

UOW SAFE@WORK

**PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

REFERENCE: [Building Warden Guidelines](https://documents.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016927.pdf)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GENERAL DETAILS | | | | | | | | |
| **Occupants 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:** *e.g. text, email, Braille* | | | | | | | | |
| **Preferred method for notification of emergency:** *e.g. visual alarm, personal vibrating service, SMS* | | | | | | | | |
| **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 | | N/A |
| **Is a diagram required for preferred route for assisted evacuation?** *Please attach* | | | | | | Yes | | No |
| DESIGNATED ASSISTANTS *(NOTE: Number of designated assistants will differ for each PEEP)* | | | | | | | | |
| **Name** | **Phone** | | | | **Location** | | | |
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| PEEP ISSUE & ACKNOWLEDGEMENT | | | | | | | | |
| **Issue Date:      /     /** | | **Review Date:**      /     / | | | | | | |
| **Position:** | **Signature** | | | **Date** | | | **Copy Received** | |
| **Occupant:** |  | | | /     / | | |  | |
| **Chief Building Warden:** |  | | | /     / | | |  | |
| **Local Building Warden:** |  | | | /     / | | |  | |
| **Security Operations Manager:** |  | | | /     / | | |  | |
| **Senior Manager, Security:** |  | | | /     / | | |  | |
| **Occupant’s Supervisor:** |  | | | /     / | | |  | |
| **Designated Assistant 1:** |  | | | /     / | | |  | |
| **Designated Assistant 2:** |  | | | /     / | | |  | |
| **Designated Assistant 3:** |  | | | /     / | | |  | |
| **Designated Assistant 4:** |  | | | /     / | | |  | |

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