# PERSONAL EMERGENCY EVACUATION PLAN (PEEP) Pro forma

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Building |  |
| Floor |  |
| Room Number |  |

**AWARENESS OF PROCEDURE:**

The child/ young person is informed of a fire evacuation by a staff member.

**DESIGNATED ASSISTANCE:**

(The following people have been designated to give the pupil assistance to get out of the building in an emergency).

|  |  |
| --- | --- |
| Name |  |
| Contact details |  |
| Name |  |
| Contact details |  |
| Name |  |
| Contact details |  |

In addition the following will raise awareness:

* Existing alarm system
* Pager device
* Visual alarm system
* Other (please specify)

**METHODS OF ASSISTANCE:**

(E.g. transfer procedures, methods of guidance etc.)

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**EQUIPMENT PROVIDED** (including means of communication):

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**EVACUATION PROCEDURE:**

(A step by step account beginning from the alarm being activated)

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**SAFE ROUTE (S):**

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Line Managers signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of initial assessment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REVIEW** (minimum annually):

Date:

*Copied to: Pupil Profile Record, Class folder for all staff including subject teachers/ visiting specialists and supply teachers, Parent/carer. Copied to other personnel who contributed as required.*