

## **Personal Emergency Evacuation Plan Policy (PEEP)**

### **POLICY STATEMENT**

It is a mandatory requirement of working at Weybridge International School of English (WISE) that all staff members are full conversant with this policy.

WISE provides a Personal Emergency Evacuation Plan Policy (PEEP) for all students and staff.

#### **A PEEP may be needed by people with:**

- . mobility needs
- . visual impairment
- . hearing difficulties
- . any other special need or state (e.g. pregnancy) which effects the ability of the individual to leave the premises unaided in the event of an emergency.

When students register with WISE they are to complete the 'Special Needs' box on the registration form. When staff begin employment they are to note any special needs they have during the induction process they will have with Liz Denham or a senior member of staff. The PEEP Designate (Amanda Thorogood) is to be informed of any reported special needs.

Circumstances may change due to accident/injury/illness and the PEEP Designate is to ensure that notices are displayed in the school showing the PEEP and what students/staff should do if at any time they require a PEEP.

The PEEP Designate will record the names of anyone requiring a PEEP together with the date, location, any designated assistant and whether a PEEP has been issued. When the PEET is no longer required (if the student/staff member has left the school or no longer requires a PEEP) the PEEP Designate will record the PEEP as inactive. See Appendix A for PEEP.

Information on PEEPs is to be provided to all new staff during induction and communicated to existing staff at Staff Meetings.

#### **Procedures to be followed when providing a PEEP**

- . identify student/staff who need a PEET (Via registration/induction/at reception)
- . inform the PEEP Designate who will record the details of anyone who needs a PEEP
- . The PEEP Designate will meet with the person concerned to draw up and record a PEEP (see Appendix A)
- . Copies of the PEEP will be given to anyone involved with the person's evacuation
- . When the PEEP is no longer required it will be dated and labelled 'inactive' and filed

Originator: Amanda Thorogood

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Reviewed: October 2019

Next reviewed: October 2020

## Appendix A - Emergency Action Plan Summary

EVENT	Fire, bomb threat, gas leak	Earthquake, explosion	Threat inside building	Threat outside building	Extreme weather, poor air quality
<b>RESPONSE</b>	EVACUATE	DROP-COVER-HOLD ON	LOCKDOWN	HOLD AND SECURE	SHELTER IN PLACE
<b>EXPECTED ACTION</b>  <b>1.All mobile phones to be put on silent.</b> <b>2.No social media posts.</b>  <b>Designate: 1.Amanda Thorogood</b> <b>2.Liz Denham</b>  <b>Safe Assembly Area: Los Hermanos Car Park</b>	<ul style="list-style-type: none"> <li>. Sts/staff exit quietly and calmly</li> <li>. Report to Fire Assembly Point (Los Hermanos Car Park) .</li> <li>Assist students with special needs</li> <li>. No mobile phone use for social media .</li> <li>Take registers and signing in sheet</li> <li>. Lights off, close doors</li> <li>. Teacher last to leave .</li> <li>Remain in place until advised by Designate</li> </ul>	<ul style="list-style-type: none"> <li>. Tell sts/staff to 'Dropcover-hold on' .</li> <li>Assist students with special needs</li> <li>. After shaking stops count to 60 out loud before getting up</li> <li>. Is room safe? Evacuate if unsafe to Fire Assembly Point (Los Hermanos Car Park)</li> <li>. No mobile phone use for social media</li> <li>. Take registers and signing in sheet</li> <li>. Lights off, close doors</li> <li>. Teacher last to leave</li> <li>. Remain in place until advised by Designate</li> </ul>	<ul style="list-style-type: none"> <li>. Direct sts/staff in hallways into classrooms</li> <li>. block classroom doors</li> <li>. cover windows</li> <li>. lights off</li> <li>. drop to floor, along a wall, away from doors, out of sight .</li> <li>assist students with special needs</li> <li>. ensure students are quiet .</li> <li>no mobile phone use/social media</li> <li>. take attendance</li> <li>. remain until room is cleared by authorities or Designate .sts</li> <li>outside report to Fire Assembly Point (Los Hermanos Car Park)</li> <li>. Designate to lock exterior door, if appropriate .</li> <li>Designate to move sts in common areas to nearest blocked door</li> </ul>	<ul style="list-style-type: none"> <li>. Direct sts/staff into building</li> <li>. lock/block doors</li> <li>. cover windows</li> <li>. stay away from windows</li> <li>. assist sts with special needs</li> <li>. take attendance</li> <li>. ensure sts are quiet .</li> <li>no mobile phone use/social media</li> <li>. monitor hallways/bathroom access</li> <li>. remain until room is cleared by authorities or Designate</li> </ul>	<ul style="list-style-type: none"> <li>. Direct sts/staff into the school</li> <li>. close doors and windows</li> <li>. take attendance</li> <li>. assist sts with special needs</li> <li>. no mobile phone use for social media .</li> <li>remain until room is cleared by authorities or Designate</li> </ul>

## APPENDIX B - Personal Evacuation Plan Policy (PEEP) for Students

Student Name	Student e-mail	Student mobile	Date of PEEP meeting	Special Need	Type of assistance required/equipment needed/name of assistant during evacuation	Evacuation route	Date PEEP review or inactive

Signature of Student.....

Date.....

Signature of PEEP Designate.....

Date.....