## APPENDIX 3: PERSONAL EMERGENCY EVACUATION PLAN (PEEP) Template

|  |
| --- |
| 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.)



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



#### EVACUATION PROCEDURE:

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



#### SAFE ROUTE (S):

Line Managers signature

Date of initial assessment

**REVIEW** (when required- 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.*