

Personal Emergency Evacuation Plan (PEEP)

A PEEP must consider all buildings/areas the individual commonly works in, visits or uses. It may be necessary to complete a separate PEEP for each area.

Only complete the areas of the PEEP that are relevant to the individual's needs.

PEEP for:

Contact Details:

Locations this PEEP applies to (building, floor and rooms):

I do not need assistance to evacuate the above locations (please go to point 5 and complete from there).

1. Awareness of Procedure

The evacuation procedure has been provided to me in the following format. Please delete as appropriate:

Braille / electronic format / tape / large print / explained in BSL / shown the routes / other (please detail below)

2. I am informed of the emergency by:

Please delete as appropriate:

Existing alarm / pager device / visual alarm system / members of my work team (please provide names below) / fire marshals on my floor (please provide names below) / Other (please detail below)

3. Getting Out

I require 1 or 2 people to assist me. Please note the floors must be detailed in the first column so that alternative arrangements can be made when visiting other floors or attending meetings.

Name & Floor/Rooms	Nature of Assistance	Contact Details

4. Back up names (to ensure assistance is available at all times and where)

Name	Nature of Assistance	Contact Details

5. The specialist equipment to assist my escape is

6. My escape plan is

Detail the evacuation procedure including safe routes to be taken, beginning from when the alarm sounds:

Please note you are not expected to participate in planned evacuations if this would cause unnecessary injury and/or distress. Please work with the Facilities Manager to arrange how you will be notified of planned evacuations in advance.

I am available to participate in planned evacuations: Yes / No

If you do not participate in planned evacuations, you must run through your evacuation plan at least once to demonstrate it works.

Evacuation run through completed on:

7. My practice arrangements are:

Relevant Party	Name	Signature	Date
PEEP owner (the individual)			
PEEP assessor:			
Review date(s):			