**University of Sussex: Personal Emergency Evacuation Plan (PEEP)**

# *To be completed by the Manager or Health and Safety Team*

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| **PERSONAL EMERGENCY EVACUATION PLAN** | | | | | | |
| Name: | |  | | | | |
| Department: | |  | | | | |
| Building: | |  | | | | |
| Room Number and Floor: | |  | | | | |
| Phone Ext: | |  | | | | |
| **AWARENESS OF PROCEDURE** | | | | | | |
| Can you be notified by the existing fire alarm system?Y / N (Please highlight/circle as appropriate)  If you cannot be notified by the current fire alarm system, you will be contacted by the Health & Safety Office (on receipt of this PEEP) to arrange a suitable notification system | | | | | | |
| **PERSONALISED EVACUATION PROCEDURE** (A step by step account beginning with the alarm). For assistance with this section, see Technical Guidance Note FS04 – PEEP Evacuation Matrix for evacuation methods | | | | | | |
| **1** |  | | | | | |
| **2** |  | | | | | |
| **3** |  | | | | | |
| **METHODS OF ASSISTANCE** (e.g. Methods of guidance, transfer procedures etc) | | | | | | |
|  | | | | | | |
| The following have been designated to give assistance | | | | | | |
| Name | | | |  | | |
| Contact Details (Building, Rm No and Ext) | | | |  | | |
| Name | | | |  | | |
| Contact Details (Building, Rm No and Ext) | | | |  | | |
| EQUIPMENT REQUIRED (including means of communication, use of evac-chairs etc) | | | | | | |
|  | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | |
|  | | | | | | |
| MONITOR AND REVIEW | | | | | | |
| PEEP should be rehearsed to test their efficiency. Rehearsals could take place during pre-planned fire drills. | | | | | | |
| Signed by Manager | | |  | | Date |  |
| Signed by Individual | | |  | | Date |  |

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