



# Top Tips when writing a PEEP

Before writing the PEEP:

- Find out about evacuation routes, fire alarm zones what special facilities the school building has
- Check evacuation aids are in good working order e.g. Evacuation chairs- and ensure staff have been trained
- Find out the abilities of the individual
- Identify what assistance is required (include the extent of such assistance)
- Consider how the individual is informed of an evacuation
- Identify key people to be responsible for assisting and who will cover in their absence
- Outline the method of assistance e.g. transfer procedures to be used for the individual in each area of the building
- Identify what equipment will be used
- Outline the step by step evacuation procedure
- Identify the safe route(s) to be used
- If necessary, contact fire safety officers to discuss adaptations for safe evacuation
- A list of the safe escape routes out of the school building should be made for each pupil requiring a PEEP, considering their timetable and access to rooms/areas of the building separate buildings.
- Consider individuals with physical disabilities who regularly use different buildings may have to have a separate PEEP for each building.
- In the event of a wheelchair user accessing an upper floor of a building, a method of evacuation needs to be identified as the lift cannot be used unless it is an 'evacuation' lift.
- In the case of a swimming pool consideration must be made to provision of silvered emergency blankets near to the exit for collection on the way out of the building.
- Complete before the pupil attends or earliest possible stage

