**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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