

**Personal Emergency Evacuation Plan (PEEP) Questionnaire**

**Part A:**

|  |  |
| --- | --- |
| Name: |  |
| Occupation: |  |
| Brief details of disability/condition |  |

Is assistance required for you to safely evacuate?

|  |  |
| --- | --- |
| Factors to be considered | Please circle |
| Can you hear the fire alarm?  | Yes / No |
| Do you have a visual impairment that could delay your safe evacuation?  | Yes / No |
| Do you use a wheelchair? | Yes / No |
| Can you walk unaided? | Yes / No |
| Can you use stairs? | Yes / No |
| Do you suffer from any health or mental health conditions that may affect your safe evacuation? Please give details. | Yes / No |
| Are there any other concerns you might have about safely evacuating a building? If yes, please give details. | Yes / No |

Signed………………………………………………………………...…Date …………………………………..

**Personal Emergency Evacuation Plan (PEEP)**

**Part B:**

|  |  |
| --- | --- |
| Name: |  |
| Occupation: |  |
| Brief details of disability/condition |  |

|  |
| --- |
| **Evacuation procedure:** |
| When hearing the fire alarm (or being advised / signalled that the alarm is activated):*Delete as appropriate (if none of the examples are sufficient then please contact Trevor Alexander)** I will allow any initial rush to pass and then If the use of stairs is necessary will make my way down (or up) the stairs using the handrail and the support of a fellow evacuee where available.
* If I cannot manage the stairs I will go to the nearest Refuge Point and contact the Duty Officer giving my location using the intercom or the information on the Refuge Point sign. I will then wait for assistance.
* If I cannot hear the alarm I will register with the SMS/text service and if I receive a text, or I observe an evacuation taking place I will make my way out of the building using the nearest safest exit. If I am using a Refuge Point or need emergency support I will text the Duty Officer.
* I will make my way to the nearest Refuge Point and make contact with the Duty Officer giving my location using the intercom and information on the Refuge Point sign. I will then wait for assistance.
* I will follow the instructions of my assistant to evacuate using the nearest safest exit.

When I have left the building I will move a safe distance away from the building and if possible get to an Assembly Point. |
| **Training and equipment:** |
| I will attend a briefing session on how to implement this plan in the event of an evacuation.I will enter the following numbers in my mobile phone for use in an emergency: Security Control: 0208 411 6200, Duty Officer: 07964872402.If I require a hand-held radio I will request this.In the event of imminent danger I will co-operate fully with the need to use any evacuation equipment (such as an Evac-chair) should this be necessary. |

I agree to this Personal emergency Evacuation Plan and fully understand its content

Signature: Date:

PEEP Assessor………………………………………………………………….. Date……………………….

PEEP instructions in another format? Yes/ No (Please circle)

Review Date………………………………………