

Personal Action Plan

This Personal Action Plan template is a tool for individuals with access or functional needs to prepare for emergencies and have quick access to safety information. Individuals may choose to self-identify and share their plan with friends, instructors, supervisors, or housing staff to enable them to provide assistance during an emergency. Individuals are encouraged to review emergency plans for relevant buildings and departments before completing their Personal Action Plan if available.

KU Affiliation

Student Faculty Staff Other

Plan Start Date: _____ Plan End Date: _____

Contact Information

Name: _____

Cell Phone #: _____

Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Type of Disability or Other Conditions:

- Mobility: Non-Wheelchair
- Mobility: Electric Wheelchair
- Mobility: Manual Wheelchair
- Communication/Speech Limitation
- Psychological
- Learning Disability
- Autism Spectrum Disorder
- Other: _____
- Service Animal User
- Emotional Support Animal User
- Deaf/Hard of Hearing-Sign Language
- Deaf/Hard of Hearing-Oral
- Blind
- Low Vision
- Color Blind

Limitations and information emergency personnel should be aware of (including medication):

Designated Evacuation Assistant(s)

You are encouraged to identify people who can assist you with evacuating a building. You should speak to these people about the assistance you would like them to provide.

Name	Campus Address	Phone Number

Assistance Instructions:

It may be beneficial to share your plan with:

- Designated Evacuation Assistants (as listed above)
- Friends
- Instructors
- Supervisors
- Housing Staff

For more information about accessibility or accommodations at KU contact the ADA Resource Center for Equity and Accessibility at accessibility@ku.edu, 785-864-4946, or visit accessibility.ku.edu.

Building Information & Exit Features

Building: _____

Floor number: _____

Room number/name: _____

Location in Building – Additional Information:

Select the days of the week you are in the building.

- Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Select time, AM or PM or both, for the time period you typically are in the building.

- AM PM

Identify and select your exit option from this building. Refer the building's emergency plan for more information.

- Stay in Place and Call 911
 - Stay in Place location(s): _____
- Horizontal Evacuation
- Vertical Evacuation – Stairs
- Vertical Evacuation – Emergency Exit Elevator (Not available in all buildings.)
- Moving to an Area of Refuge or Rescue Assistance Area (Not available in all buildings. Visit kupolice.ku.edu/accessibility-emergency for locations and information.)

Other Exit Features (explain below):

Copy or print this page as many times as you need to record information for all of your buildings.

You may also use this page to indicate when you are working from home or an alternate worksite. Enter the address in the Additional Information box.