



## Personal Emergency Evacuation plan



*Please provide as much information to enable the establishment of a suitable plan.*

<b>Name:</b>		<b>Mobile number:</b>	
<b>Building or site(s):</b>	<b>Floor:</b>	<b>Room number:</b>	
I have been informed of the emergency evacuation procedure by: Yes / No (Insert trainers name) and I understand: <ul style="list-style-type: none"> <li>My evacuation route</li> <li>My assistance card</li> <li>The location of the assembly area (safe place)</li> </ul>			
<b>Assistance:</b> The following people have been selected to give assistance when I need to leave the building in the case of an emergency (Insert person assisting name) (Insert person assisting name) (Insert person assisting name)			
Preferred method of receiving updates to the emergency response procedures:		Verbal	Written
Type of assistance required:			
Equipment required for evacuation: (Please list and include any building improvements)			
How I get to a safe place: (Give step by step details of what is to happen)			



Health, Safety and Wellbeing

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Evacuation route map (attach or draw) to a safe place.

Images can be attached here.

Person requiring assistance: .....Date: ..... / ..... / .....  
(Signature)

Responsible person: ..... Date: ..... / ..... / .....  
(Signature)