

Appendix 3 (Page 1)

Personal Emergency Evacuation Plan (PEEP)

See terms below for when a PEEP is required.

Name of individual:		Venue:	
Date PEEP completed:		Date of review: (To be reviewed annually or as changes happen)	
Event title/name:		Date of event:	

Name of Buddies:	Area:	Expected evac route:	Exp. Time: (mins)	Equipment Used:	
				Items:	Location:
1:					
2:					
3:					
4:					

Details of the plan:	
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Identifying requirements Please confirm, can the individual:	Get to the emergency exit independently via the main evacuation route	Yes	No	N/A
	Get to an assembly point safely/ independently; and	Yes	No	N/A
	Do this without requiring any assistance?	Yes	No	N/A

Nature of impairment:	Impaired mobility	Dexterity, grip, or reach
	Describe any other:	

Questions:	Would the individual visit anywhere that requires climbing stairs?	Yes	No	N/A
	Would the individual need buddies to assist evacuation?	Yes	No	N/A
	Would temporary safe refuges be used as part of the evacuation?	Yes	No	N/A
	Would evacuation aides be used by the individual if they were provided?	Yes	No	N/A
	Are there trained resources to assist in the evacuation of the individual?	Yes	No	N/A

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Identify all locations accessed on site. Including, where the individual will spend the majority of the meeting/event. Areas the individual may normally visit on site on a regular basis.			
Location:	Floor:	Reason:	
1			
2			
3			
4			
5			
Key Personnel – Individuals involved in the evacuation			
Name	Role	Location	Contact Number
1			
2			
3			
4			
5			
Signed:			Dated:

Data Protection - Privacy statement

Test Valley Borough Council will only process your information where it is lawful to do so and in accordance with the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The lawful basis for processing your information as contained in your Personal Evacuation Plan is that it is necessary for the performance of our booking contract with you. The categories of information the Council will process comprises all of the information on your PEP form which includes details of any impairment. If you do not provide this information we will be unable to fulfil the booking of Andover Guildhall.

As this data contains information about your health, it is classed as 'special category' personal data. The legal basis of the Council is processing your special category data is that it is necessary for reasons of substantial public interest in the exercise of a function lawfully conferred on the Council. If you do not provide this information the Council may be unable to provide you with the services or assistance you require. The information the Council holds about you will not be shared with third parties without your express consent or where we are required or authorised by law to do so. The personal information shall be stored for six years after the date of your booking. You have a legal right to request from the Council access to and rectification or erasure of personal data or restriction of processing about you. You also have the right to portability of your data. The Council will only process your information for the purposes for which the information is collected. The Council will not transfer your personal information outside of the European Economic Area (EEA).

Test Valley Borough Council is the Data Controller for the purposes of data protection legislation. The Data Protection Officer is Mrs Karen Dunn. In the event that you wish to complain or contact the Council regarding any aspects of how your information is handled please direct your complaints or queries to: The Data Protection Officer by email at DPO@testvalley.gov.uk, or by post at Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ. You also have the right to complain to the Information Commissioner <https://ico.org.uk/>