

**Sandbank and Valley  
Nursery Schools  
Federation**

**Personal  
Emergency  
Evacuation  
Plan (PEEPs)  
Policy**



**September 2024**

## **Policy**

Sandbank and Valley Nursery Schools Federation 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.

The 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. The school will endeavour to make reasonable adjustments in equipment or learning support in order to maximise educational opportunities and will also identify any additional arrangements which need to be in place for activities which take place away from the premises.

### **Background and aims**

The aim of the Personal Emergency Evacuation Plan (PEEP) Policy is to advise Sandbank and Valley Nursery Schools Federation staff of the process of personal evacuation and instructions on how to prepare individual Personal Emergency Evacuation Plan's (PEEP).

A PEEP may be required for anyone who has any form of disability (including Sensory Impairment) or for those whose mobility may be impaired for a temporary period of time. It specifically includes those who cannot be adequately protected by the federation's standard fire safety provisions, with a similar level of safety from the effects of fire and/or emergency evacuation as all other occupants.

The aim of a PEEP is to provide pupils, staff, visitors and contractors who cannot get themselves out of the building unaided, with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

## **Responsibilities**

The Executive Head Teacher or nominated members of staff, should identify persons who may need additional help evacuating from the school site in the event of an emergency and ensure they are offered suitable practical assistance. However, the aim should be to facilitate independent escape wherever possible. For pupils, staff, contractors and regular visitors, once it has been identified that a person would require assistance in the event of an emergency a PEEP should be completed, and the individual's needs determined from the information supplied.

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

To ensure the safety of all persons in an emergency situation the SENDco will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member should be nominated for this activity. Adults and children with a disability should be considered as part of the evacuation procedures. In some cases, they will be able to evacuate the building independently but some with a limited mobility or a visual or hearing impairment or other special educational need may require additional support in order to evacuate safely.

The SENDco 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/ senior leadership 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 staff will receive training and training updates.

The school's leadership team will ensure that this policy is aligned with all other relevant policies and procedures.

## **PEEP Introduction**

The purpose of this PEEP is to enable the school to implement policy and procedures in order to discharge part of its duty towards disabled pupils/young people 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:

**Identify Any Specific Needs of the Individual,**

**Identify Staff Responsibilities**

**Identify Staff Training Requirements**

**Identify Specific Evacuation Routes Where Appropriate**

**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.

<b>Action Required</b>	<b>Action taken</b>
All staff to be advised of the procedure.	All staff informed by Lead
New staff to be advised of procedures as part of induction training.	Part of induction procedures
Fire warden team to be established	Established and named and identified around the building
Personal Emergency Evacuation Plan to be practised	Part of termly fire drills, reviews and adaptations to be documented where needed.



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Individual Personal Emergency Evacuation Plan (PEEP)

Name	
DOB	
Needs identified	
Plan Objective	xxxxxx has developmental delay with his language and communication skills, which may lead him to not respond to the fire alarm in the same way as his peers.
Evacuation procedure	xxxxxx will follow the same evacuation procedure as all other pupils. All staff aware and will support him evacuation from their area.