

PEEP Questionnaire

This questionnaire can be used to gather information to assist in the development of a Personal Emergency Evacuation Plan (PEEP). Complete this form with the person requiring a PEEP.

The information in this form is used to complete the formal PEEP form.

Name: _____

Location

- 1 Which part of the building do you normally work in / visit? Specify building, floor & room:

- 2 Do you routinely use more than one location in this building?

Yes ☐ No ☐ Don't know ☐

List the floors & rooms you use in each building

Emergency Procedures

- 3 Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

Yes ☐ No ☐ Don't know ☐

- 4 Do you require emergency evacuation procedures to be in another format, e.g. in large print, in Braille, electronic?
If YES, specify format:

Yes ☐ No ☐ Don't know ☐

- 5 Are the signs which mark emergency routes and exits clear enough?

Yes ☐ No ☐ Don't know N/A ☐

Emergency Alarm

- 6 Can you hear the fire alarm(s) in your place(s) or work?

Yes ☐ No ☐ Don't know N/A ☐

- 7 Could you raise the alarm if you discovered a fire?

Yes ☐ No ☐ Don't know ☐

Assistance

- 8 Do you need assistance to get out of your place of work in an emergency?

Yes ☐ No ☐ Don't know ☐

- 9 Is anyone designated to assist you in an emergency?

Yes ☐ No ☐ Don't know ☐

If YES, give name(s) and location(s):

- 10 Is the arrangement with your assistant(s) a formal arrangement? (A formal arrangement is one specified for them by a manager or written into their job description or by some other procedure.)

Yes ☐ No ☐ Don't know ☐

- 11 Are you always in easy contact with those designated to help you?

Yes ☐ No ☐ Don't know ☐

- 12 In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work/study and tell them where you were located?
Yes ☐ No ☐ Don't know ☐
- Getting Out**
- 13 In an emergency, would you be able to move at a similar rate to other occupants?
Yes ☐ No ☐ Don't know ☐
- 14 Are you confident to use the stairs from the level of the building that is your normal place of work to the exit to outside?
Yes ☐ No ☐ Don't know ☐
- 15 Or would you prefer to wait for assistance?
Yes ☐ No ☐ Don't know ☐
- 16 Do you use a wheelchair?
Yes ☐ No ☐ Don't know ☐

Thank you for completing this questionnaire.

The information you have provided will help assist to formalise your support arrangements.