



PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

GENERAL DETAILS			
Staff / Student Name:			
Location:		Building/Facility:	
Floor:		Room Number:	
Phone:			
EVACUATION REQUIREMENTS			
Is an Assistance Animal involved?		Yes	No
Is the occupant trained in the emergency response procedures?		Yes	No
Preferred method of receiving updates to the emergency response procedures: <i>e.g. text, email, Braille</i>			
Preferred method for notification of emergency: <u>Visual Alarm</u> <u>SMS</u> <u>Personal Vibrating Service</u> <u>Email</u>			
<u>Additional Details:</u>			
Type of assistance required:			
Equipment required for evacuation:			
Egress Procedure:			

Are your designated assistants trained in emergency response procedures (Including evacuation procedures)?	Yes	No
Are your designated assistants trained in the evacuation equipment?	Yes	No
Is a diagram required for preferred route for assisted evacuation? <i>Please attach</i>	Yes	No
DESIGNATED ASSISTANTS (NOTE: Number of designated assistants will differ for each PEEP)		

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Name	Phone	Location
1.		
2.		
3.		
4.		
PEEP ISSUE & ACKNOWLEDGEMENT		
Issue Date:		Review Date:
Position:	Signature	Date
Staff/Student:		<input type="checkbox"/>
Chief Warden / Campus Safety & Security:		<input type="checkbox"/>
Supervisor/Manager:		<input type="checkbox"/>

A copy of the completed PEEP is also to be kept with the concerned individual, their supervisor, the floor/building warden and chief warden