

A copy of this plan should be retained by the individual and designated assistants.

Personal Emergency Egress Plan

Name _____

Location

Building: _____

Floor: _____

Room Number: _____

1. **Awareness of Procedure:**

I have received the emergency evacuation procedures:

In Braille on Tape in BSL

In Print in Large Print in SSE

2. **Alarm System:**

I am informed of an emergency evacuation by:

Existing alarm system pager device

Visual alarm system other (please specify)

3. **Designated Assistance:**

The following people have been designated to give assistance when I need to get out of the building in an emergency.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The plan should be reviewed if any changes occur.

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4. **Methods of Assistance:**
(E.g. Transfer procedures, methods of guidance etc.)

5. **Equipment Provided:**

6. **Egress Procedure:**
(A step by step account beginning from the first alarm).

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7. **Safe Route(s):**
(Please provide a diagram where necessary).

The plan should be reviewed if any changes occur.