Evacuation Plan for Individuals with Disabilities (Optional)

Individuals with disabilities are invited to use this form to plan for a building evacuation. A building evacuation may occur due to a planned or unplanned event, such as a fire drill or an emergency when evacuation is needed.

Please complete this form and update it later as needed. Provide the completed form to the evacuation director of *each building you plan to occupy*. The evacuation director is often the same as the [building coordinator](https://facilities.uw.edu/buildings); if not they should be able to provide an alternate contact.

This form should be filed with the Fire Safety Evacuation Plan for the building or area you will occupy.

# PERSONAL INFORMATION

Name:

Address while attending classes:

Phone:

Supervisor name (if applicable):

Supervisor phone:       Supervisor cellphone:

Emergency contact name:

Emergency contact phone:       Emergency contact alt. phone:

# BUILDING INFORMATION

Building name:       Room number(s):

Day(s) of the week and time(s) of the day you are planning to be in the building:

# EVACUATION PLAN

Describe your plan for evacuation from the building listed above in case of a planned or unplanned building evacuation or emergency. Include specific locations if you have selected the evacuation options Stay in Place, Area of Refuge, or Evacuation Waiting Area. Review the [Evacuation Topics for Individuals with Disabilities](https://www.ehs.washington.edu/system/files/resources/Focus-Sheet-disabilities-final.pdf) for information on evacuation options.

# PRIMARY EVACUATION ROUTE

In the event you are able to evacuate the building listed above in the event of a planned or unplanned building evacuation or emergency, what is your primary evacuation route? Include your route to arrive at the [Evacuation Assembly Point](https://www.ehs.washington.edu/system/files/resources/eapmap.pdf) after exiting the building.

# SECONDARY EVACUATION ROUTE

In the event your primary evacuation route becomes inaccessible during an emergency, describe your secondary evacuation route?

**OPTIONAL - EVACUATION VOLUNTEER INFORMATION**

An Evacuation Volunteer can help assist with evacuation and communicate with emergency services on your behalf during a building emergency or evacuation. If you have identified one or more individuals who may assist you, please include their contact information below. If you have not identified a volunteer, please leave this section blank. You can update it later as needed.

Volunteer 1 name:

Volunteer 1 building/room/office:

Volunteer 1 phone:

Volunteer 2 name:

Volunteer 2 building/room/office:

Volunteer 2 phone:

**Instructions for volunteers in the event of an emergency or building evacuation:**

Date completed:

Effective dates (from/to):