

PERSONAL EMERGENCY EVACUATION PLAN

Upon completion, this form should be kept at the building/facility where it applies with the building warden and persons involved in this plan.

Occupants Name

Location:

Building / Facility

Floor

Room Number

Is an Assistance Animal Involved

Yes

No

Is the occupant trained in the emergency evacuation
procedures for the building / facility

Yes

No

Preferred method of receiving updates to the emergency response procedures (text, email, braille
etc.)

Preferred method for notification of emergency (Please state, e.g. visual alarm, personal vibrating
device, SMS, etc.)

Type of assistance required (Please list procedures necessary for assistance)

Equipment required for evacuation

Egress Procedure (give step-by-step details)

Designated assistants and contact details (Please list name, phone, mobile, email)

Are your designated assistants trained in the emergency evacuation procedures?

Yes

No

Are your designated assistants trained in the evacuation equipment?

Yes

No

Diagram of preferred route for assisted evacuation:

Issue Date:

Review Date:

Occupant Approved:

.....
Date:

Facility Warden:

.....
Date: