

Personal emergency evacuation plan (PEEP) template

Information to be completed by both the responsible person and the individual the PEEP concerns.

Personal details	
Name:	
Job role:	
Location/buildings used:	
Main reason for PEEP:	
PEEP created by (name and job role):	
Date PEEP created:	

Emergency awareness - Individual will be notified of a fire or emergency by:

Existing alarm system Pager Visual alarm system Colleague, carer or buddy

Other (specify method):

Has the individual received a copy of the emergency evacuation procedure in a format that they can understand (e.g. large print, Braille, audio, BSL)? Yes/No?

Does the individual understand the procedure? Yes/No?

Personal emergency evacuation plan (PEEP) template

Designated assistance

In case of emergency evacuation, individual needs help from this many people:

The named people below are designated to give assistance when the individual needs help to safely evacuate the building:

Name, job role and location:

Contact info:

Name, job role and location:

Contact info:

Name, job role and location:

Contact info:

The individual knows where the emergency meeting points are? Yes/No?

Method of evacuation

Detail the step-by-step procedure for how the individual will leave the building/s in case of emergency, beginning with the type of alarm raised through to arriving at the meeting point:

Personal emergency evacuation plan (PEEP) template

Evacuation equipment

Detail the specialist equipment the individual requires in order to evacuate safely and quickly (e.g. hoists, wheelchairs, vibrating pagers):

Where will the specialist equipment be located?

Does the individual consent to the equipment being used? Yes/No?

Does the individual know how to use the equipment? Yes/No?

Any further notes:

Confirmation of PEEP

The individual understands the contents of the PEEP and agrees to the information recorded. The individual also agrees to keep the responsible person up to date with any changes in their condition that may impact the contents of their PEEP.

Signature of individual:

Date:

Signature of responsible person:

Date: