



Personal Emergency Evacuation Plan (PEEP)

To be completed by the Head-teacher

PERSONAL EMERGENCY EVACUATION PLAN	
Pupil Name:	
Class Teacher:	
AWARENESS OF PROCEDURE	
Can the pupil be notified by the existing fire alarm system? Y / N (Please highlight/circle as appropriate)	
If the pupil cannot be notified by the current fire alarm system, you will be contacted by the Health & Safety Office (on receipt of this PEEP) to arrange a suitable notification system	
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the alarm). For assistance with this section, see Technical Guidance Note FS04 – PEEP Evacuation Matrix for evacuation methods	
1	
2	
3	
METHODS OF ASSISTANCE (e.g. Methods of guidance, transfer procedures etc)	
The following have been designated to give assistance	
Name	
Name	
Name	
EQUIPMENT REQUIRED (including means of communication, use of evac-chairs etc)	
ADDITIONAL INFORMATION	
MONITOR AND REVIEW	
PEEP should be rehearsed to test their efficiency. Rehearsals could take place during pre-planned fire drills	

Signed by Head-teacher		Date	
Signed by Individual		Date	