



PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Please complete this form for any pupils or staff who would not be able to leave the Gallery Oldham building without assistance in the event of an emergency evacuation.

Name of Child / Staff member

.....

School

.....

Brief Description of activities

Visiting the art gallery for an education workshop.

LOCATION OF THE ACTIVITIES

- Gallery Oldham, Greaves Street
- Education Suite – Ground Floor
- Galleries 1, 2, 3 & 4 and Old Gallery – Second Floor
- Sculpture Garden – Outside Ground Floor
- Forecourt – Outside Ground Floor

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

The school should have received a Risk assessment and a copy of the Fire Evacuation Procedures from Gallery Oldham. Please contact us if you have not received them.

1. Are you aware of the emergency evacuation procedures that operate in the building(s) in which the activities take place? (Blue Document)

YES NO

2. Do you require another copy of the written emergency evacuation procedures? (Blue document)

YES NO

3. Do you require someone to inform you when an emergency evacuation is necessary?

YES NO

4. Do you need assistance to get out of Gallery Oldham in an emergency?

YES NO DON'T KNOW

5a. Is anyone from your institution designated to assist you to get out in an emergency?

YES NO DON'T KNOW

If YES give name(s)

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.....

5b. If yes to 5a above, are they aware of the Gallery's procedures and fully capable in assisting you down from the Upper Gallery Level?

YES NO DON'T KNOW

6. Do you require additional support from a member of Gallery staff to assist you to get out in an emergency?

YES NO DON'T KNOW

PERSONAL EMERGENCY EXIT PLAN

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name of staff

Contact details

METHODS OF ASSISTANCE REQUIRED:

(e.g., transfer procedures, methods of guidance, etc.)

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ADDITIONAL EQUIPMENT PROVIDED:

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SAFE ROUTE(S):

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Teacher/Carer signature:Date:.....

Gallery Staff:Date:.....