

UOW SAFE@WORK

**PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

REFERENCE: [Building Warden Guidelines](https://documents.uow.edu.au/content/groups/public/%40web/%40ohs/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** |
| 1.
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| 1.
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| 1.
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| 1.
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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.