



EMERGENCY EVACUATION - REQUEST FOR ASSISTANCE FORM

Any student, staff or faculty member with special needs for assistance during a building evacuation has the responsibility to make this known to the University. The University cannot make an independent evaluation of such need. Assistance is usually needed by anyone with hearing, visual or mobility impairment.

Please fill in the form below and return it as soon as possible to the Fire Safety Officer, University Safety . All information provided will be kept confidential and only the persons and agencies providing the required assistance will have access.

Name:	Phone #:
Assistance Required:	
Department:	
Building:	Room #:
Signature:	Date:

Please advise University Safety when there is a change in any of this information.

Any questions or concerns regarding this form or the procedures should be directed to the Fire Safety Officer, University Safety at 520-2600 extension 3611.