

Personal Preparedness Plan

For Individuals with Disabilities

This plan is intended for NIH employees who may need assistance evacuating or with moving to an area of refuge. The employee should only include accommodation needs and should not disclose specific medical information. The building's Occupant Emergency Coordinator (OEC) will coordinate with the individual and their supervisor to complete this plan and assign one or more Aides to help them during an emergency.

Plan For (Name):		Date of Plan:	
Organization:		Office Phone:	
Cell Phone:		Email address:	
Work Location:		Work Schedule:	
Supervisor Name:		Supervisor Phone:	
Supervisor Email:		Alternate Point of Contact:	
Primary Aide:		Secondary Aide:	
Primary Aide Contact Info:		Secondary Aide Contact Info:	

Type of disability or condition (e.g., blindness, low-vision, deafness, mobility restrictions):

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Type of assistance required (e.g., navigating exit route, descending stairs):

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Plan of Action:

Include the following when applicable: methods of communication, meet-up location, area(s) of refuge, primary and secondary evacuation routes, and assembly area check-in procedures.

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