

## EMERGENCY EVACUATION ASSISTANCE

### Persons in Need of Evacuation Assistance

Individuals with disabilities who need assistance during an evacuation are asked to plan in advance. Faculty and staff who need assistance should notify his or her supervisor and Fire Safety Director Ovid Forde (Phone number: 646-312-5007; ovid.forde@baruch.cuny.edu) with a description of their specific needs, as well as an office location for staff and a class schedule for faculty. Students are asked to notify Student Affairs and Fire Safety Director Ovid Forde of their specific need for assistance and provide a class schedule for each semester in attendance.

Needs can include, but are not limited to, guidance through the exit route for someone who is visually impaired or being carried or otherwise assisted for persons with physical limitations.

Public Safety will maintain a list of those individuals needing assistance at the security desk in each building lobby. In the event of an emergency evacuation, Public Safety will provide the necessary assistance. Individuals needing assistance should go to the nearest stairwell and wait for further instructions.

### **Confidential**

In order to maintain evacuation procedures for all facilities, we need to determine whether or not any staff members or students would require assistance in an emergency evacuation. Please be assured that this information will only be used for emergency evacuation purposes and will only be shared with those who have responsibilities under the emergency evacuation plan.

I would require assistance during an evacuation:                      Yes                       No

Employee Last Name: \_\_\_\_\_

Employee First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office or Alternate Contact No: \_\_\_\_\_

Type of Assistance: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Name of person you report to: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_