**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)*

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| **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 |  |