



## CONIFERS HOUSE SCHOOL

### Personal Emergency Evacuation Plan (PEEP)

*To be completed by the Head-teacher*

<b>PERSONAL EMERGENCY EVACUATION PLAN</b>	
Pupil Name:	
Class Teacher:	
<b>AWARENESS OF PROCEDURE</b>	
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	
<b>PERSONALISED EVACUATION PROCEDURE</b> (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	
<b>METHODS OF ASSISTANCE</b> (e.g. Methods of guidance, transfer procedures etc)	
The following have been designated to give assistance	
Name	
Name	
Name	
<b>EQUIPMENT REQUIRED</b> (including means of communication, use of evac-chairs etc)	
<b>ADDITIONAL INFORMATION</b>	
<b>MONITOR AND REVIEW</b>	
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	