Personal emergency evacuation plan template (PEEP)


# Employee name

**Job title**

# Assessment carried out by

**Date of assessment**

# Date of next review

**Normal workplace**

**If your organisation has its own PEEP template, you can use these questions to identify relevant issues for people with epilepsy.**

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| **Evacuation procedure** |
| **Answer the questions to identify if any support is needed to evacuate the building an emergency.** |
| **How long do your seizures usually last and how frequent are they?**  |
| **Would you be able to hear the alarm if it sounded during a seizure?**  |
| **If you had a seizure during an emergency, would you be able to evacuate the building?**  |
| **Would you be able to evacuate the building if you were recovering from a seizure?**  |

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| **Evacuation procedure** |
| **What support would you need to evacuate the building safely, during or after a seizure?**Examples could be assistance to get to a refuge point, help with walking downstairs or being told what is happening.  |
| **Would you need to use any equipment to evacuate the building safely?**For example, an evacuation chair or evacuation mat.  |
| **Do you have people who work with regularly who could be your designated assistant during an emergency?**  |
| **Are there any regular times when you work at an alternative location to your normal place of work?**  |
| **Anything else that’s relevant to creating a plan for evacuating during an emergency?**  |

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| **Evacuation procedure** |
| **Evacuation steps beginning from the sound of the alarm:** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

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| **Designated evacuation assistants** |
| **Name and contact details / phone extensions** |
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| **Action plan** |
| **What actions are needed to ensure this plan can be implemented** |
| 1. For example, use of equipment is explained to the employee or a designated assistant needs to be identified.  |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

This template is part of the Epilepsy Action Employer toolkit. See [**employers.epilepsy.org.uk**](https://employers.epilepsy.org.uk/)

for more resources to help support people with epilepsy at work.

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