

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Policy Title:	Personal Emergency Evacuation Plan (PEEP)
Effective Date:	06 November 2018
Scheduled Review Date:	06 November 2020
Version no:	2.0
Approved By:	VP Health, Safety & Environment

### 1. Purpose

- 1.1 The purpose of the policy is to ensure that all persons with a disability are able to evacuate the premises in a safe and timely manner. This could include those with temporary disabilities,
- 1.2 A PEEP is a bespoke evacuation plan that is developed for each person with a disability. This includes, mobility impairments, sight impairments, hearing impairments or cognitive impairments.

### 2. Scope

- 2.1 The scope of the policy covers all persons who may suffer difficulties in evacuating the premises in a timely and safe manner. This includes, students, teachers and visitors.

### 3. Policy statement

- 3.1 GEMS Education understands that health and safety is the number one priority for the organisation. In order to ensure best in class health and safety, a robust set of health and safety policies and procedures have been implemented. The Personal Emergency Evacuation Plan or PEEP has been developed in order to

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facilitate and support the safe evacuation of all potential persons with disabilities. Each PEEP must be developed in close consultation with the person that requires it. This must be a two-way process in which all parties are clear regarding the correct protocols to follow in the event of an emergency.

#### 4. Responsibilities

- 4.1 The class teacher is responsible for ensuring PEEP's are developed and available for all persons that may require one.
- 4.2 The person who developed the PEEP is responsible for ensuring that it is reviewed at regular intervals and updated as and when required. This must be carried out in consultation with the person requiring the PEEP
- 4.3 The Manager of School Operations (MSO), is responsible for keeping a record of all those persons that require a PEEP. A copy of the PEEP must be available to give to the civil defence in case of an emergency.
- 4.4 Parents or guardians are responsible for informing the school regarding any disabilities that their children may suffer.
- 4.5 Children or staff members may require a temporary PEEP as a result of a specific injury that may reduce their mobility, e.g., a leg fracture or an injury that requires crutches. In this instance, it is the responsibility of the child or any staff member to bring this to the attention of the class teacher.
- 4.6 The VP HSE is responsible for ensuring the policy is reviewed and updated when require

#### 5. Definitions

- 5.1 PEEP - Personal Emergency Evacuation Plan.
- 5.2 MSO - Manager of School Operations.

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- 5.3 HSE - Health, Safety & Environment.
- 5.4 Area of refuge - a safe location within a building that is protected from smoke and fire where people can take temporary refuge.
- 5.5 Evacuation chair - a device that is used to transport persons safely down a flight of stairs.

## 6. References

- 6.1 NFPA - [www.nfpa.org](http://www.nfpa.org).
- 6.2 UAE fire and life safety code.
- 6.3 ISO 45001 - clause 8.2
- 6.4 ISO 45001 - clause 6.1

## 7. Procedure

- 7.1 Once a person with disabilities has been identified or has notified the need for a PEEP, the appointed staff member in consultation with the person requiring the PEEP and any staff members who will be supporting the evacuation process, must complete HSFORM 3 Personal Emergency Evacuation Plan. A copy of the form can be found within the GEMS learning gateway.
- 7.2 Once the review is completed, the person requiring the PEEP and the appointed helpers must have easy access to it in the event of an emergency. All parties must be aware of the specific emergency procedures that are required and detailed within the PEEP. A copy of the completed PEEP should be issued to the parent or guardian via the school.
- 7.3 The PEEP should be reviewed on a regular basis to ensure the plan is current and the appointed helpers are still present within the school. If a helper leaves the school or is no longer able to fulfil his/her duties as a helper, they must inform the school management, in order to identify a replacement.

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- 7.4 If a PEEP is required within the GEMS head office, the health and safety department will complete it, in partnership with the person who requires it.

## 8. Points to consider when developing your PEEP

- 8.1 Evacuation chairs should be considered and located at specific fire escape staircases. When positioning chairs, please ensure that they do not restrict egress within the fire escape staircase. The school must appoint and train a number of staff members who are able to assist and operate the chairs in the event of an emergency. It is recommended that a list of these people are placed next to the evacuation chairs.
- 8.2 Evacuation chairs will be visually inspected each term by the MSO, any defects must be reported.
- 8.3 Designated refuge areas should be identified within upper levels. The refuge areas will be located within the protected fire escape staircase. These staircases will restrict smoke or flame egress and will allow for persons to be in a safe location for a period of time.
- 8.4 If persons are not able to evacuate using the designated evacuation chairs or any other methods, it may be safer for the person to remain at the refuge point and wait for civil defence support. However, this should only be considered if evacuation is not possible. In this instance the appointed helper should remain with the person within the protected refuge area. It is critical that this information is clearly relayed to the incident commander immediately, who can then liaise with the civil defence.
- 8.5 If possible, any wheel chair bound persons should be positioned within ground floor areas. This would remove the need for vertical evacuation.

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- 8.6 Persons with hearing or vision disabilities must be clearly informed of the emergency situation that is occurring. It is important that this is done in a manner so as to not cause additional panic.
- 8.7 In the event of a fire, lifts must not be used.
- 8.8 Any designated refuge areas should be identified within the building fire plan and also highlighted on the drawings that will be shared with civil defence in the event of an emergency. The MSO is responsible for ensuring that this is kept updated.

**Records**

- 8.9 GEMS HS FORM 3 - Personal Emergency Evacuation Plan