



UOW SAFE@WORK

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

REFERENCE: [Building Warden Guidelines](#)

| GENERAL DETAILS | |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Occupants Name: | |
| Location: | Building/Facility: |
| Floor: | Room Number: |
| Phone: | |
| EVACUATION REQUIREMENTS | |
| Is an Assistance Animal involved? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the occupant trained in the emergency response procedures? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Preferred method of receiving updates to the emergency response procedures: <i>e.g. text, email, Braille</i> | |
| Preferred method for notification of emergency: <i>e.g. visual alarm, personal vibrating service, SMS</i> | |
| Type of assistance required: | |
| Equipment required for evacuation: | |
| Egress Procedure: | |
| Are your designated assistants trained in emergency response procedures (including evacuation procedures)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are your designated assistants trained in the evacuation equipment? | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| Is a diagram required for preferred route for assisted evacuation? <i>Please attach</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| DESIGNATED ASSISTANTS <small>(NOTE: Number of designated assistants will differ for each PEEP)</small> | |

| Name | Phone | Location |
|------|-------|----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

PEEP ISSUE & ACKNOWLEDGEMENT

| Issue Date: / / | | Review Date: / / | |
|------------------------------|-----------|--------------------------|--------------------------|
| Position: | Signature | Date | Copy Received |
| Occupant: | | / / | <input type="checkbox"/> |
| Chief Building Warden: | | / / | <input type="checkbox"/> |
| Local Building Warden: | | / / | <input type="checkbox"/> |
| Security Operations Manager: | | / / | <input type="checkbox"/> |
| Senior Manager, Security: | | / / | <input type="checkbox"/> |
| Occupant's Supervisor: | | / / | <input type="checkbox"/> |
| Designated Assistant 1: | | / / | <input type="checkbox"/> |
| Designated Assistant 2: | | / / | <input type="checkbox"/> |
| Designated Assistant 3: | | / / | <input type="checkbox"/> |
| Designated Assistant 4: | | / / | <input type="checkbox"/> |

A copy of the completed PEEP is also to be kept at the fire indicator panel.