

Individualized Fire Evacuation Plan Request Form

Sheridan College recognizes that our students, staff and visitors may require assistance to evacuate in the event of fire. If you require assistance to evacuate during a fire, an individualized emergency plan can be developed at your request. Please note that this opportunity is also available for those who temporarily require assistance such as those with broken bones, illness or recent surgery. In these circumstances an individualized emergency response plan will be put in place for the duration of the disability.

Process

- To initiate the development of an individualized fire evacuation plan please complete the form below.
- Once you submit the form, you will receive a confirmation email that your request has been received.
- Within one week, the Emergency Management Office will provide you with a draft version of your individualized emergency plan.
- You will review the draft Plan within one week and either accept the plan or seek adjustments.
- The completed plan will be signed by you, the Chief Risk Officer, and any emergency assistants (if necessary).
- The plan is not considered final until signed by the student and the Chief Risk Officer.

Name:

Sheridan email:

Accommodations Required:

Students are not required to disclose their diagnosis, however, they must be prepared to describe and discuss the required accommodations.

Any other information you would like to share that will assist us in the development of your individualized emergency evacuation plan:

Class Schedule:

Please provide the campus, room number and instructor of each of your classes.

You may type your schedule below or attach a copy of your schedule by email.

I give my permission for Risk Management to access my class schedule for the purpose of developing my individualized emergency evacuation plan.

I understand for my safety, my emergency evacuation plan will be shared with my course instructors, relevant Fire Wardens, emergency assistants (if required), Accessible Learning Services and the Chief Risk Officer.

Email your completed form to beprepared@sheridancollege.ca