General Emergency Evacuation Plan (GEEP)

Purpose

A General Emergency Evacuation Plan (GEEP) outlines a building's evacuation procedures and the support arrangements available to people who may require assistance, including visitors unfamiliar with the premises. It should be readily available, accessible and regularly reviewed to ensure it remains up to date. Regular visitors who require assistance to evacuate should have a Personal Emergency Evacuation Plan (PEEP), developed with them, and tailored to their individual needs.

Building and Responsible Person

Building name _____

Building address _____

_____

_____

Responsible person _____

Contact number _____

Overview of Premises

Building

Approximate number of occupants _____

Number of floors _____

Number of accessible floors _____

Location of gas supply shut off box _____

Location of mains fuse box _____

Mains water inlet location _____

Refuge Area(s)

Location of refuge area(s) _____

_____

_____

Max. capacity of area(s) _____

Escape Routes and Exits

There are the following escape routes to exit from the building:

1	
2	
3	
4	

Assembly Point(s)

Location of Assembly point(s) _____

_____

_____

Alarm System

Type of Alarm System _____

Description of sound _____

Method of activation _____

Alternative methods for those
who require additional assistance _____

_____

_____

Fire Safety Equipment

Description and location of designated equipment:

Description	Location	Trained Users

Evacuation Equipment

Description and location of designated equipment:

Description	Location	Trained Users

Procedure when alarm sounds

Evacuation Strategy

Select as appropriate:

- ☐ Simultaneous Evacuation
- ☐ Phased Evacuation
- ☐ Staged Evacuation
- ☐ Progressive Horizontal Evacuation

Evacuation Plan

Actions which should be taken upon the fire alarm being raised. The following points should be considered:

+ Who is in charge
+ Contacting the fire services and liaising with upon arrival
+ Ensuring that visitors and staff can be accounted for
+ How to stage the evacuation of the building
+ What methods of egress can be used
+ Safely evacuating those who may require assistance on the day are provided for
+ Carrying out PEEPs for staff and known visitors who require assistance
+ Complete a final inspection of the building to ensure all areas have been cleared
+ The turning off of electric and gas supplies (if safe to do so)
+ Gathering at the assembly point and conducting a roll call to ensure everyone is accounted for

Equipment needed to carry out evacuation plan:

Names and roles of staff responsible for implementing the evacuation plan:

Instances which would require a variation of the evacuation plan:

Back up arrangements (in the event of staff absence or equipment failure):

Accompanying Documents

Accompanying information supplied with GEEP (tick where applicable).

- ☐ Floor plans
- ☐ Evacuation route plans
- ☐ Location of fire and evacuation equipment
- ☐ Fire risk assessments
- ☐ List of roles & responsibilities

Revision Control

Date Issued _____

Date of Review _____

Version Number _____