



Personal Emergency Evacuation Plan



Isle of Man Government | Internal Use
Only

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Government
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[Page | 1](#)

HEALTHY AND WELL



Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEP) are put into place to support an employee with emergency escape whilst inside the workplace.

Similar consideration must be given to what arrangements are in place for member of the public and visitors who may access your sites.

This document is interested in employees of the Isle of Man Government only.

Personal emergency evacuation plans do not only take into account mobility, they are created to support evacuation processors and procedures for employees with other conditions which may make it difficult for them to recognise and follow evacuation procedures.

Conditions which may require a PEEP could include hearing impairment, mobility and visual impairment. A PEEP is still necessary if the condition is temporary.

To support the completion of a PEEP, this form can be used as a template to collect useful information to create the PEEP.

PEEPs must be shared with the individual, their manager and those expected to support any of the arrangements.

Practical Tips:

- Don't make assumptions about an individuals needs. Ask them and be guided by what they say.
- Remember to cover all foreseeable events – for example; what happens when a designated helper is off sick, on holiday or at another site? If equipment is needed (e.g. Evac Chair), have all designated users had training in how to use it safely (that means without injuring themselves or the person being helped)
- Review the plan to ensure it contuse to meet people's needs on a regular basis.

Name of Person	
Building	
Floor – usual space of work	
Department	
Working Hours	
Condition identified as needing support For example – they are unable to use the stairs unaided	



What help is required? For example; <ul style="list-style-type: none"> • Evac chair • Pager device • Visual alarm system 		
Confirm what arrangements have been made following this discussion For example; someone to help as well as the appropriate equipment for them to do so		
Designated Assistance Names of those supporting this PEEP		
	Name	
	Location and Ext No.	
	Name	
	Location and Ext No.	
	Name	
	Location and Ext No.	
	Name	
	Location and Ext No.	
Personal Evacuation Procedures – A step by step account beginning with the first alarm sounding		
1. Trigger: Alarm sounding	Action:	Responsible Person:
2. Trigger:	Action:	Responsible Person:
3. Trigger:	Action:	Responsible Person:
4. Trigger:	Action:	Responsible Person:
5. Trigger: Fire Service Instruct Return to Building	Action:	Responsible Person:
Escape Route (including alternative route if necessary)		





Date of Discussion	
Review Date	
Signed by Employee	PRINT NAME SIGNATURE
Signed by Person Responsible for Creating PEEP	PRINT NAME SIGNATURE

