

ART ACADEMY LONDON

Reviewed May 2024

Personal Emergency Evacuation Plans

All persons must be able to leave buildings safely in the event of a fire or other emergency, and the Academy is committed to ensuring this. We understand that many people with disabilities (or medical or other conditions) will be able to escape unaided; however, some may require assistance. Therefore, we are writing to ask you to review emergency arrangements with us in relation to your own needs. If necessary, we will draw up a Personal Emergency Evacuation Plan (PEEP) with you. A PEEP might for example specify the emergency assistance you need, any precautions necessary, the use of equipment we may issue to you, and/or simply record the action you need to take in an emergency.

We do not expect you to make any extraordinary effort to exit safely in the event of an emergency. Some of the main types of assistance or equipment typically used and available are outlined on an information sheet enclosed. These may vary in different locations (more details can be found in building Fire Emergency Plans) and therefore different PEEPs might be needed for different buildings. We do not expect you to conform exactly to any of the examples given; the objective of a PEEP, should you need one, is to ensure that your individual needs are met – and if necessary, to devise ways of achieving that.

If you need a PEEP or would like to discuss these matters further, we will arrange a meeting with you. The staff involved in reviewing your requirements and drawing up PEEPs will have received training on disability and equality issues and will work with you to find the best solutions. Please note that if you do not reply, you accept that you are able to respond to fire alarms and make your own way out of the building(s) promptly, unaided and without impeding any other person's emergency escape. This does not affect any of your statutory rights.

If you're unsure if you need a PEEP, please consider the questions below. If you answer yes to any of these, please speak to us.

1. Do you consider yourself NOT able to perceive the fire alarm signal, to respond to it and to leave the building without assistance within 5 minutes?
2. Is there a possibility that you might impede the escape of other persons evacuating (for example, if descending a staircase slowly)?
3. Do you, or might you at certain times, require some form of assistance to evacuate safely?

Your confidentiality will be fully respected, and your PEEP(s) will only be disclosed where strictly necessary, as follows:

- Academy staff and tutors (as necessary for your safety)
- Your carer(s) or volunteer worker(s), if applicable
- Any person assigned specific duties in providing assistance to you under the PEEP
- The Academy's Operations Manager

PEEPs should be reviewed at least annually – if you have had one before, we will need to verify that it is still adequate. Please let me know if you require this letter or any other related documentation in an alternative format. Thank you for your cooperation in these important matters, and for the opportunity to optimise our fire safety arrangements.

Yours sincerely,

Geof Thompson
Operations Director