

**This should be filled in by the Responsible Person**

This document is a guide with examples of the type of questions you should be asking the employee. Think about the needs of each employee and whether there are other questions you need to ask, to build a tailored emergency evacuation plan.

**Details of employee**

Name of company .....

Name of employee .....

Employee's floor level .....

Date employee joined .....

Name of Responsible Person .....

Date of assessment .....

**Information about employee**

	Response	Action to be taken
Is the employee able to understand what action they need to take in the event of an emergency evacuation?		

**Physical considerations**

	Response	Action to be taken
In the event of evacuation, would the employee require a walking aid, wheelchair or evacuation mat to be able to leave the building and move to a place of safety?		
Does the employee suffer from strokes, cerebral palsy, muscular dystrophy, multiple sclerosis or similar condition that could affect their ability to evacuate without assistance?		
Is the employees sight significantly impaired?		

	Response	Action to be taken
Is the employee's hearing significantly impaired?		

**Neurological considerations**

	Response	Action to be taken
Does the employee have a neurological condition that would affect their ability to self-evacuate?		
Is the employee likely to attempt to leave the building in the event of a fire alarm?		

**General medical conditions**

	Response	Action to be taken
Does the employee have a general medical condition that could affect their ability to self-evacuate?		

**Personal emergency evacuation plan**

Assistance required (including number of employees)

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Assistance methods/techniques

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Equipment provided

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**Step-by-step guide to emergency evacuation procedure (from alarm to safety)**

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**Evacuation route(s)**

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**Based on the information given, the responsible person needs to make an evaluation of the level of risk of evacuation of each resident.**

- Low risk (independent):** The individuals mobility is not impaired and they can physically leave the premises without assistance, or if they have some impairment they can leave with minimal assistance.
- Medium risk (dependent):** The individual is neither low or high risk but they have a mental health condition and/or mobility impairment.
- High risk (very high dependency):** The individuals condition creates a high dependency on staff, or the immediate evacuation could prove life threatening.

Manager/Responsible Person's signature .....

Print name .....

Date .....