

EXAMPLE OF A Personal Emergency Evacuation Plan for **John Smith based at Waltham Forest Town Hall**

This plan relates to evacuation from [Room 216] on the [second floor] which is the usual place of work for John Smith.

Separate plans should be provided for other work locations within this building and other buildings.

Alarm system

I am informed of the emergency by:

- The existing alarm system
- Visual alarm system
- Members of my work team
- The fire marshals on my floor

Insert names of Fire Marshals:

1. Name of Fire Marshal
2. Name of Fire Marshal

Getting out

I require [insert number of people here and list names below] to assist me.

1. David Jones
2. Gale Weathers

Insert names of back up assistants:

1. Bruce Wayne
2. Vicki Vale

The specialist equipment needed to assist my escape is [insert details of equipment].

This equipment is located at [insert location of equipment].

Example of escape plan

The following is a record of my escape plan. This is a step-by-step account of what will happen during the escape.

1. When the alarm is raised, David and Gale will meet me at my desk.
2. I will inform Bruce or Vicki that my plan is in operation.
3. David and Gale will assist me by taking hold of one arm each side.
4. We will walk to the nearest escape route and wait in the space at the head of the stairs for other people to escape.
5. When it is safe to do so, we will move slowly down the stairs.
6. The fire warden will advise the Fire and Rescue Service which route we are taking.

Awareness of procedure

I have my own authorized plan.

I have been shown the evacuation routes.

I have practiced the plan with the people named above.

I have received the evacuation procedure in the following format:

- Braille
- Electronic format
- Tape
- Large print
- It has been explained in British Sign Language

Copies of this plan should be provided to everyone named above and also to Facilities Management for the building.