**Personal Emergency Evacuation Plan**

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| Resident contact details |
| Name Phone Email |
| **Address** |
| Street address  Unit or apartment number  Floor |
| **Do you have an assistance animal?** |
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| **Carer or emergency contact details (if applicable)** |
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| **Type of evacuation assistance required** |
| Please list procedures necessary for assistance. |
| **Waiting for Evacuation** |
| Are you able to wait-in-place for emergency personnel? If a wait-in-place strategy is adopted, will you have a smoke mask to prevent inhalation of toxic smoke? |
| **Exit Route Procedure** |
| Give step by step details of the Exit Route Procedure (starting from when the alarm is raised to the final exit of the building). Ensure all safe routes that can be used are included. |
| **Evacuation Equipment (if applicable)** |
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| **Communication** |
| Preferred method of Notification of Emergency: please state, e.g. visual alarm, personal vibrating device, Building Link SMS, etc. |

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| Safety awareness |
| Are you aware of the evacuation and emergency procedures for your building? Do you require any training? |
| **Other information** |
| Include here any other information that would assist emergency responders. |
| **Diagram of preferred evacuation route for assisted evacuation (if applicable)** |
| Insert the diagram showing:   1. Your location 2. The path of travel to the place of safety or assembly area   This diagram will ONLY be relevant to an individual and their location within the building and a generic diagram CANNOT be inserted. |
| **Resident approved (signature)** |
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| **Committee/building manager (signature) *as appropriate*** |
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|  |
| **Date prepared** |
|  |
| **Date of review** |
|  |

**Further information**

Collaborating for inclusion: Person-centred emergency preparedness toolkit <https://collaborating4inclusion.org/pcep/>