

Personal Emergency Evacuation Plan (PEEP) Policy

Summit International Schools

Purpose

The purpose of this policy is to ensure the safety and effective evacuation of all individuals, especially those with **specific needs**, during emergencies at Summit International School.

Scope

This policy applies to all **students, staff, and visitors** who may require additional assistance during an emergency evacuation.

Definitions

- **PEEP (Personal Emergency Evacuation Plan):** A tailored plan outlining the specific evacuation procedures for individuals with disabilities or special needs.
- **Emergency Situations:** Includes but is not limited to fires, natural disasters, and security threats.

Who requires PEEP?

1. Students with Disabilities:

- Physical disabilities that affect mobility (e.g., wheelchair users, individuals with leg injuries).
- Sensory impairments (e.g., visual or hearing impairments).

2. Students with Medical Conditions:

- Conditions that may lead to sudden medical emergencies (e.g., epilepsy, severe asthma).

3. Students with Cognitive or Developmental Disabilities:

- Individuals who may not understand evacuation procedures or may need guidance during an emergency.

4. Temporary Needs:

- Individuals recovering from injuries (e.g., broken leg, surgery) that limit mobility.
- Students or staff with temporary conditions that affect their ability to evacuate quickly.

5. Elderly Staff or Visitors:

- Individuals who may have mobility or health issues due to age.

6. New Students or Staff:

- Individuals who are unfamiliar with the school layout may need additional guidance during an evacuation.

Identification of Individuals Needing Assistance

- **Assessment:** All students and staff will be assessed to identify those who may require assistance during emergencies.
- **Documentation:** The school will maintain a confidential list of individuals requiring assistance, including their specific needs and emergency contacts.

Evacuation Procedures

- **Personalized Plans:**
Each identified individual will have a specific PEEP that details their evacuation route, assembly point, and necessary assistance.
- **Designated Staff:**
Staff members will be assigned to assist individuals with special needs during an evacuation. These staff members will receive training on the specific needs of the individuals they are assisting.

- **Accessible Routes:**

Evacuation routes will be clearly marked and accessible to all individuals, including those with mobility aids.

Responsibilities

- The class teacher is responsible for ensuring PEEPs are developed and available for all people that may require one.
- 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.
- The operation manager of the school is responsible for keeping a record of all those people that require a PEEP. A copy of the PEEP must be available to give to the civil defense in case of an emergency.
- Parents or guardians are responsible for informing the school regarding any disabilities that their children may suffer.
- Children or staff members may require a temporary PEEP because 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.
- The Health and Safety officer is responsible for ensuring the policy is reviewed and updated when required.

Points to consider when developing a PEEP

1. Evacuation Chairs

Evacuation chairs should be strategically placed at designated fire escape staircases. When positioning these chairs, it is crucial to ensure they do not obstruct egress within the stairways. The school must appoint and train enough staff members who can assist with

and operating the chairs during an emergency. It is advisable to display a list of these trained individuals next to each evacuation chair.

2. Inspection of Evacuation Chairs

Evacuation chairs will undergo visual inspections each term conducted by the Maintenance and Health & Safety Officer (HSO). Any defects identified during these inspections must be promptly reported.

3. Designated Refuge Areas

Designated refuge areas should be established on upper levels. These areas will be situated within the protected fire escape staircases, which are designed to limit smoke and flame ingress, providing a safe location for individuals to wait temporarily.

4. Protocol for Individuals Unable to Evacuate

If individuals are unable to evacuate using the designated evacuation chairs or other methods, it may be safer for them to remain in the refuge area and await assistance from civil defense. This option should only be considered if evacuation is deemed impossible. In such cases, the appointed helper should remain with the individual in the protected refuge area. It is essential to communicate this information clearly to the incident commander, who can then coordinate with civil defense.

5. Ground Floor Accommodation for Wheelchair Users

Where feasible, individuals who are wheelchair-bound should be situated on the ground floor to eliminate the need for vertical evacuation.

6. Communication for Individuals with Disabilities

Individuals with hearing or vision disabilities must be informed of the emergency in a manner that avoids causing unnecessary panic.

7. Use of Lifts

In the event of a fire, the use of lifts is strictly prohibited.

8. Identification of Refuge Areas

All designated refuge areas should be clearly marked in the building's fire plan and highlighted on the architectural drawings shared with civil defense in the event of an emergency. The MSO is responsible for ensuring that this information remains current and up to date.

Training and Drills

- **Regular Drills:** The school will conduct regular evacuation drills that include scenarios for individuals with special needs.
- **Staff Training:** All staff will receive training on PEEP procedures and their specific roles during an emergency.

Review and Update of PEEP

- **Annual Review:** The PEEP policy will be reviewed annually to incorporate feedback and changes in individual needs or school layout.
- **Updating Information:** Changes in a student's needs or new enrollments will be documented promptly to ensure all plans are current.

Post-Evacuation Support

- **Mental Health Resources:** The school will provide access to mental health support for individuals affected by the emergency.
- **Debriefing Sessions:** Conduct debriefing sessions after drills and actual emergencies to assess the effectiveness of the PEEP and make necessary adjustments.

Confidentiality

All information regarding individuals requiring assistance will be kept **confidential** and only shared with relevant staff members involved in emergency planning and response.

Conclusion

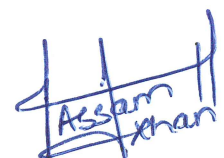
This PEEP policy aims to create a safe and inclusive environment at Summit International School, ensuring that every individual can evacuate safely and effectively during emergencies. Regular training, assessment, and updates are essential to ensure the safety and well-being of all students and staff.

Effective Date: September 23, 2024

Next Review on: September 24, 2025



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