**Appendix F. Personal Emergency Evacuation Plan**

This PEEP is to be completed by the person needing assistance during an evacuation. The PEEP must be lodged with the Building Warden in each ANU building and facility used by the person and kept for reference during an evacuation.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Emergency Evacuation Plan (PEEP)** | | | | | | | | | |
| **Name** | |  | | | | | | | |
| **Mobile Number** | |  | | | | | | | |
| **Usual Building/Facility** | |  | | Floor |  | | Room No. | |  |
| Is an assistance animal involved? | | | | | | | | | Yes  No |
| Are you trained in the emergency response procedures? | | | | | | | | | Yes  No |
| **Preferred method of receiving updates to the emergency response procedures** **documentation.**  *Please state your preference: e.g. text, email, mobile phone, etc.*  What are the local emergency response procedures and do they meet requirements? *Please list.* | | | | | | | | | |
| **Preferred method for notification in an Emergency** *Please state your preference: e.g. visual alarm, personal vibrating device, SMS, etc.*  Download [**ANU OK**](https://services.anu.edu.au/campus-environment/safety-security/anuok-app) App & allow notifications for updates during emergency | | | | | | | | | |
| **Type of assistance required to evacuate** | | | *Please specify:* | | | | | | |
| **Equipment required for evacuation** | | | *Please specify:* | | | | | | |
| **Egress Procedure (step by step details):** | | | | | | | | | |
| **Communication Plan (**who will you contact and how**)** | | | | | | **Warden Contact Details** | |  | |
| **Designated assistants** | **Name:** | | | | | **Contact Details** | | **P:** | |
| **Name:** | | | | | **Contact Details** | | **P:** | |
| Are your designated assistants aware of emergency response procedures (including the building evacuation procedures)? | | | | | | | | Yes  No | |
| Are your designated assistance trained in evacuation equipment? | | | | | | | | Yes  No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Diagram of preferred route for assisted evacuation (Please provide diagram below) (stair landing minimum)** | | | | |
|  | | | | |
| Issue Date | \_ \_ / \_ \_/ 20\_ \_ | | Review by date | \_ \_ / \_ \_/ 20\_ \_ |
| **Occupant approved** | Signature |  | Date | \_ \_ / \_ \_/ 20\_ \_ |
| **Chief Warden** | Signature |  | Date | \_ \_ / \_ \_/ 20\_ \_ |

Where to Lodge your Personal Emergency Evacuation Plan:

You should lodge a Personal Emergency Evacuation Plan (PEEP) with the Building Custodian, at each building that you frequently attend. Consult with the Building Custodian at each venue.

|  |  |  |  |
| --- | --- | --- | --- |
| All buildings frequently visited |  |  |  |
| All lecture and tutorial venues |  |  |  |
| Shared study spaces used (Marie Reay Teaching Centre) |  |  |  |
| Libraries (Chiffley, Menzies) |  |  |  |
| Sporting / Recreation Venues (ANU Sport) |  |  |  |
| Event Spaces |  |  |  |
| Cultural Venues attended |  |  |  |
| *Other, please specify:* |  |  |  |

Staff members please ensure your staff emergency contact information is up to date on HORUS Information System.

Students please ensure your emergency contact information is up to date and this document is reviewed if your work or study location or your personal requirements change.