

PEEP 1 - Personal Emergency Evacuation Plan Checklist

Section 1 - General information

Name of Assessor:		
Name of Person Plan Prepared For:		
Assessed Person's Location:		
Date of Assessment:		
Nature of Impairment(s)/Disability:		
Area(s) Covered By The Assessment:		
What times / days are covered by this assessment?		
Does the building Fire Risk Assessment denote that the proposed building has suitable access/egress.	YES	NO

One of the following forms should be completed by the assessor and the assessed person.

- Form A – Mobility Impairment
- Form B – Visual Impairment
- Form C – Hearing Impairment
- Form D – General – For all other disabilities not falling within Forms A – C.

Completed questionnaires should then be attached to this header sheet along with a copy of any remedial actions deemed necessary on PEEP2.

I understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Egress Plan.

Signature: Date:

FORM A: MOBILITY IMPAIRED PERSONS

Name:			
Building to which this PEEP applies:			
Floors used:			
	Personal Emergency Evacuation Plan Checklists	yes	no
	Have the general emergency procedures been explained to you?		
	Could you raise the alarm if you discovered a fire (operate the call point)?		
	Can you open the fire escape door on the floor(s) you will be using?		
	Could you use a telephone in the area to call the emergency services?		
	Are you able to and have you been shown how to use the refuge communications equipment?		
	Do you use a manual wheelchair?		
	What is the approximate width of your wheelchair	mm	
	If you use another type of mobility aid, what is it? (insert details)		
	Activities on the Ground Floor		
	At the intended time of use, how many fire exits are available for disabled use?		
	Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
	Who will be providing this assistance? (insert names)		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

FORM B: VISUALLY IMPAIRED PERSONS

Name			
Building to which this PEEP applies:			
Floors used:			
Personal Emergency Evacuation Plan Checklists			
	AWARENESS OF EMERGENCY EGRESS PROCEDURES	yes	no
	Have the general emergency procedures been explained to you?		
	Could you raise the alarm if you discovered a fire (operate the call point)?		
	Can you open the fire escape door on the floor(s) you will be using?		
	Could you use a telephone in the area to call the emergency services?		
	Do you require the emergency escape procedure to be on tape?		
	Do you require the emergency escape procedures to be in Braille?		
	Do you require the emergency escape procedures to be in large print?		
	Can you read the fire escape signs?		
	How many escape routes are available to you in the event of an emergency?		
	Have any hazardous "projections" or other structural components been identified on your escape routes?		
	The following questions need only be answered by those visually impaired persons possessing some degree of visual capacity		
	Are all escape routes clearly sign posted to meet YOUR requirements?		
	Where applicable, are all escape corridors designed so as to prevent visual confusion in YOUR circumstances?		
	Who will be providing this assistance?		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

FORM C: HEARING IMPAIRED PERSONS

Name:			
Building to which this PEEP applies:			
Floors used:			
Personal Emergency Evacuation Plan Checklists			
	AWARENESS OF EMERGENCY EGRESS PROCEDURES	yes	no
	Have the general emergency procedures been explained to you?		
	Could you raise the alarm if you discovered a fire (operate the call point)?		
	Can you open the fire escape door on the floor(s) you will be using?		
	Could you use a telephone in the area to call the emergency services?		
	Can you hear the fire alarm in normal circumstances?		
	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.

FORM D: GENERAL

Name:			
Building to which this PEEP applies:			
Floors used:			
Personal Emergency Evacuation Plan Checklists			
	AWARENESS OF EMERGENCY EGRESS PROCEDURES	yes	no
	Have the general emergency procedures been explained to you?		
	Could you raise the alarm if you discovered a fire (operate the call point)?		
	Can you open the fire escape door on the floor(s) you will be using?		
	Could you use a telephone in the area to call the emergency services?		
	Can you hear the fire alarm in normal circumstances?		
	Do you need assistance to get out of your place of work/study in an emergency?		
	Is anyone designated to assist you to get out in an emergency?		
	Is the arrangement with your assistant a formal arrangement?		
	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		
	Can you move quickly in the event of an emergency?		
	ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.

PERSONAL EMERGENCY EVACUATION PLAN FOR

Name _____
Building _____
Floor _____

AWARENESS OF PROCEDURE

The disable person is informed of a fire evacuation by:

- existing alarm system
- pager device
- visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

