

Personal Emergency Evacuation Plans (PEEPs)

KING'S LYNN FESTIVAL CHORUS

POLICY FOR A PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

The Regulatory Reform (Fire Safety) Order 2005 requires that all people within a building be provided with adequate means of escape in case of fire. This includes a suitable escape plan.

A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

PEEPs may be required for individuals with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Short term injuries (eg. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

Any PEEP should not rely upon the intervention of the Fire and Rescue Service to make it work. The plan must be tailored to an individual's needs and is likely to give detailed information to assist an escape.

Any choir member who considers that they may need extra help and consideration during an emergency should inform the KLFC secretary. A PEEP should then be completed "one for rehearsal rooms and one for concert venues.

The choir member is responsible for keeping their PEEP updated if there is any change in their condition or situation.

The KLFC Secretary will hold the PEEP document on file. Copies will be given to the individual concerned, and any persons identified within the plan, e.g. nominated assistants and/or Stewards at a Concert.

King's Lynn Festival Chorus (KLFC) will ensure reasonable adjustments are made to concert equipment and venue layout to allow PEEP holders adequate means of egress.

In some public access buildings, such as St Nicholas' Chapel, there will be little or no control over visitors who are present in the building. If any visitor or audience member with a disability identifies a need for help with evacuation prior to the start of a concert or rehearsal then a PEEP can be compiled. If no notice is given then the building's overarching general emergency plan will be implemented in an emergency. Sufficient stewards will be available at any public event to aid with an emergency evacuation

This PEEP policy and the PEEP templates are available on the KLFC website.

Appendix 1 Rehearsal Plan (Rehearsal PEEP)

Name:

Voice Section:

Contact Tel No.:

Date of completing PEEP:

In the Event of an Emergency, would you require assistance from others to escape the building?

Yes / No

What assistance would be required? (Eg. Help of one/ two person(s), Someone to carry my score etc)

Appendix 2 Concert Plan (Concert PEEP)

Name:

Voice Section:

Contact Tel No.:

Date of completing PEEP:

In the Event of an Emergency, would you require assistance from others to escape the building?

Yes / No

What assistance would be required? (Eg. Help of one/ two person(s), Someone to carry my score etc)

Where, ideally, would you prefer to be positioned on the staging to ensure your safety?