

# Evacuation Assistance Form

## For Persons Requesting Additional Assistance

Once all information has been entered completely, please send form by campus mail, U.S.P.S., in person or submitted electronically to: [utpdrecords@utk.edu](mailto:utpdrecords@utk.edu): Attn: UTPD Records, UT Police Department, 1101 Cumberland Avenue, Knoxville TN, 37996

Name \_\_\_\_\_

Email \_\_\_\_\_

Primary Phone \_\_\_\_\_

Address \_\_\_\_\_

Student       Staff       Faculty

Assistance Location(s) \_\_\_\_\_

Assistance Location Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Emergency Notification – Type of Assistance Requested

Fire / Building Evacuation \_\_\_\_\_

Severe Weather \_\_\_\_\_

Shelter-in-place \_\_\_\_\_

Other (specify) \_\_\_\_\_

For office use only:

Date Submitted \_\_\_\_\_

Reviewed By \_\_\_\_\_

**In the event of an emergency that may require the evacuation of a campus building, the following procedures are recommended:**

- If you are able to evacuate, please do so at the time. Remember to use the stairs if able. Never use the elevator during a fire alarm.
- If you are unable to evacuate:
  - Take steps to protect yourself.
  - Call 911 if possible and tell them the location to meet you and your need for assistance. 911 can identify a location if you are not able to speak to them when calling from a land-line phone.
  - Move to a location near an exterior enclosed stairwell, if possible.
  - Have a person exiting the location to notify first responders of your location.
  - Move into the stairway and wait for emergency personnel if doing so doesn't block evacuation.
  - It is best to be assisted by trained responders; however, request assistance from other evacuees if the situation warrants immediate action.
- If you are unable to call 911, advise others around you of your location and have them inform emergency personnel of your location.
- It is best to have arrangements pre-planned for evacuation assistance.

Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Having a plan and practicing it may save your life. Contact the University of Tennessee Police Department for arrangements or questions at (865) 974-3111, <http://utpolice.org> .

For further assistance in your personal emergency preparedness activities, please contact the Office of Emergency Management (865) 974-3061 or visit the website at: <http://safety.utk.edu>