



Personal Emergency

Evacuation Plan (PEEP)

To be completed by the teacher/ Headteacher/ office manager.

PERSONAL EMERGENCY EVACUATION PLAN			
Name			
Building	<i>Bentilee Nursery School</i>		
Floor	<i>ground floor</i>		
Ext			
AWARENESS OF PROCEDURE			
_____ is informed of a fire evacuation by: (please tick ✓ relevant box)			
existing alarm system	<input type="checkbox"/>	visual alarm system	<input type="checkbox"/>
	<input type="checkbox"/>	Other (please specify)	_____
DESIGNATED ASSISTANCE			
The following have been designated to give _____ assistance to get out of the building in an emergency			
Name			
Contact Details	<i>01782 235065</i>		
Name			
Contact Details	<i>01782 235065</i>		
METHODS OF ASSISTANCE (eg methods of guidance etc)			
EQUIPMENT PROVIDED (including means of communication)			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)			
1			
2			
3			
4			
Monitor and Review			
Signed by Manager		Date	
Signed by Individual		Date	