

## Emergency Evacuation Assistance Request

UTHSC-H seeks to protect its community from the effects of unpredictable situations by establishing specific procedures for coping with local emergencies. If you need assistance to evacuate the building during such an emergency, please complete the following information and return to the office of Environmental Health and Safety at OCB 1.305 or fax 713-500-8111.

Upon receipt, a member of the Environmental Health and Safety team will contact you to confirm the request, will update the HFD Fire Depository Box, notify UTPD and coordinate with your floor Area Safety Liaison (ASL).

Name (please print): \_\_\_\_\_

Building and Room Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I will need assistance in evacuating the building on a:

Temporary basis from \_\_\_\_\_ until approximately \_\_\_\_\_

Throughout my employment/studies at UTHSC-H

No longer in need of emergency evacuation assistance

Comment: (optional) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ASLs and other designated personnel have been trained regarding evacuation procedures. If you have any questions or need additional information, please contact your ASL or EH&S at 713-500-8100.

I understand that I must notify the office of Environmental Health and Safety if emergency evacuation assistance is no longer needed.

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

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