



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.