



ST MICHAEL'S PRE-SCHOOL
12 London Road, Woolmer Green, SG3 6JP
Telephone: 01438 815003
website: www.stmichaelspreschool.org

Personal Emergency and Evacuation Plan Template

Personal Details	
Name	
Main reason for PEEP	
Date PEEP created	

Emergency awareness - Individual will be notified of a fire or emergency by			
Alarm System		Visual Alarm System	
Key Worker/Staff			
Other			

Does the child/parents/carers understand the PEEP?

Designated Assistance	
In case of emergency, individual requires help from this many people:	
<i>The named people below are designated to give assistance when the individual needs help to safely evacuate the building</i>	
Name, Job Role & Location	
Name, Job Role & Location	
Name, Job Role & Location	

Does the child understand where the emergency meeting point is? Yes/No

Method of Evacuation	
Detail the step-by-step procedure for how the individual will leave the building/s in case of emergency, beginning with the type of alarm raised through to arriving at the meeting point:	
Emergency Evacuation	1. 2. 3. 4. 5.



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Fire evacuation	1. 2. 3. 4. 5.
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Evacuation Equipment

Detail the specialist equipment the individual requires in order to evacuate safely and quickly (e.g. hoists, wheelchairs, vibrating pagers):

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Where will the specialist equipment be located?

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Does the individual consent to the equipment being used? Yes/No?

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Does the individual know how to use the equipment? Yes/No?

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Any further notes

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Confirmation of PEEP

The child or parents/carers understands the contents of the PEEP and agrees to the information recorded. The individual or parents/carers also agrees to keep the responsible person up to date with any changes in their condition that may impact the contents of their PEEP.

Signature of Parents/Carers:	
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Signature of Key Worker:	
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