

Personal Emergency Evacuation Plan (PEEP) Checklist

Ensure inclusive and compliant emergency evacuation planning for all building occupants.

Identification

- ☐ Have you identified all individuals (permanent or temporary) who may need assistance during an evacuation?
- ☐ Have visitors and contractors been considered in your PEEP process?
- ☐ Is there a clear process in place for individuals to confidentially disclose their needs?

Plan Development

- ☐ Has each PEEP been developed in collaboration with the individual concerned?

Does the plan include:

- ☐ Primary and secondary escape routes
- ☐ Designated refuge areas
- ☐ Details of assisting personnel
- ☐ Special equipment needed (e.g. evacuation chair)
- ☐ Method of raising the alarm and being alerted
- ☐ Alternative communication methods if required
- ☐ Is the plan specific to the building layout and the individual's working/visiting areas?

Training & Communication

- ☐ Have all relevant staff been trained on assisting individuals during evacuation?
- ☐ Have fire marshals received additional instruction on specialist equipment and PEEP duties?
- ☐ Has the individual been briefed on what to expect during an evacuation?
- ☐ Are communication aids (e.g. visual alarms) provided where necessary?

Testing & Review

- ☐ Has the PEEP been tested via drill or simulation?
- ☐ Were improvements or adaptations made following the test?
- ☐ Is the plan reviewed at least annually?
- ☐ The individual's condition changes
- ☐ The building layout or occupancy changes
- ☐ Are all relevant records stored securely and accessibly?



Equipment & Compliance

- ☐ Are all evacuation aids (e.g. chairs, hoists) regularly inspected and maintained?
- ☐ Are refuge areas clearly signposted and unobstructed?
- ☐ Have all fire doors and security hardware been tested for accessibility and compliance?
- ☐ Are lifts used in emergencies subject to a specific risk assessment?

Final Checks

- ☐ Is the plan inclusive, practical, and achievable during an actual emergency?
- ☐ Does the plan align with your overall fire strategy and the Regulatory Reform (Fire Safety) Order 2005?
- ☐ Have all key stakeholders been made aware of their roles and responsibilities?