

PERSONAL EMERGENCY EVACUATION PLAN

If "occupant" of your building requires assistance in the event of evacuation please use this	
Occupants Name	
Location:	
Building / Facility	
Floor	
Room Number	
Is there an assistance animal involved? Y/N	
Are you trained in the emergency response procedures ? Y/N	
Preferred method of receiving updates to the emergency procedures e.g. (text, email, Braille etc.)	
Preferred method for Notification of Emergency e.g. Visual alarm/ personal vibrating device, SMS	
Type of assistance required, please list:	
Equipment required for evacuation:	
Egress procedure :	
1	
2	
3	
4	

Designated assistants and contact details :	
Name:	
Phone:	
Mobile:	
Designated assistants trained in the evacuation equipment	Y/N
Are your designated assistants trained in the emergency response procedures (including the evacuation procedures)?	Y/N
Are your designated assistants trained in the use of evacuation equipment	Y/N
<i>Insert diagrams of preferred routes for assisted evacuation if required :</i>	
Issue date :/...../.....	Review date :/...../.....
Occupant approved Signature	Date
Chief Warden Signature	Date