



Example Personal Emergency Evacuation Plan

All sections are to be completed by the line manager and a copy to be retained in the individual's personal file.

Person's Name AN Other	Location Dept of Biology	Tel No. 01865 670811
Role Example A – Accounts assistant Example B – 1 st year student - Biology	Accounts office 215.01.40	Email ANOther@bio.ox.ac.uk

Usual areas to be visited

Ground floor – lecture theatre and seminar rooms A & B;
First floor – Common Room
Third floor – Tutor's office 123.30.24; laboratory 123.30.67

Please identify any equipment used (pager, wheelchair, crutches, walking stick, etc)

Example A - Pair of crutches and hearing aids
Example B – Wheelchair user

Agreed evacuation plan

Example A -

On activation of the fire alarm system one of the PAs will go to AN's desk and tell him the alarm is going off and accompany him to the first floor landing.

The administrator will go to the fire alarm panel and find out which part of the building has been affected and ask another member of staff to tell them what stair to use.

AN will be asked to use the unaffected staircase after all the other occupants have finished using the stairs. He is able to bottom shuffle down the stairs with the PA taking his crutches.

The exit will either be via the front door or the rear door, both of which have steps to negotiate.

Example B

On activation of the fire alarm system AN will go to the nearest refuge and press the refuge alarm call point.

The administrator will go to the fire alarm panel and acknowledge receipt of the refuge call on the panel, lighting the comfort light in the refuge.

If safe, the administrator will ask another member of staff to go to the refuge to advise/assist AN as necessary..



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10 Parks Road, Oxford OX1 3PD [Type here]

Fire Tool FT 005 Personal Emergency Evacuation Plan (PEEP)



The weekly fire alarm test takes place every Wednesday between 2.00 and 2.30pm.
AN will be informed by if there is to be a separate fire drill.

Drafter	Location	Tel No.
David Drewe	2 nd floor office 10 Parks road	01865 670811
Role		Email
Building Manager		David.drewe@bio.ox.ac.uk

Line manager/Academic Administrator	Location	Tel No.
Sarah Brown	2 nd floor office 10 Parks road	01865 670811
Role		Email
Line Manager		David.drewe@bio.ox.ac.uk

Appointed helpers	Location	Tel No. & email
Miss Annie Seed	1st floor office 123.10.15	01865 670811 Annie.seed@bio.ox.ac.uk
Mrs Mary Gold	Ground floor office 123.00.34	01865 670815 Mary.Gould@bio.ox.ac.uk
Mr Bob Cratchitt	3 rd floor office 123.30.	01865 670815 Bob.cratchitt@bio.ox.ac.uk

Fire Wardens for area involved	Location	Tel No.
Mr Brough Skingley	1 st Floor office	01865 670811

Sign off signatures

Drafter *D. Drewe*

Line Manager/Academic Administrator
Sarah Brown

Individual *A. N. Other*

Fire warden(s) *Brough Skingley*

Helpers *Annie Seed* *Mary Gold* *Bob Cratchitt*



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Fire Tool FT 005 Personal Emergency Evacuation Plan (PEEP)



Oxford University Personal Emergency Evacuation Plan (adapt as above)

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Person's Name	Location	Tel No.
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Please identify any equipment used (pager, wheelchair, crutches, walking stick, etc)

Agreed evacuation plan

Drafter Role:	Location	Tel No. e-mail:
Line manager/Academic Administrator	Location	Tel No.
Role Building Manager		Email

Appointed helpers	Location	Tel No.
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Fire Wardens for area involved	Location	Tel No.
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Sign off signatures

Drafter

Individual

Fire warden

Helpers

Line Manager/Academic administrator