**Personal Emergency Evacuation Plan (PEEP)**

# *To be completed by the Manager.*

# *(If the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building)*

|  |
| --- |
| INFORMATION ABOUT PERSON REQUIRING ASSISTANCE |
| Name |  |
| Service |  |
| Building |  |
| Floor |  |
| Ext |  |
| FIRE EVACUATION NOTIFICATION METHOD |
|  \_\_\_\_\_ is informed of a fire evacuation by: (please tick ✓ relevant box) |
|  |  |  |
| Existing alarm system |  |  | Visual alarm system |  |  |
|  |  |  |  |  |  |
| Pager device |  |  | Other (please specify) |  |
|  |  |  |  |  |  |
| DESIGNATED ASSISTANCE |
| The following have been designated to give \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_assistance to get out of the building in an emergency |
| Name |  |
| Contact Details (Building, Floor and Ext) |  |
| Name |  |
| Contact Details (Building, Floor and Ext) |  |
| METHODS OF ASSISTANCE(E.g. Transfer procedures, methods of guidance etc.) |
|  |
| EQUIPMENT PROVIDED(Including means of communication) |
|  |
| PERSONALISED EVACUATION PROCEDURE(A step by step account beginning with the first alarm) |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| MONITORING AND REVEIW |
|  |
| Signed by Manager |  | Date |  |
| Signed by Individual |  | Date |  |