

Personal Emergency Evacuation Plan

A PEEP for one person who would need help to leave a building in a fire: how they are warned, their route, refuges, equipment, helpers, practice and review.

1. The person and the building

One plan for each person. Write it with them.

Project

Filled in from the project in SiteSurvey.

Building *

Address

Name of the person *

They are * (choose one)

☐ Employee ☐ Regular visitor or contractor ☐ Pupil or student ☐ Resident

Where they usually are

Floor, room, desk or flat number.

Days and times they are in the building

Date of this plan *

Completed by

Does the person agree to this plan and to it being shared with the people who will help?

☐ Yes ☐ No

If applicable: Do not record or share the plan without their agreement. Note the conversation and offer it again later.

If applicable: Residential PEEPs. The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 came into force on 6 April 2026. They apply to residential buildings in England that are at least 18 metres high or have at least seven storeys, or that are over 11 metres high with a simultaneous evacuation strategy. The responsible person must use reasonable endeavours to identify residents who would have difficulty getting out, offer a person-centred fire risk assessment, agree what the resident should do in a fire, and review it at least every 12 months. The resident decides whether to take part, and their information is shared with the fire and rescue service only with their explicit agreement.

Has the resident agreed to their information being shared with the fire and rescue service? (if applicable)

☐ Yes ☐ No

2. What makes leaving difficult

Ask the person. They know best.

Can they hear the fire alarm? (choose one)

☐ Yes ☐ Only with a hearing aid ☐ No

Can they see the route and read the signs? (choose one)

☐ Yes ☐ With difficulty ☐ No

Would they know what the alarm means and what to do? (choose one)

☐ Yes ☐ With prompting ☐ No

Moving through the building (choose one)

- ☐ Walks unaided
☐ Walks slowly or with an aid
☐ Uses a wheelchair
☐ Would need carrying or equipment

Stairs (choose one)

- ☐ Can use them unaided
☐ Can use them slowly or with a handrail
☐ Can use them with help
☐ Cannot use them

Is this temporary?

For example an injury, an operation or late pregnancy.

☐ Yes ☐ No

Expected to last until (if applicable)

Anything else that matters

Medication, an assistance dog, anxiety in crowds, equipment that must go with them.

3. The plan

What happens from the moment the alarm sounds.

How will they know there is a fire? (tick all that apply)

- ☐ Standard alarm
☐ Flashing beacon
☐ Vibrating pager or pillow pad
☐ Told in person by a named helper
☐ Text or phone call
☐ Other: _____

Their escape route

Step by step, from where they usually are to the final exit.

Does the plan use a refuge?

☐ Yes ☐ No

Which refuge, and how do they call for help from it? (if applicable)

If applicable: A refuge is a place to wait for a short time while help comes. The plan must say who comes and how the person is brought out: getting people out is the job of the people managing the building, not the fire and rescue service.

Equipment (tick all that apply)

- ☐ Evacuation chair
☐ Evacuation sledge or mat
☐ Evacuation lift
☐ Extra handrail
☐ None
☐ Other: _____

Where is the equipment kept?

Does the person need helpers?

- ☐ Yes ☐ No

Helpers (copy this block for each one; if applicable)

Name *

Where they work or how to reach them

Trained in the equipment and the plan?

- ☐ Yes ☐ No

Who helps when the named helpers are away? (if applicable)

What happens, step by step

Where they go once outside

What is different at night, at weekends or when working alone?

4. Practice, review and signatures

A plan that has not been tried is a guess.

Has the plan been practised?

- ☐ Yes ☐ No

Date (if applicable)

What was learnt? (if applicable)

Review date

If applicable: For a resident covered by the 2025 Regulations, the review must be no later than 12 months after the plan was agreed, and every 12 months after that.

Review it sooner if the person's needs, where they work or live, the building or the helpers change.

Name of the person, or who signs for them

Their signature

Manager or responsible person

Manager or responsible person signature