



Personal Emergency Evacuation Plan (PEEP) Policy & Procedures

English Study Camps provides a Personal Emergency Evacuation Plan (PEEP) for all those who need it. This includes staff as well as students, regardless of whether required on a permanent or temporary basis.

A PEEP may be needed for people with:

- Mobility issues,
- Visual impairment,
- Hearing difficulties,
- Any other disability or state (such as a sporting injury) affecting the ability of the individual to leave host school buildings unaided in the event of an emergency.

The objective of the English Study Camps PEEP is to ensure that people who may require help to evacuate a building have a plan in place to enable them to leave the building safely in the event of an emergency.

In order to identify anyone needing a PEEP, all staff complete a Staff Information Form prior to arrival which includes a question on whether assistance is required to leave a building in the event of an emergency. Parents are asked a similar question on the Parental Consent form, and all arriving students are asked whether they require help as part of the registration process that all students complete on arrival at the school. The information is recorded and stored in the Centre Management Office. The Centre Manager is responsible for ensuring actions are carried out. If the student is staying with a host family, then the Centre Manager must liaise with the WSE Accommodation Manager to ensure a PEEP is carried out in the host family home.

Occasions may arise where staff or student circumstances change (through accident, injury, or illness) necessitating the need for a PEEP. In order to identify these people, notices are displayed on noticeboards in classrooms, in the boarding houses and outside the Centre Management Office informing staff and students what to do if at any time they require a PEEP.

The Centre Manager complete a PEEP form noting the person's personal details, dates at the centre, location within the site, any designated assistant, the evacuation procedure, and whether a PEEP has been issued. This information will be shared only with those who 'need to know'.

Information on PEEPs should be provided to all new staff during induction and communicated to existing staff in an appropriate manner.

The following procedures should be followed in providing a PEEP:-

- Identify persons who need a PEEP (through registration, requests at Reception etc.),
- Inform the Centre Manager who will record the details of anyone who needs a PEEP,
- The Centre Manager will hold a meeting with the person concerned to draw up a PEEP,
- Copies of the PEEP will be given to everyone involved with the person's safe evacuation,
- Details of the PEEP will be recorded by the Centre Manager,
- When the PEEP is no longer required the date the PEEP becomes inactive will be noted,
- A separate PEEP **must** be produced for evacuation from any residence provided by English Study Camps.