

RESIDENTIAL PEEP TEMPLATE

For Responsible Persons | Fire Safety (Residential Evacuation Plans) (England) Regulations 2025

About Residential PEEPs

A Residential PEEP is a building-specific evacuation plan created by the Responsible Person (landlord, building owner, or managing agent) for residents who may require assistance to evacuate safely during a fire.

Under the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 (in force 6 April 2026), Residential PEEPs are legally required for: (1) All buildings 18 metres or 7+ storeys, and (2) Buildings 11-18 metres with simultaneous evacuation strategies.

This template guides you through the Person-Centred Fire Risk Assessment (PCFRA) process and recording the Emergency Evacuation Statement. Participation is voluntary — residents cannot be compelled to engage, and may withdraw consent at any time.

Section A — Resident and Building Information

Resident's full name:	
Flat number and floor:	
Contact telephone number and email:	
Emergency contact (name, relationship, telephone):	
Building name and address:	
Responsible Person (name, organisation, contact details):	

Section B — Identification as Relevant Resident

A 'relevant resident' is someone for whom this building is their only or principal residence, and who would have difficulty evacuating without assistance due to a physical mobility issue, sensory impairment, or cognitive condition. There is no requirement to share medical records — the focus is on evacuation ability.

<p>Impairment or condition category:</p>	<p><input type="checkbox"/> Mobility impairment (wheelchair user, walking aid, limited mobility)</p> <p><input type="checkbox"/> Sensory impairment (deaf, hard of hearing, blind, visually impaired)</p> <p><input type="checkbox"/> Cognitive impairment (dementia, learning disability, autism, etc.)</p> <p><input type="checkbox"/> Health condition (respiratory, cardiac, epilepsy, oxygen dependence)</p> <p><input type="checkbox"/> Temporary condition (pregnancy, injury, post-operative recovery)</p> <p><input type="checkbox"/> Age-related (frailty, reduced stamina, multiple conditions)</p>
<p>Brief description of how this affects evacuation ability:</p>	
<p>Is this condition temporary or long-term?</p>	<p><input type="checkbox"/> Temporary — expected to resolve within: _____</p> <p><input type="checkbox"/> Long-term or permanent</p>
<p>Is a Representative or trusted person involved?</p>	<p><input type="checkbox"/> No — resident engaging directly</p> <p><input type="checkbox"/> Yes — Representative (for under-18s or adults lacking capacity) Name and relationship: _____</p> <p><input type="checkbox"/> Yes — Trusted person (resident chooses to delegate) Name and relationship: _____</p>

Section C — Person-Centred Fire Risk Assessment (PCFRA)

The PCFRA identifies specific fire safety risks to this resident beyond the generic building fire risk assessment. It assesses: (1) Risks arising from their compromised ability to evacuate, and (2) Other risks to the resident as regards the building, in light of their impairment or condition. This assessment informs what reasonable and proportionate mitigating measures should be implemented.

<p>Can the resident hear the fire alarm?</p>	<p><input type="checkbox"/> Yes — alarm is audible to resident</p> <p><input type="checkbox"/> No — alternative alerting needed (VAD, vibrating pager, door knock)</p>
<p>Can the resident understand what the alarm means and what action to take?</p>	
<p>Can the resident evacuate independently?</p>	<p><input type="checkbox"/> Yes — can evacuate unaided</p> <p><input type="checkbox"/> No — requires assistance (detail type of assistance below)</p>
<p>If assistance required, what type? (physical support, guidance, communication, equipment):</p>	
<p>Can the resident use the building's normal escape routes and stairs?</p>	
<p>Are there any risks within the resident's flat? (overcrowding, blocked exits, fire hazards, poor housekeeping):</p>	
<p>Other risks identified specific to this resident:</p>	

Section D — Reasonable and Proportionate Mitigating Measures

Following the PCFRA, the Responsible Person must implement reasonable and proportionate measures to mitigate identified risks. In deciding whether a measure is reasonable and proportionate, consider: degree of risk, effectiveness, practicality, cost, and who benefits. Costs may fall to: the RP, the relevant resident, or (if the majority benefit and leases allow) all residents. If a measure is reasonable only if the resident pays, and the resident declines, the measure is not implemented.

