**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 | |  | | |