



## Personal Emergency Evacuation Plan (PEEP) Create a Plan: Step-by-Step

This process creates a PEEP to keep residents safe during emergencies. It involves the resident, the Fire Safety Director, and, if needed, a cultural support person.

### STEP 1 IDENTIFY AND ASSESS NEEDS



Identify residents who may need a PEEP during intake, reviews, or self-reporting. With consent, assess resident needs with the Fire Safety Director and support personnel.

### STEP 2 ANALYZE AND PLAN



Review the assessment alongside the building's safety features to determine the most suitable evacuation strategy. Consider communication methods, assistive devices, or relocation options. Access the PEEP template [here](#).

### STEP 3 ASSIGN SUPPORT - THE BUDDY SYSTEM



Designate evacuation buddies where possible, ensuring residents have assistance during emergencies as part of a Buddy System. Learn more about the Buddy System [here](#).

### STEP 4 TRAIN STAFF AND RESIDENTS



Provide training so tenants and support staff understand the plan and their roles. Learn more about available training [here](#).

### STEP 5 FINALIZE AND STORE



Finalize the plan in writing. Store securely with access limited to authorized staff.

### STEP 6 REVIEW AND UPDATE



Regularly review and update the PEEP to reflect changes in needs or building conditions. Access the PEEP template [here](#).