

Personal emergency evacuation plan (PEEP)

A PEEP is agreed with the person, not written about them. Collect only what the purpose requires.

Complete this with the person concerned. Record what help actually works, who provides it and who provides it when that person is away. A plan nobody has agreed to is a plan that fails at the moment it is needed.

NAME	USUAL LOCATION	HOURS NORMALLY ON SITE
PREPARED WITH	DATE	REVIEW DATE

WHAT WOULD MAKE UNAIDED ESCAPE DIFFICULT

Tick only what is relevant to evacuating. Include temporary conditions and say so.

	APPLIES	TEMPORARY
Walking or managing distance	☐	☐
Using stairs	☐	☐
Using a wheelchair or other mobility aid	☐	☐
Sight	☐	☐
Hearing, including hearing the alarm	☐	☐
Understanding or responding to an alarm	☐	☐
Stamina or a medical condition affected by exertion	☐	☐
Effects of medication	☐	☐
Needs assistance or supervision generally	☐	☐
	☐	☐
	☐	☐
	☐	☐

AWARENESS OF THE ALARM

Will the person hear or see the alarm where they work? _____

If not, what is provided instead _____

Who checks the person is aware when the alarm sounds _____

THE ROUTE

An ordinary passenger lift is not to be used. Record the alternative where no evacuation lift is provided.

Primary route from the usual location _____

Alternative route if that one is unavailable _____

Is an evacuation lift provided, and may it be used? _____

Route to be used if no evacuation lift is available _____

Doors or sections needing help, and what help _____

ASSISTANCE AGREED

Who provides it — name and role _____

Named deputy when that person is away _____

How many people are needed _____

Equipment required, and where it is kept _____

Who is trained to use that equipment

How assistance is summoned

REFUGE, WHERE THE BUILDING HAS ONE

A refuge is a place to wait in relative safety with a means of communication, not a destination.

Refuge to be used

How the person communicates from it

Who is expected to answer

Who takes the person on from the refuge

ANYTHING ELSE THAT MATTERS

Including what the person does not want, and what has not worked before.

AGREEMENT

PERSON'S SIGNATURE	DATE
PREPARED BY	DATE
TESTED IN A DRILL ON	DATE OF NEXT REVIEW