

Personal Emergency Evacuation Plan

Policy & Procedures

It is Berlitz Manchester's intention to provide a Personal Emergency Evacuation Plan for all those who need it. This includes staff as well as students and whether required on a permanent or temporary basis.

A PEEP may be needed by people with:

- Mobility issues
- Visual impairment
- Hearing difficulties
- Any other disability or state (for example pregnancy) affecting the ability of the individual to leave the building unaided in the event of an emergency.

The objective of the Berlitz Manchester PEEP is to ensure that people who may require help to leave the building have a plan in place to enable them to leave the building safely in the event of an emergency.

In order to identify anyone needing a PEEP, this question should form part of the registration process that all students complete on arrival at the school. The data will be captured and actioned by the Admissions Officer.

Names of students who have indicated that they need a PEEP are to be passed to the DoS. DoS is responsible for ensuring students who need one have a PEEP. The Business Manager is responsible for ensuring staff who need one have a PEEP.

Occasions may arise where staff or students' circumstances change (through accident, injury or illness) necessitating the need for a PEEP. In order to identify these people, notices should be displayed on noticeboards in classrooms, in the common areas and in Reception informing staff and students what to do if at any time they require a PEEP.

The DoS will record the names of anyone requiring a PEEP together with the date, location, any designated assistant and whether a PEEP has been issued. When the PEEP is no longer required (either because the student or member of staff has left the school or their circumstances have changed) the date when the PEEP becomes inactive will be recorded.

Information on PEEPs should be provided to all new staff during induction and communicated to existing staff at Staff/Teachers' Meetings.

The following procedures should be followed in providing a PEEP:-

- Identify persons who need a PEEP (through registration, requests at Reception etc.)
- Inform the DoS who will record the details of anyone who needs a PEEP
- The DoS will hold a meeting with the person concerned to draw up a PEEP.
- Copies of the PEEP will be given to everyone involved with the person's safe evacuation.
- Details of the PEEP will be recorded by the DoS
- When the PEEP is no longer required the date that the PEEP becomes inactive will be noted.
- A separate PEEP must be produced for evacuation from any residence provided by Berlitz Manchester.

VERSION CONTROL

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