|  |  |  |
| --- | --- | --- |
| First Name:       | Last Name:       | Emergency Contact Phone Number:      |
| Site (where you are most of your time on campus that will need help with evacuation in the event of an emergency) | **Campus:**      **Building:**      **Floor/Department:****Room No:**       |
| Issue Date:       | **Review Date:**      To be reviewed at least every six months or if circumstances change (e.g. personal, wardens/lecturers change etc) |
| PERSONAL EMERGENCY EVACUATION PLAN |
| Have you been inducted into your study area? [ ]  YES [ ]  NO  |
| Have you practised your specific the Emergency evacuation procedures? [ ]  YES [ ]  NO  |
| What is your preferred method of receiving updates to the Emergency Management Plan and/ Emergency Procedures (e.g. email, SMS, verbal etc.) |
|       |
| Who are your Designated Assistants? (Please list your team buddy/Warden or First Aid Officer if or when required) |
|       |
| Have your Designated Assistants been trained in your Personal Emergency Evacuation Plan and any evacuation equipment you may need? [ ]  YES [ ]  NO  |
| Preferred method for Notification of an Emergency Evacuation (e.g. visual alarm, SMS, verbal etc.) |
|       |
| Type of assistance that may be required: |
|  | Type | Specific information | I may need this help/equipment to evacuate: |
| [ ]   | Visual |       |       |
| [ ]   | Hearing |       |       |
| [ ]   | Mobility |       |       |
| [ ]   | Other |       |       |
| Personal Evacuation Procedures and alternative route for assisted evacuation: (Give step by step details and a map or diagram showing all relevant details.) |
|       |
| Privacy Notice: The personal information on this PEEP form is being obtained for the purpose of assisting you in an emergency situation. It will be used by CDU for this purpose only. The information will be treated as confidential and will be disposed of securely when no longer required as per CDU’s Privacy Policy. It is your responsibility to update any information that could ultimately impact on CDU’s ability to assist you during an emergency. This can be done at anytime.  |

**Signed:** PEEP owner:      …………………………………............................................. Date:      ….………………………………..

**Name and Signature:** - ECO member:      …………………………………………….. Date:      ………………………………….

**PEEP – Implementation Guidelines for Charles Darwin University Campuses**

**Scope**

* The completion of a Personal Emergency Evacuation Plan (PEEP) applies to all students with a permanent or temporary physical disability that could impact on their safe evacuation from a building during an emergency situation.

**Completing a PEEP**

* Students will complete a PEEP in conjunction with Student Equity Services.
* A student timetable should be attached so that security have more accurate location information and can then respond appropriately.
* Unless the person has a designated assistant, who accompanies them at all times, then is it only possible to use generic titles for a ‘designated assistant’ e.g. teacher, supervisor, warden, colleague. This is because we cannot guarantee that the designated assistant will be available to help at the time of an emergency and it could be a number of people who might have to take on the role.
* It is the responsibility of the student to update their PEEP if there are any changes to the information listed on the PEEP. Changes to a student PEEP should be sent to security via Student Equity Services.

**Storage of PEEPs**

* A completed PEEP should be forwarded to Security on Campus for storage.
* Security will securely dispose of student PEEPs at the end of each semester. It will be the responsibility of the Student Equity Services Unit to send Security a new PEEP for any students continuing in the new semester.

**Use of PEEP’s in an Emergency**

* During an evacuation Security should take the PEEPs to the building(s) involved so that appropriate assistance can be given to anyone who has a registered PEEP.
* The PEEPs will also be used by emergency services personnel who attend the emergency.
* A person who has a registered PEEP should keep a personal copy on them to show other people who may be trying to assist them at the time of the emergency.