

Personal Emergency Evacuation Plan (PEEP)

Hastings Museum & Art Gallery



PERSONAL EMERGENCY EVACUATION PLAN

Name of visitor:	
Contact number:	
Emergency contact (name and phone number):	
Purpose of visit e.g. general visit/ meeting with museum staff:	

AWARENESS OF PROCEDURE

Will you be aware of the need for emergency evacuation should the circumstances arise i.e. you will be able to hear/recognise the fire alarm if it sounds? Y / N (Please highlight/circle as appropriate)

Are you able to evacuate the building unaided from the first floor or the Lower Durbar Hall without using the elevator i.e. you can comfortably use the stairs unaided? Y / N (Please highlight/circle as appropriate)

PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the alarm). For assistance with this section, please speak to a member of Visitor Services at the Museum reception.

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METHODS OF ASSISTANCE (e.g. Methods of guidance, transfer procedures etc)

The following have been designated to give assistance

Name:	
Contact Details:	
Name:	
Contact Details:	

EQUIPMENT REQUIRED (including means of communication, use of evac-chairs etc)

ADDITIONAL INFORMATION

Please make staff aware that you are leaving the museum. All personal information provided on this form will be destroyed when you leave after your visit, in accordance with GDPR legislation. Thank you for visiting us.

Signed by member of museum staff		Date	
Signed by Individual		Date	