup)

- Claire Pickard: Main building, lower floor (Hollie Foster will act as backup)
- Martin Mirshemirani: Old Sixth Form block (Simon Arthur will act as backup)
- Mark Donahue: New Sixth Form block (Justine Guy will act as backup)
- Aidan Roche: Sports Hall/Gym and changing rooms (Ben Deacon will act as backup)
- Anna Wright: A block (Ron Hammond will act as backup)
- Jane Codd: Science Block (Oliver Manning will act as backup)
- Lottie Williams: Technology rooms/Dark Room/Chapel (Jorge Kelman will act as backup)
- Lisa Gittins: Main office, reception, offices and staff room (Caron Knox will act as backup)
- Kitchen Manager: Kitchen/canteen

Sweepers designated to each area should check that rooms have been vacated and close any doors that remain open. Do NOT lock doors. Sweepers should also check that offices and toilets have been vacated. Sweepers should report to the Office staff that each area has been swept and of any issues found.

Other Staff

Staff not registering a form, report to Vicky White (Senior Receptionist) and ensure that you have been registered. Once registered teachers may go to the student areas and help form tutors to maintain discipline.

Technicians, support staff, catering staff, visitors etc. should assemble on the edge of the field near to the fence to the playground (but not near the building) and register with Julie Attwood (or person deputising)

Visitors

It is the responsibility of the Office Staff to ensure that all visitors are signed in. The InVentry sign-in system will be used to account for visitors during the alarm. The member of staff who has organised the visit is responsible to make sure the visitor is aware of fire procedures and what to do when the alarm sounds, and also to ensure that visitors sign out before leaving. The visitor must be accompanied to the designated area

as stated above. Supply staff who register a form will be briefed on their responsibilities by the cover administrator.

*NB For this to be effective it is **vital** that all staff, students and visitors sign out when they leave the premises and sign in on their return;*

- *Staff and visitors must sign in/out via the InVentry console located in the main school reception.*
- *Sixth Form students must sign in/out via the InVentry console located in the Old Sixth Form block.*
- *Other Students' must sign in/out using the books located at the main school office.*
- *Students' signing in late must do so via the InVentry console located in the main school reception.*

Fire Alarm outside Lesson Time

In the event of the alarm sounding outside normal lesson times the evacuation procedure should be adhered to as much as possible, the prime concern being the safe evacuation of the building.

The procedure for registration at the assembly point must not be altered.

Staff/students with disabilities

All staff/students that have permanent use of a wheelchair will have an individual personal emergency evacuation plan (PEEP) produced and update annually. Other regular users of the building (staff or students) that have known disabilities may require an individual personal emergency evacuation plan (PEEP), the nature of which will depend on the disability and needs of the person concerned.

A personal evacuation plan should be agreed with the person and the matter of personal dignity will need to be considered. It need not be complicated but it should be written down and should clearly set out how that person will become aware of a fire, where they will go, where the refuges are (if applicable) and which staff will assist them. The plan should take account of where the person may be in the building at any time and it should be periodically reviewed. Disabled students' timetables will be accessed in the main offices in an emergency.

The Health and Safety officer will discuss with the SENCO any disabled students and draw up a PEEP. A member of SLT must be informed if any student or adult is waiting in a refuge.

Examinations

In the event of the alarm sounding during a public examination - GCSE, 'A' level, or Mock exam - the exam board's code of practice is followed, i.e. senior invigilator remains while another checks with the office or SLT to confirm the need to evacuate.

- Students must stop writing immediately and the time to be noted by invigilator
- All papers to be left on desks
- Evacuate main hall/sports hall and assemble **along the north fence on the rear field**. Students must not assemble with the rest of the school
- Students should be registered by the exams team and invigilators
- While waiting, students must be supervised, must remain silent, and must not communicate with others
- When returning to the exam hall in usual places, students must wait to be told when to start
- The restart time and duration of interruption will be noted and new finish time displayed
- Suspension time and restart time to be passed to exam officer with any other relevant information
- A full report will be submitted to the examining board concerned

Reception

Caron Knox will remain in reception during a fire alarm with a walkie-talkie. This is to monitor the front entrance as the mag-locks will have been disabled by the fire alarm. She will also phone the fire brigade if informed by the site team or Mr Berry that it is required.

If it becomes unsafe to remain in reception, Caron will move to the car park at the front of the school and will inform Mr Berry and the site team by walkie-talkie.

Assembling On the Field

22. Each form has a Fire Number which should be known to the students and be noted on the front of the register. Posters will be provided for each classroom with these numbers.

23. Students line up silently in register order in front of their number, facing the centre of the field.

12/13CB	39				
12/13GO	38	11IB	30	10BT	24
12/13HI	37	11FI	29	10DU	23
12/13HR	36	11RB	28	10LS	22
12/13MT	35	11SB	27	10RS	21
12/13MW	34	11SM	26	10RV	20
12/13NI	33	11TO	25	10WS	19
12/13RC	32				
12/13SR	31				
9BD	18	8CT	12	7CX	6
9CS	17	8DX	11	7DE	5
9DW	16	8FL	10	7HM	4
9KE	15	8FS	9	7RT	3
9KF	14	8JE	8	7SE	2
9WI	13	8PG	7	7WR	1

Appendix 7

Disability etiquette:

- The person with the disability is the main stakeholder – their views count.
- A suitable plan should be negotiated and the person consulted about their evacuation plan
- It should be made clear that requesting a plan will not result in restrictions on movement around the building
- The time required for escape should be identified
- Staff volunteers should be given training and support
- Cover etiquette, moving, lifting and handling technique