** PEEP Summary Sheet**

*This document is only to be used as a summary of the main Personal Emergency Evacuation Procedure form (see section 1.4 of the PEEP Policy 2019).*

**PERSONAL DETAILS:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | Date issued: |  | |
| Emergency contact details (i.e. mobile phone number) | | | | |  | | |
| Staff | |  | Student |  | Valid to date:  (Minimum annual review) | |  |

**PLACE(S) OF STUDY**

|  |  |  |  |
| --- | --- | --- | --- |
| Building |  |  |  |
| Floor |  |  |  |
| Room Number |  |  |  |
| Times when applicable |  |  |  |

**MOBILITY**

|  |  |  |
| --- | --- | --- |
| **Status** | **Tick** | **Notes** |
| Requires significant assistance |  |  |
| Requires limited assistance |  |  |
| Able to self-transfer into Evac Chair |  |  |
| Able to escape unaided |  |  |
| **Additional Notes** | | |

**Summary of action required: To be completed by PEEP Assessor**

|  |
| --- |
| Additional Learning Support: |
| Estates: |
| By the Individual: |
| Residential Services: |
| Faculty, Department or Professional Service: |
| Other? |
| **Completed by (PEEP Assessor)**  **Name Date** |