PERSONAL EMERGENCY EVACUATION PLANNING CHECKLIST

Name: _____ Primary Location: _____

Building (home, office, etc.): _____ Primary Phone: _____

Address: _____ Cell Phone: _____

Floor: _____ E-mail: _____

Service Animal: ☐ Yes ☐ No

OCCUPANT NOTIFICATION

Type of Emergency	Method or Device for Notification
Fire:	
Earthquake:	
Flood:	
Storm:	
Attack:	
Other (specify):	

	YES	NO	N/A	Comments
Are there emergency notification devices (alarms, etc.) appropriate for this person?	☐	☐	☐	
Does this person know the location of each emergency notification device/system and understand its meaning/function?	☐	☐	☐	
Does this person know how to sound the alert for emergencies (manual pull box alarms, public address systems, radio, telephones)?	☐	☐	☐	
If telephones are used to report emergencies, are emergency numbers posted near telephones, on employee notice boards, or in other conspicuous locations?	☐	☐	☐	
Is there a way for a person with a hearing or speech impairment to report an emergency?	☐	☐	☐	
If the communication system also serves as an alarm system, do all emergency messages have priority over all non-emergency messages?	☐	☐	☐	
Is there a unique signal (sound, light, header) to indicate an emergency message?	☐	☐	☐	

	YES	NO	N/A	Comments
Is there a usable way out?	☐	☐	☐	
Where is it? (List all and indicate nearest.)				
Where is the established outside meeting place?				
Is the usable circulation path clearly marked to show the route to leave the building or to relocate to some other space within the building in an emergency?	☐	☐	☐	
If a person exiting a doorway or turning a corner could inadvertently be directed into the path of a moving vehicle, is a safeguarding device with a warning sign in place?	☐	☐	☐	
If the stairs in the circulation path lead anywhere but out of the building, are doors, partitions, or other effective means used to show the correct route out of the building?	☐	☐	☐	
Do doors used to connect any room to a circulation path have proper maneuvering clearances?	☐	☐	☐	
Can the doors be easily unlatched?	☐	☐	☐	
Do exterior circulation paths (balcony, porch, gallery, roof) meet the preceding four requirements?	☐	☐	☐	
Does the exterior circulation path have guardrails to protect open sides of walking surfaces?	☐	☐	☐	
Is the exterior circulation path smooth, solid, and a substantially level travel surface?	☐	☐	☐	
Does the exterior circulation path *not* branch off and head away from the public way?	☐	☐	☐	
Is each exit marked with a clearly visible sign reading "EXIT" in all forms (visual, tactile, Braille)?	☐	☐	☐	
Is every doorway or passage that might be mistaken for an exit marked "NOT AN EXIT" or with an indication of its actual use in all forms (visual, tactile, Braille)?	☐	☐	☐	
Are signs posted and arranged along circulation paths to adequately show how to get to the nearest exit?	☐	☐	☐	
Do the signs clearly indicate the direction of travel in all forms (visual, tactile, Braille)?	☐	☐	☐	
Do brightly lit signs, displays, or objects in or near the line of vision *not* obstruct or distract attention from exit signs, particularly for people with low vision?	☐	☐	☐	

USE OF THE WAY

	YES	NO	N/A	Comments
Are circulation paths always free of obstructions, including furniture and equipment, so everyone can safely exit the building during an emergency?	☐	☐	☐	
Are people *not* required to travel through a room that can be locked, such as a restroom?	☐	☐	☐	
Do all interior doors, other than fire doors, readily open from the inside without keys, tools, or special knowledge and require less than 5 pounds of force to unlatch and set the door in motion?	☐	☐	☐	
Are exit signs *not* obstructed or concealed in any way, particularly for people with vision impairments who need to find and feel the sign?	☐	☐	☐	
Are exit doors kept free of items that obscure the visibility of exit signs or that may hide visual, tactile, or Braille signage?	☐	☐	☐	
Is the emergency escape path clear of obstacles caused by construction or repair ?	☐	☐	☐	
Does the circulation path maintain a clear height of 6 feet 8 inches at all points?	☐	☐	☐	
Do objects that stick out into the circulation path, such as ceiling fans and wall cabinets, *not* reduce the minimum height and width of the circulation path?	☐	☐	☐	
Are usable circulation paths at least 32 inches wide for any segment less than 24 inches in length and 36 inches for all segments 24 inches or longer?	☐	☐	☐	
Is each usable circulation path a permanent part of the facility?	☐	☐	☐	
If the circulation path is not substantially level, are occupants provided with appropriate stairs or a ramp?	☐	☐	☐	
Do building circulation paths lead to a public way, that is:				
Directly outside or to a street or walkway?	☐	☐	☐	
To an area of refuge and from there to a public way?	☐	☐	☐	
To an open space with access to the outside?	☐	☐	☐	
To streets, walkways, or open spaces large enough to accommodate all building occupants likely to use the exit?	☐	☐	☐	

TYPE OF ASSISTANCE NEEDED

	YES	NO	N/A	Comments
Can the person evacuate himself or herself with a device or aid?	☐	☐	☐	
What is the specific device or aid?				

Where is the device or aid located?				
Does the person need assistance to evacuate?	☐	☐	☐	
What does the assistant(s) need to do?				
Does the assistant(s) need any training?	☐	☐	☐	
Has the training been completed?	☐	☐	☐	
Where will the assistant(s) meet the person requiring assistance?				
When will the person requiring assistance contact the assistant(s)?				

Number of Assistants Needed

How many assistants are needed?

How will the assistant(s) be contacted in an emergency?

Name	Phone	Cell Phone	E-mail
Assistant 1			
Assistant 2			
Assistant 3			
Assistant 4			
Assistant 5			
Assistant 6			

SERVICE ANIMAL

	YES	NO	Comments
Has the person discussed with emergency management personnel his or her preferences with regard to evacuation and handling of the service animal?	☐	☐	
Has the person thought about under what circumstances a decision may have to be made about leaving the service animal behind?	☐	☐	
What is the best way to assist the service animal if it becomes hesitant or disoriented?			
Do first responders have a copy of the detailed information for the service animal?	☐	☐	
Where are extra food and supplies kept for the service animal?			