

## **Personal Emergency Evacuation Plans (PEEP)**

“Recent changes to fire safety legislation means that organisations such as the County Council must take primary responsibility for ensuring that all people, including disabled people, can leave our buildings safely in the event of a fire”

Previous arrangements for safe evacuation of disabled people have relied on the Fire and Rescue Service playing a lead role in the rescue of staff and visitors from designated refuge areas. This reliance is no longer an option under the revised legislation and the onus is on a 'responsible person' to provide a fire risk assessment that includes a plan for evacuation of all staff and visitors.

It is the policy at Leeson House to actively involve all students, staff or other visitors with disabilities to discuss their needs and to help produce a PEEP – to address their concerns and/or actual capabilities would be in the event of a real fire. The outcome of which will form an action plan for each disabled person that should then be shared with all relevant parties.

This process will typically begin when a school informs us that a pupil or member of staff has a disability that requires special consideration. A meeting will be arranged at Leeson House between the Centre Manager, or other experienced member of Leeson House staff, and the pupil. Carers, parents, guardians, school staff etc.

The meeting will consider all aspects of their stay and not just the emergency evacuation – for example, access to toilets, bathrooms, privacy, hearing the fire alarm at night etc.

The outcome of this meeting is a PEEP document that is distributed to all relevant members of Leeson House staff. The PEEP will be discussed in detail at a staff meeting on the arrival day to ensure that all necessary measures have been put in place.

Leeson House October 2012