

E3: Policy Statement for Personal Emergency Evacuation Plans (PEEPS)

FIRE EVACUATION FOR DISABLED PERSONS

Aim

To have adequate arrangements in place to enable disabled persons to safely evacuate buildings in the event of fire.

The Headteacher at St. Nicholas School will be responsible for the implementation of this policy.

General

The Headteacher with senior staff will co-ordinate the assessment of the needs of disabled persons in the event of an emergency evacuation of a building and to co-ordinate the preparation of Emergency Evacuation Plans where required.

Preparation of Emergency Evacuation Plans

An Emergency Evacuation Plan will be provided for each disabled person with significant mobility problems (particularly for those who will be using first floor school accommodation). Pupils whose speed of egress (due to sensory or physical needs) presents a risk to other pupils and/or staff will also have a PEEP, even if educated on the ground floor of their school campus.

As far as it is practicable to do so, the disabled person/student and/or their carers will be involved in the generation of the Emergency Evacuation Plan and provided with a copy (see Appendix).

Wherever it is practicable to do so, the plans will be Personal Evacuation Plans (PEEPS). i.e. tailored to the individual's needs and circumstances - see attached examples (for mobility and visual impairment).

In areas where disabled visitors are likely to arrive at short notice or where information may not always be obtainable in advance, then a Generic Emergency Evacuation Plan will be in place, with final minor adjustments made when the individual arrives.

Where an offer of appointment has been made to a disabled person, the appropriate person responsible is informed so that a PEEP can be prepared prior to the commencement of employment.

The Headteacher will ensure that PEEPS are periodically reviewed to ensure that they remain up to date.

When the school offers its facilities to conferences, group etc. it will ensure that the booking system requires hirers to provide advance information about any disabled persons.

If the school is booking facilities for other organisations they (the other organisation) must indicate if a member of staff with mobility impairment is involved and thus select appropriate facilities to use.

Organisation and Premises Issues

The school will make all reasonable organisational adjustments to accommodate the emergency evacuation requirements of each individual disabled person.

Wherever practicable, disabled persons will be located on or as near as possible to ground floor level and fire exits.

The means of escape from the ground floors of all buildings used by disabled persons is such that they are able to make their own way of the building unaided.

Where a member of staff/student with physical disabilities needs assistance with emergency egress from the building, arrangements are made for a “buddy” or “buddies” to accompany them and for such persons to be prepared to assist the disabled person in the event of an emergency.

The arrangements for disabled persons enable evacuations to be carried out successfully by the building occupiers without dependence on assistance from any Fire Crew that may subsequently be in attendance.

Where Evacuation Chairs are to be used to assist in the evacuation of disabled persons, then the person assisting the student/staff member will have been trained in its safe use. Regular refreshments of training will take place. Training in the use of evacuation chairs is coordinated by the Deputy Headteacher (EVAC Chair Key Trainer). The servicing of all EVAC chairs is completed on an annual basis.

New disabled access will not be provided to buildings until appropriate emergency evacuation arrangements are provided.

The PEEP will be developed between Senior Leadership and class staff and the family. It will describe the evacuation procedures to follow in each, risk-assessed eventuality. The Evac chair key trainer will lead the development of all PEEPs, whether on the main school site, off-site units or satellite class provisions.

Definitions

Disabled persons:

- Physical or Mobility Impairment which affects a person's ability independently to leave the premises or negotiate structural elements including stairs, steps, doors and fire doors etc.
- Hearing Impairment which affects a person's ability to hear or react to emergency warning systems or instructions (i.e. the activation of the fire alarm or instructions given as part of the emergency procedures).
- Visual Impairment which affects a person's ability to identify escape routes, directional information, instructions, objects or hazards that reduce the evacuation time of these persons
- Developmental/Learning Skill Problems which affect a person's ability to understand the danger of an alarm situation or the need to evacuate when requested by Fire Marshals.

NB: Existing members of staff may develop impairments at any time and come within the definition.

Fire Refuge: An area that is both separated from a fire by fire resisting construction and provided with a safe route to a storey exist, thus constituting a temporarily safe space for disabled persons to await assistance for their evacuation.

Evacuation Chair: A purpose-designed proprietary device intended to enable disabled persons, with assistance, to use staircases for means of escape i.e. Evac-Chair.

Hydro Pool: If the alarm sounds whilst the pupils are in the pool area, the pool emergency evacuation methods, as per the Hydro Pool policy and / or the Lifeguard Training programme should be put into practice.

Offsite Provision: at the Satellite or 6th Form Provisions pupils may be educated above ground level on a higher storey. The offsite provision should, where practicable, enable access to an Evac Chair, the training for the use of this equipment will be provided by the St. Nicholas School Key Trainer. Where the provision of Evac Chair is not available, St. Nicholas School will provide an Evac Chair to the site, from their existing stock of 3 chairs.

Emergency Lifting: if an emergency evacuation is in progress (e.g. fire drill, other emergency evacuation or health emergency) there may not be enough time or available equipment to use electric hoists to raise pupils from the floor / bean bag seating in a safe and / or timely manner. In these circumstances, the individual's in-situ hoist sling or a school-owned PROMOVE sling / transfer scoop could be used by staff to lift the pupils directly from the floor onto their transport wheelchair or nearest effective piece of wheeled equipment.

MONITORING AND REVIEW

This policy will be monitored on a yearly basis by the Curriculum Co-ordinator to keep up to date with any adjustments to statutory legislation or curriculum and any changes will go via the Governing Body when necessary.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES

St Nicholas School, in all policies and procedures will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment

- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

Behaviour
Health and Safety including Emergency Procedures
Safeguarding
Manual Handling including Risk Assessments

STEPHEN KING
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