

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)

PERSONAL EMERGENCY EVACUATION PLAN	
Name	
Building/Facility	
Location; Level, Room, or Suite	
AWARENESS OF EVACUATION PROCEDURE	
<u>Chief Warden/Building Management</u> is informed of an evacuation by: (please tick ✓ relevant box)	
existing alarm system <input type="checkbox"/>	visual alarm system <input type="checkbox"/>
pager device <input type="checkbox"/>	Other (please specify) _____
DESIGNATED ASSISTANCE	
The following have been designated to give _____ assistance to get out of the building in an emergency	
Name	
<i>Contact Details: Level, Room/Suite Phone</i>	
Name	
<i>Contact Details: Level, Room/Suite Phone</i>	
METHODS OF ASSISTANCE (e.g., Transfer procedures and method)	
Is an Assistance Animal Involved (please tick ✓ relevant box) Y <input type="checkbox"/> N <input type="checkbox"/>	
EQUIPMENT PROVIDED (including means of communication)	
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)	
1	
2	
3	
4	
5	
6	
7	

ARE YOU TRAINED IN THE EMERGENCY EVACUATION AND RESPONSE PROCEDURES

(Please tick ✓ relevant box) Y N

PREFERRED METHOD OF RECEIVING UPDATES TO THE EMERGENCY RESPONSE PROCEDURES

(Please tick ✓ relevant box) Text Email Braille

DIAGRAM OF PREFERRED ROUTE FOR ASSISTED EVACUATION

Large empty rectangular area for drawing a diagram of the preferred route for assisted evacuation.

Monitor and Review

Empty rectangular box for notes or additional information.

Signed by Manager		Date	
Signed by Individual		Date	