



Personal Emergency Evacuation Plan (PEEP)

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

Personal Details	
Name:	
Main reason for PEEP:	
PEEP created by: (name and title)	
Date PEEP created:	
If an employee – job/office	
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?	
Do they understand the procedure? Yes/No?	

Designated assistance	
In case of emergency evacuation, individual needs help from people	
The named people below are designated to give assistance when the individual needs help to safely evacuate the building:	
Name	
Location/Contact Info:	
Name	
Location/Contact Info:	
Name	
Location/Contact Info:	



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Method of evacuation

Detail the step-by-step procedure for how the individual will leave the premises in case of emergency.



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Evacuation equipment
Does the individual have specialist equipment to evacuate safely and quickly (e.g. hoists, wheelchairs, vibrating pagers):
Will the individual require use of the evac chair?
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: