

Information about Personal Emergency Evacuation Plans (PEEP)

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This Information Sheet provides information for Occupants that require a PEEP

What is a PEEP?

- Personal Emergency Evacuation Plans (PEEP) are customised documents that provide an evacuation plan for people requiring assistance during an emergency.
- Information contained in a PEEP includes location details, notification methods, the type of assistance required, equipment required for evacuation, the egress procedure and contact information.
- The Work Health and Safety (WHS) Unit create and maintain a PEEP. The WHS Unit will advise wardens if an occupant within their area has a PEEP. #

Do I need a PEEP?

A PEEP may be required for occupants with an ongoing presence in a building on JCU premises who:

- are accompanied by an assistant;
- have a guide or companion animal;
- use alternative forms of information and communication;
- have a vision impairment;
- have a hearing impairment;
- have a mobility impairment;
- use a mobility aid including wheelchair, walking frame or scooter;
- are easily fatigued;
- easily experience acute anxiety in an emergency; or
- easily experience extreme confusion in an emergency.

A PEEP may also be required for occupants with temporary injuries/illness that may affect their ability to evacuate a building. A temporary PEEP may be required for:

- Short term injuries (i.e. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

How often should a PEEP be reviewed?

Individual circumstances and timeframes for review will vary. Each PEEP will contain a review date. The individual is responsible for contacting the WHS unit should there be any changes in capacity that require an earlier review.

Who should I contact if I need a PEEP?

For assistance and advice with creating a PEEP, contact the Work Health and Safety Unit by submitting a Service Now request.