**Property and Facilities Division**

Personal Emergency Evacuation Plan (PEEP)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL EMERGENCY EVACUATION PLAN** | | | | | | |
| Name: | |  | | | | |
| Organizational Unit: | |  | | | | |
| Building: | |  | | | | |
| Room Number and Floor: | |  | | | | |
| Phone Extension: | |  | | | | |
| **AWARENESS OF PROCEDURE** | | | | | | |
| Can you be notified by the existing fire alarm system? Y / N (Please highlight/circle as appropriate)  If you cannot be notified by the current fire alarm system, you will be contacted by the Chief Fire Warden (on receipt of this PEEP) to arrange a suitable notification system. | | | | | | |
| **PERSONALISED EVACUATION PROCEDURE** (A step-by-step account beginning with the alarm). For assistance with this section, please contact Senior Fire Safety Officer. | | | | | | |
| **1** |  | | | | | |
| **2** |  | | | | | |
| **3** |  | | | | | |
| **METHODS OF ASSISTANCE** (e.g. Methods of guidance, transfer procedures etc.) | | | | | | |
|  | | | | | | |
| The following have been designated to give assistance | | | | | | |
| **Name** | | | |  | | |
| **Contact Details (Building, Rm No and Ext)** | | | |  | | |
| **Name** | | | |  | | |
| **Contact Details (Building, Rm No and Ext)** | | | |  | | |
| **EQUIPMENT REQUIRED** (including means of communication, use of evac-chairs etc) | | | | | | |
|  | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | |
|  | | | | | | |
| **MONITOR AND REVIEW** | | | | | | |
| PEEP should be rehearsed to test their efficiency. Rehearsals could take place during pre-planned fire drills. | | | | | | |
| Signed by Manager | | |  | | Date |  |
| Signed by Individual | | |  | | Date |  |