Request for Assistance
Building Evacuation Procedures

In the event of an evacuation of a second or third floor classroom, Areas of Rescue are designated in each building for those individuals not able to evacuate using the stairs.

To be better prepared, students may prearrange specific building evacuation requests by completing the information below:

Note to Instructor: Make four copies of the signed original, with the original going to department chair and copies going to the student, the instructor, the DOM, and the dean.

Semester: _____________________  Course.section: _____________________

I, __________________________, request to be assisted, if possible, as indicated (students name printed) below in the event of an evacuation of my classroom.

(Mark and initial)

a. _____ Assistance down the stairs without wheelchair/mobility aid
b. _____ Carried down without wheelchair/mobility aid
c. _____ Carried while remaining in wheelchair (if possible)
d. _____ Other (if approved)______________________________________

Special Notes:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Signature of Student ________________________  date: _____________

Signature of Instructor ______________________  date: _____________