

The Liverpool Welsh Choral

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name:	
Choir Number	
Buildings covered by this plan:	
Individual rehearsal venue evacuation procedures to be applied	

ALARM SYSTEM:

I am informed of an emergency by: (tick all that apply)

Existing Alarm System	<input type="checkbox"/>	Any other notes or comments:
Visual Alarm System	<input type="checkbox"/>	
Pager Device	<input type="checkbox"/>	
My carer or buddy	<input type="checkbox"/>	
Other: Choir members	<input type="checkbox"/>	

DESIGNATED ASSISTANCE:

The following people have been designated to give assistance when I need to get out of a building:

Name(s)	Contact Phone Number		
1.	Jane Donnelly (First Aider) or other LWC nominated first aider available		
2.	Sandra Webster (First Aider) or other LWC nominated first aider available		
We have decided on a pre arranged meeting points for all locations:		YES	NO

EQUIPMENT REQUIRED:

I need to use the following equipment: (please tick all that apply)

Walking Aids		Any other notes or comments:
Wheelchair		
Public Lift/Elevator		
Other:		

I need the equipment listed above to be available in the following places:

CONFIRMATION OF USE OF EQUIPMENT :	YES	NO
The use of the evacuation equipment I need has been explained to me		
I would like further training on the use of evacuation equipment		

EVACUATION PROCEDURE:

These are step by step instructions beginning from the sound of the first alarm:

1.	Do not take anything with you that will cause delay.
2.	
3.	
4.	
5.	Section leaders/Registrar will check that all choir members are present and accounted for
6.	No one will be allowed to return into the building until authorized by the venue/security manager

AWARENESS OF PROCEDURE:		
This section also includes any visitors who are singing and performing with the LWC. I have received a copy of information about the emergency evacuation procedures :		
In Braille		Any other notes or comments:
In British Sign Language		
In print		
In large print		
On Disk		
Other		

CONFIRMATION OF RECEIPT AND USE OF PEEP:	
<p>I understand that I am responsible for keeping my PEEP as accurate as possible and drawing attention to changes in circumstance that should prompt a review.</p> <p>The data provided by you on this form will only be available to the Liverpool Welsh Choral first aiders who may need to use it for the purpose of ensuring your health and safety whilst you are attending choir rehearsals or concert. It may also be shared with the emergency services if necessary. It will be stored in accordance with the Data Protection Policy.</p> <p>I understand the above notice and give my consent to my data being shared as detailed above</p>	
Signature of Choir member	Signature of LWC Health and Safety Officer
Date:	Date:

In the event of a medical emergency, a First Aider or nominated member of the LWC will call 999 and inform the venue manager/security manager.

A minimum of two First Aiders will be present at all time during the rehearsals.

Jane Donnelly
Liverpool Welsh Choral Health & Safety Officer