Measures to be implemented within the resident's flat (e.g., fire safety equipment, decluttering support):	
Measures to be implemented in common areas (e.g., VADs, handrails, signage, lighting):	
Evacuation equipment to be provided (e.g., evacuation chair, wheelchair):	
Who will bear the cost of each measure? (RP / Relevant Resident / All Residents via service charge):	
If resident is to pay, have they agreed? If no, measure will not be implemented.	

Section E — Emergency Evacuation Statement

The Emergency Evacuation Statement is a short, clear written statement of what the resident has agreed to do in the event of a fire affecting them. It must be agreed between the RP and the resident at the end of the PCFRA. The RP must provide the resident with a copy of this statement.

In the event of a fire in my flat, I will:	
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In the event of a fire elsewhere in the building, I will:	
Assistance I have arranged (e.g., from family, friend, neighbour, carer):	
Volunteer assistance:	Name: _____ Flat number: _____ Role: _____ Contact: _____ Volunteer has agreed to assist? <input type="checkbox"/> Yes
Equipment I will use during evacuation (if applicable):	

Section F — Information Sharing with Fire and Rescue Service

The Responsible Person must share prescribed information with the local Fire and Rescue Authority to inform their operational response in an emergency. This requires the resident's explicit informed consent. The resident can refuse consent or withdraw it at any time. Refusing consent does not mean the Fire Service won't evacuate or rescue the resident — it means they won't have advance information on the resident's location or assistance needs.

Prescribed information to share with Fire and Rescue Service:	<ul style="list-style-type: none"> • Flat number: _____ • Floor number: _____ • Degree of assistance required: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low • Has Emergency Evacuation Statement: <input type="checkbox"/> Yes <input type="checkbox"/> No
Resident's consent to share information:	<input type="checkbox"/> I consent to the Responsible Person sharing the above prescribed information with the local Fire and Rescue Authority <input type="checkbox"/> I do NOT consent to information sharing

<p>Data protection: Information will be stored securely and handled in accordance with GDPR and the Data Protection Act 2018. Resident has the right to request access, correction, or deletion of their information.</p>	
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Section G — Review and Updates

The Residential PEEP must be reviewed: (1) At least annually (within 12 months of initial assessment), (2) If there is reason to believe it requires updating (e.g., major building changes), (3) At the reasonable request of the resident (e.g., their condition has changed). Reviews should also follow any fire drills or emergency incidents.

<p>Date of this assessment:</p>	
<p>Next review date (maximum 12 months from date above):</p>	
<p>Review triggers (review must occur if any apply):</p>	<p><input type="checkbox"/> Resident's condition has changed</p> <p><input type="checkbox"/> Major changes to the building affecting fire safety</p> <p><input type="checkbox"/> Resident has requested a review</p> <p><input type="checkbox"/> PEEP tested during fire drill and issues identified</p> <p><input type="checkbox"/> Emergency incident occurred</p>

Section H — Signatures and Agreement

<p>Responsible Person</p> <p><i>I confirm this PCFRA has been completed and the Emergency Evacuation Statement has been agreed with the resident (or could not be agreed — see notes).</i></p>	<p>Relevant Resident or Representative</p> <p><i>I have participated in this PCFRA and agree with the Emergency Evacuation Statement recorded in Section E. I understand my participation is voluntary and I can withdraw consent at any time.</i></p>
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<p>Name (print): _____</p> <p>Organisation: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>—</p>	<p>Name (print): _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>—</p> <p><input type="checkbox"/> Signed by Representative on behalf of resident</p>
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Section I — Review Record

Review Date	Changes Made / Reason for Review	Reviewed By	Next Review

This template complies with the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025. For official guidance, see: GOV.UK — Residential PEEPs Guidance for Responsible Persons (www.gov.uk)