

Personal Evacuation Plan (Staff, Volunteers, Guests)

For adults in the school who have specific accessibility considerations during an evacuation.

Attach the following documents to the Personal Evacuation Plan:

- Daily schedule with room locations (for staff)
- Schedule of times and locations the individual is onsite (for volunteers and guests)
- Map with evacuation routes, refuge areas and evacuation staffing areas
- Medication administration, allergy alerts, care plans if any
- Instructions for evacuation chair/sling if needed

Date Established/Revised	
Name	
Role	
What Makes me unique? (disability/diagnosis, seizures, epi-pens, vision, DFF, etc.)	
Primary Room/Location	
Administrative Team Contact	
Other Team Members (trained to assist during an evacuation)	
Emergency Contact	
Emergency Contact Info (Telephone/Mobile/Email)	
Onsite schedule (attach)	Schedule to include times, location room numbers, etc.



Personal Evacuation Plan (Staff, Volunteers, Guests), continued

Emergency or Drill
Include equipment/
supplies & procedures

Fire (First Floor)
Attach Evacuation Routes,
Refuge Areas & Stages Areas

Fire (Second Floor)
Attach Evacuation Routes,
Refuge Areas & Stages Areas

Lockdown / Hold & Secure

Earthquake Drill
(without evacuation)

List specific medications,
allergies, and care needs

Attach relevant medication
administration, allergy alerts,
or care plans

Other notes

*Copies of Personal Evacuation
Plan to be distributed to the
following locations:*

Emergency binder in main office
Location where the most time is spent

