Personal Emergency Evacuation Plan (PEEP)

Agree this plan with the person it is for. Record only what is needed to get them out safely, keep it confidential, and give a copy to the people named in section 7.

1. Person's details

Name	
Building and site	
Usual floor, room or area	
Role (staff, resident, student, regular visitor)	
Usual hours in the building	
Phone number (mobile, if used for alerts)	
Emergency contact (name and phone)	
Why help may be needed (in the person's own words; only what affects evacuation)	

2. How they will be alerted

Can the person hear or see the fire alarm in every area they use? If not, say how they will know.

Hears the fire alarm in all areas used	☐ Yes ☐ No ☐ Some areas
Other alert (visual beacon, vibrating pager, text message, named colleague)	
Who checks they have been alerted	

3. Assistance needed

Can use the stairs	☐ Unaided ☐ With help ☐ No
Help needed to leave the building (step by step)	
Help needed after leaving (for example medication, a warm place, a chair)	

4. Equipment

Equipment needed (evacuation chair, wheelchair, walking aid, other)	
Where the equipment is kept	
Who is trained to use it	

5. Evacuation route

Main route from their usual area to a final exit	
Alternative route if the main route is blocked	
Assembly point (or another agreed meeting place)	

6. Refuge

A refuge is a protected place where the person can wait briefly while they are helped onward. The plan should get them out of the building: do not rely on the fire and rescue service to do it.

Refuge location (if used)	
How they call for help from the refuge (emergency voice communication, phone, radio)	
How and by whom they are moved on from the refuge	

7. People assigned to help

Name at least two people for each shift or time the person is in the building, so there is cover for absence.

Helper 1 (name, role, contact, trained on date)	
Helper 2 (name, role, contact, trained on date)	
Cover for evenings, weekends or absence	
Who tells the fire and rescue service on arrival where the person is	

8. Practice and review

Date the plan was agreed	
Practice (drill) dates and what was learned	
Next review date (and after any change in the person's needs, the building or the helpers)	
Signed (person the plan is for)	
Signed (manager or responsible person)	