



Personal Emergency Evacuation Plan



PEEP-Version-1.1-15/03/2022

Staff/student Name:		Date:	
Building:		Floor Level:	
Room Number:		Contact Details:	Work:
			Mobile:
			Email:

Required information	Yes	No	Notes
Is an assistance animal involved			
Are you trained in emergency response procedures			
Preferred method of receiving updates to the emergency response procedures (eg, phone,sms,or email)			
Preferred method for notification of emergency (e.g. visual alarm)			
Type of assistance required (please list procedures necessary for assistance)			
Equipment required for evacuation (please detail any items of that would be required to achieve a safe evacuation)			
Egress Procedure (provide stepwise details of what needs to happen and by whom)			
Designated assistants and contact details (please nominate 2 people, apart from your warden, who willing and able to assist you in the event of an emergency)			
Area Warden		Contact No.	
Assistant Name		Contact No.	
Assistant Name		Contact No.	
Are designated assistants trained in emergency procedures?	Yes	No	
Are designated assistants trained in use of evacuation equipment?	Yes	No	
Is a diagram required for preferred route assisted evacuation?	Yes (attach)	No	

NOTE:

All Personal Emergency Evacuation Plans must form part of the ongoing review by the relevant Emergency Control Organisation as part of their planning and preparation of the Emergency Management Plan.

Any required changes to this plan must be conducted in consultation and with the agreement of the individual concerned and nominated assistants.

Issue date	Implementation Date	Review Date
Occupant approved (signature)		Date
Chief Warden (signature)		Date

* A copy of completed PEEP to be held by

1. Person requiring assistance
2. Designated assistants
3. Chief Warden (in the FIP)

* An electronic copy is required to be sent to the University Emergency Planning Committee-

Personal Emergency Evacuation Plan (PEEP)

PEEP or Personal Emergency Evacuation Plans are a tailored document that is developed for individual building occupants with a disability who may need assistance in an emergency.

It is essential that the EPC as part of managing the Emergency Management Plan carefully consider the needs of individuals, ensure that any PEEP(S) implemented are fully accounted for and properly maintained as part of the planning and preparation process. .

This would include but not be limited to occupants and visitors who—

- (a) are accompanied by an assistant;
- (b) have a guide or companion animal;
- (c) use alternative forms of information and communication;
- (d) have a vision impairment;
- (e) have a hearing impairment;
- (f) have an ambulatory impairment;
- (g) use a wheeled mobility appliance, including wheelchair or scooter;
- (h) are easily fatigued;
- (i) easily experience acute anxiety in an emergency; or
- (j) easily experience extreme confusion in an emergency.

Reference: AS 3745:2010

- 1.4.25 Personal emergency evacuation plan (PEEP)
- 4.2.11 Occupants and visitors with a disability
- 6.3 ECO Training
- 6.3.1 All ECO members
- 6.3.1.2 Content

Click below to add image of preferred evacuation route (if relevant)

Click below to add image of alternative refuge area (if relevant)