BELVEDERE
INTERNATIONAL SCHOOL

PERSONAL EMERGENCY EVACUATION POLICY

2026-2027

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Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		*Date:*	11/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		*Date:*	14/9/26

1. Purpose

1.1. The purpose of the policy is to ensure that all persons of determination are able to evacuate the premises in a safe and timely manner.

1.2. A PEEP is a bespoke evacuation plan that is developed for each person of determination and for people who have short- or longer-term difficulties and will require support to safely evacuate the premises.

2. Scope

2.1. The scope of the policy covers all persons who may suffer difficulties in evacuating the premises in a timely and safe manner. This includes, students, teachers and visitors.

2.2. Examples of those that may require a PEEP include, persons of determination who may be physically, visually or hearing impaired, be neuro diverse and persons with restricted mobility. A PEEP may be required on a temporary basis, short or long term or on a permanent basis.

3. Policy statement

3.1. Belvedere International School understands that health and safety is the number one priority for the organisation. In order to ensure best in class health and safety, a robust set of health and safety policies and procedures have been implemented. The Personal Emergency Evacuation Plan or PEEP has been developed to facilitate and support the safe evacuation of all potential persons of determination. Each PEEP must be developed in close consultation with the person that requires it, where reasonable. This must be a collaborative process in which all parties are clear regarding the correct protocols to follow in the event of an emergency.

4. Responsibilities

4.1. The Health and Safety Officer is responsible for ensuring PEEPs are developed and available for all persons that may require one.

4.2. The person who developed the PEEP is responsible for ensuring that it is reviewed at regular intervals and updated as and when required. This must be carried out in consultation with the person requiring the PEEP.

4.3. The Head of Inclusion, is responsible for keeping a record of all those persons that require a PEEP. A copy of the PEEP must be available to give to the civil defence in case of an emergency.

4.4. Parents or guardians are responsible for informing the school regarding any disabilities that their child may suffer.

4.5. Children or staff members may require a temporary PEEP as a result of a specific injury that may reduce their mobility, e.g. a leg fracture or an injury that requires crutches. In this instance, it is the responsibility of the child or staff member to bring this to the attention of the HSE Officer / FM.

4.6. The Head of Health and Safety is responsible for ensuring the policy is reviewed and updated when required.

5. Definitions

5.1. PEEP – Personal Emergency Evacuation Plan.

5.2. FM – Facility Manager.

5.3. HSE – Health, Safety & Environment.

5.4. Refuge Area – a safe location within a building that is protected from smoke and fire where people can take temporary refuge Evacuation chair – a device that is used to transport persons safely down a flight of stairs.

6. References

6.1. ADOSH SF COP-8 General Work place amenities, COP-10 Rehabilitation and Return to Work, COP-16 OSH Requirements for People of Determination.

6.2. Private Schools' Policy (48) corresponding to Article (53) of the Organising Regulations.

6.3. Fire Code of UAE

7. Procedure

7.1. Once a person of determination has been identified, the appointed person in consultation with the person requiring the PEEP must complete HSE FORM Personal Emergency Evacuation Plan.

7.2. Once it is completed, the person requiring the PEEP and the appointed helpers must have easy access to it in the event of an emergency. All parties must be aware of the specific emergency procedures that are required and detailed within the PEEP. A copy of the completed PEEP should be issued to the parent or guardian from the school.

7.3. The PEEP should be reviewed on a regular basis to ensure the plan is current and the appointed helpers are still present within the school. If a helper leaves the school or is no longer able to fulfil his/her duties as a helper, they must inform the school management, in order to identify a replacement.

8. Points to consider when developing your PEEP

8.1. Evacuation chairs should be considered and located at specific fire escape staircases. When positioning chairs, please ensure that they do not restrict egress within the fire escape staircase. The school must appoint and train a number of staff members who are able to assist and operate the chairs in the event of an emergency. It is recommended that a list of these people is placed next to the evacuation chairs.

8.2. Evacuation chairs will be visually inspected each term by the HSE / Facility Manager, any defects must be reported.

8.3. Designated refuge areas should be identified within upper levels. The refuge areas will be located within the protected fire escape staircase. These staircases will restrict smoke or flame egress and will allow for persons to be in a safe location for a period of time.

8.4. If persons are not able to evacuate using the designated evacuation chairs or any other methods, it may be safer for the person to remain at the refuge point and wait for the Civil Defence / Emergency Services to arrive and support with a safe evacuation. However, this should only be considered if evacuation is not possible. In this instance the appointed helper should remain with the person within the protected refuge area. It is critical that this information is clearly relayed to the Incident Commander immediately, who can then liaise with the Civil Defence / Emergency Services.

8.5. Where possible, wheelchair users should be positioned within ground floor areas. This would remove the need for vertical evacuation.

8.6. Persons with hearing or vision impairment must be clearly informed of the emergency situation that is occurring. It is important that this is done in a manner so as to not cause additional panic.

8.7. In the event of a fire, lifts must not be used.

8.8. Any designated refuge areas should be identified within the building fire plan and also highlighted on the drawings that will be shared with Civil Defence / Emergency Services in the event of an emergency. The HSE /Facility Manager is responsible for ensuring that this is kept updated.