

Personal Action Plan

This Personal Action Plan 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 this plan with emergency responders to enable them to provide assistance during an emergency. Individuals are encouraged to review the Building Emergency Plan for applicable buildings before completing this Personal Action Plan.

KU Affiliation: ___ student ___ faculty ___ staff ___ other

Plan Start Date: _____

Plan End Date: _____

Contact Information

Name: _____

Cell Phone #: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Types of Disability or Other Condition: (optional)

- | | |
|--|---|
| <input type="checkbox"/> Mobility: Non-Wheelchair | <input type="checkbox"/> Service Animal User |
| <input type="checkbox"/> Mobility: Electric Wheelchair | <input type="checkbox"/> Emotional Support Animal User |
| <input type="checkbox"/> Mobility: Manual Wheelchair | <input type="checkbox"/> Deaf/Hard of Hearing-Sign Language |
| <input type="checkbox"/> Communication/Speech Limitation | <input type="checkbox"/> Deaf/Hard of Hearing-Oral |
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Blind |
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Low Vision |
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Color Blind |
| <input type="checkbox"/> Other: | |

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 in evacuating a building. You should speak to these people about the assistance you would like them to provide.

Name	Campus Address	Cell/Campus Phone

Assistance Instructions:

If you would like your plan to be available to emergency responders, please send it to KU Emergency Management at psso_em@ku.edu. If you choose to self-disclose and share your plan, it will be accessible to the following individuals:

- KU Emergency Management staff
- Building Emergency Liaison(s) for the buildings in your plan
- First responders (in case of emergency)

It may also be beneficial to share your plan with:

- Designated Evacuation Assistants (as listed above)
- 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, Key Personnel, & Exit Features

Building: _____

Floor number: _____

Location in Building – Additional Information:

Building Emergency Liaison (BEL) Contact Information
(contact KU Emergency Management for this building’s BELs)

Building Emergency Liaison (BEL): _____

Secondary BEL (SBEL): _____

Tertiary BEL (TBEL): _____

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

___ Sun ___ Mon ___ Tues ___ Wed ___ Thu ___ Fri ___ Sat

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 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 publicsafety.ku.edu/evacuation-options for locations and information.)

Other Exit Features (explain below):