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

A PEEP should be developed when an employee or service user/pupil requires specific arrangements to be in place to support their evacuation in an emergency. This plan should be developed in conjunction with the person concerned.

Where this PEEP and its arrangements cannot be implemented, (e.g. due to building work or breakdown of equipment), alternative working arrangements or accommodation for the individual must be considered.

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| Individual requiring support (name of person): |  |
| Person completing the PEEP (name): |  |
| Location PEEP applicable to (name and address): |  |

### Why does the individual require support in an emergency evacuation?

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| How does the individual’s health, mobility, hearing, sight, communication etc. impact on their safe evacuation? |
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## **What assistance is required?**

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| Detail the type of support the individual will need to evacuate safely.  Consider:   * Will they need specific arrangements to alert them of an emergency? * Will they need people or equipment to assist their evacuation? * Will they require to evacuate using a specific route? |

**Who will provide support?**

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| --- | --- | --- |
| * Identify those people who will provide assistance and the nature of the assistance. (You should identify who will provide back-up cover during absence e.g. holiday, sickness etc.) | | |
| Name | Nature of assistance | Contact details |

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| What training is required to ensure those named above can assist with the evacuation? |
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### Equipment

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| What equipment will be provided to assist with the evacuation?  Where is this located?  Who is responsible for maintaining this?  If this equipment is shared, will there be sufficient availability to allow safe evacuation of all those who require it, within a suitable timescale? |
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### Evacuation procedure and route

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| Detail the evacuation procedure including safe routes to be taken. (Have alternative routes been identified should the first route be unavailable?).  Where this PEEP and its arrangements cannot be implemented (for example due to building work or breakdown of equipment), alternative working arrangements or accommodation for the individual must be considered. |
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**Agreement of the PEEP arrangements**

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| --- | --- | --- | --- |
|  | Name | Signature or Signature of parent/carer | Date |
| Individual requiring support |  |  |  |
| Person completing the PEEP |  |  |  |

**Communication of the PEEP** (to those who are supporting the individual)

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| --- | --- | --- |
|  | Name | Date communicated and agreed |
| Those named in the plan above |  |  |
| Premises Manager (if required) |  |  |

*If it is necessary to share this information, ensure the consent of the individual concerned is obtained.*