**Personal Emergency Evacuation Plan (example overleaf)**

All sections to be completed by the line manager and a copy put in the individual’s file.

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| **Person’s Name** |  | **Location** |  | **Tel No.** |
| **Role** |  |  |  | **Email** |

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| **Usual areas to be visited** |

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| **Please identify any equipment used (pager, wheelchair, crutches, walking stick, etc)** |

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| **Agreed evacuation plan** |

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| **Drafter** |  | **Location** |  | **Tel No.** |
| **Role** |  |  |  | Email |

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| **Line manager/Academic Administrator** |  | **Location** |  | **Tel No.** |
| **Role** |  |  |  | Email |

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| **Appointed helpers** |  | **Location** |  | **Tel No. & email** |

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| **Fire Wardens for area involved** |  | **Location** |  | Tel No. |

# **Sign off signatures**

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| **Drafter** | **Line Manager/Academic Administrator** |
| **Individual**  **Fire warden(s)** |  |
| **Helpers** |  |

**Example Personal Emergency Evacuation Plan**

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| **Person’s Name** AN Other |  | **Location**  Dept of Biology |  | **Tel No.**  01865 670811 |
| **Role** Example A – Accounts assistant  Example B – 1st year student - Biology |  | **Accounts office 215.01.40** |  | **Email**  [**ANOther@bio.ox.ac.uk**](mailto:ANOther@bio.ox.ac.uk) |

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| **Usual areas to be visited**  Ground floor – lecture theatre and seminar rooms A & B;  First floor – Common Room  Third floor – Tutor’s office 123.30.24; laboratory 123.30.67 |

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| **Please identify any equipment used (pager, wheelchair, crutches, walking stick, etc)**  Example A - Pair of crutches and hearing aids  Example B – Wheelchair user |

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| **Agreed evacuation plan** Example A -  On activation of the fire alarm system one of the PAs will go to AN’s desk and tell him the alarm is going off and accompany him to the first floor landing.  The administrator will go to the fire alarm panel and find out which part of the building has been affected and ask another member of staff to tell them what stair to use.  AN will be asked to use the unaffected staircase after all the other occupants have finished using the stairs. He is able to bottom shuffle down the stairs with the PA taking his crutches.  The exit will either be via the front door or the rear door, both of which have steps to negotiate.  Example B  On activation of the fire alarm system AN will go to the nearest refuge and press the refuge alarm call point.  The administrator will go to the fire alarm panel and acknowledge receipt of the refuge call on the panel, lighting the comfort light in the refuge.  If safe, the administrator will ask another member of staff to go to the refuge to advise/assist AN as necessary..  The weekly fire alarm test takes place every Wednesday between 2.00 and 2.30pm. AN will be informed by ……………… if there is to be a separate fire drill. |

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| **Drafter** David Drewe |  | **Location** 2nd floor office 10 Parks road |  | **Tel No.** 01865 670811 |
| **Role**Building Manager |  |  |  | Email  [David.drewe@bio.ox.ac.uk](mailto:David.drewe@bio.ox.ac.uk) |

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| **Line manager/Academic Administrator** Sarah Brown |  | **Location** 2nd floor office 10 Parks road |  | **Tel No.** 01865 670811 |
| **Role**Line Manager |  |  |  | Email  [David.drewe@bio.ox.ac.uk](mailto:David.drewe@bio.ox.ac.uk) |

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| **Appointed helpers** Miss Annie Seed  Mrs Mary Gold  Mr Bob Cratchitt |  | **Location** 1st floor office 123.10.15  Ground floor office 123.00.34  3rd floor office 123.30. |  | **Tel No. & email** 01865 670811  [Annie.seed@bio.ox.ac.uk](mailto:Annie.seed@bio.ox.ac.uk)  01865 670815  [Mary.Gould@bio.ox.ac.uk](mailto:Mary.Gould@bio.ox.ac.uk)  01865 670815  [Bob.cratchitt@bio.ox.ac.uk](mailto:Bob.cratchitt@bio.ox.ac.uk) |

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| **Fire Wardens for area involved** Mr Brough Skingley |  | **Location** 1st Floor office |  | Tel No.  01865 670811 |

# **Sign off signatures**

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| **Drafter** D.Drewe | **Line Manager/Academic Administrator**  Sarah Brown |
| **Individual** A.N Other  **Fire warden(s)** Brough Skingley |  |
| **Helpers** Annie Seed Mary Gold | Bob Cratchitt |