



## **PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

### Emergency Evacuation Questionnaire

#### **Why you should fill in the form?**

As your Landlord, McComb Bolton LTD has a legal responsibility to protect you from fire risks and ensure your health and safety.

To do this properly we need to know:

- a) if you need information about our emergency Evacuation procedures;
- b) if you need assistance during an emergency.

Please take a few minutes to complete this form.

#### **What will happen when you have completed the form?**

We will be able to provide you with information you need about the emergency Evacuation procedures in the building(s) in which you live.

If you need assistance, we will be able to work out a "Personal Emergency Evacuation

Plan" for you. To do this, we will discuss the best ways of getting you out quickly and

comfortably. We will involve you and a member of the management team from Orlando Village. We do not see you as a safety risk. The problem belongs to us and the building in which you live.

Please complete the following details:

**Full name :-**

**Flat and Room Number :-**

**Are you aware of the emergency evacuation procedures that operate in the building(s) in which you live?**

Yes or No:

**Do you need written emergency evacuation procedures?**

Yes or No:

**Do you need written emergency evacuation procedures to be supported by ISL interpretation?**

Yes or No:

**Do you need emergency evacuation procedures to be in Braille?**

Yes or No:

**Do you need emergency evacuation procedures to be on tape?**

Yes or No:

**Do you need emergency evacuation procedures to be in large print?**

Yes or No:

**Are the signs which mark the emergency exits and the routes to the exits clear enough?**

Yes or No:

**Can you hear the fire alarm(s) provided in your place(s) of work?**

Yes or No:

**Could you raise the alarm if you discovered a fire?**

Yes or No:

**Do you need assistance to get out of your flat in an emergency?**

Yes or No or Don't Know:

If NO, please go to question 13

**Is anyone designated to assist you to get out in an emergency?**

Yes or No or Don't Know:

If NO, please go to question 12. IF YES, give name(s) and location(s)

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**Is the arrangement with your assistant(s) formal (that is, is the arrangement in written format)**

Yes or No or Don't Know:

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

Yes or No or Don't Know:

**In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?**

Yes or No or Don't Know:

**Can you move quickly in the event of a fire?**

Yes or No or Don't Know:

**Do you find stairs difficult to use?**

Yes or No or Don't Know:

**Are you a wheelchair user?**

Yes or No or Don't Know:

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Remember, we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you live.

If you would like to add any further information that you think is important for us to know, please use the space below.

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Please return completed form to the Lodge

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To be completed by McComb Bolton LTD on receiving a completed questionnaire

Personal Emergency Evacuation Plan

Name:

Date:

Flat and Room Number:

Designated Assistance (including leave cover arrangements for designated staff):

Assistance Methods/Techniques:

Equipment Provided:

Emergency Evacuation Procedure(s): (a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

Evacuation Route(s): (preferably with diagrams)