**Personal Emergency Evacuation Plan (PEEP)**

# *To be completed by the Fire Safety Advisor. (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 | | | |  | | | | | | | | |
| Department | | | |  | | | | | | | | |
| Building | | | |  | | | | | | | | |
| Room Number and Floor | | | |  | | | | | | | | |
| Ext | | | |  | | | | | | | | |
| **AWARENESS OF PROCEDURE** | | | | | | | | | | | | |
| 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, Rm No and Ext)** | | | |  | | | | | | | | |
| **Name** | | | |  | | | | | | | | |
| **Contact Details (Building, Rm No and Ext)** | | | |  | | | | | | | | |
| **METHODS OF ASSISTANCE** (eg 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 |  | | | | | | | | | | | |
| Monitor and Review | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Signed by Manager | |  | | | | | | Date | |  | | |
| Signed by Individual | |  | | | | | | Date | |  | | |