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EMPLOYEE EMERGENCY INFORMATION WORKSHEET

Please complete this worksheet to help us identify barriers that could arise in an emergency situation and provide suggestions on how to overcome them. Your input will help us provide you with individualized emergency information.

The information collected is confidential and will only be shared with your consent. You **do not** have to provide details of your medical condition or disability, only the type of help you may need in an emergency.

Date:

Employee Information

Name:

Department:

Telephone:

Email:

Mobile Phone:

Emergency Contact Information

Name:

Telephone:

Email:

Mobile Phone:

Relationship:

Work Location

1. Where do you work?

Address:

Floor:

Room Name/Number:

2. Do you work in different places on a regular basis?

Yes No

List the addresses, floors and room locations.

Potential Emergency Response Barriers

3. Can you see or hear the fire/security alarm signal?
Yes No Don't Know
If no, what would help you know the alarm was flashing/ringing?
4. Can you activate the fire/security alarm system?
Yes No Don't Know
If no, what would help you sound the alarm?
5. Can you talk to emergency staff?
Yes No
If no, what would help you to communicate with them?
6. Can you use the emergency exits?
Yes No Don't Know
If no, what would help you to exit the building?
7. Does your mobility device fit in the emergency waiting area?
Yes No Don't Know
If no, what would help it fit, or is there a better location?
8. Could you find the exit if it was smoky or dark?
Yes No
If no, what would help you find the exit?
9. Can you exit the building by yourself?
Yes No
If no, what would help you to get out?
10. Can you get into an emergency evacuation chair by yourself?
Yes No Don't Know N/A
If no, what help do you need?
11. Would you be able to evacuate during a stressful and crowded situation?
Yes No
If no, what would help you evacuate?
Instructions:
12. Can you read/access our emergency information?
Yes No
If no, what would make this information available to you?
13. If you need help to evacuate, what instructions do people need to help you?
Instructions:
14. If you need other accommodations in an emergency, please list them here.
Accommodations:

NOTES: _____
