Evacuation Assistance

Information for Co-Workers:

One of your co-workers is requesting assistance evacuating during an emergency and/or moving to a shelter location in the case of severe weather. Emergency situations often require quick action to be taken so it is important that everyone is able to move quickly. People with mobility issues can often move much more quickly with the aid of an assistant.

- When an emergency occurs, please remember that your co-worker may need assistance evacuating or moving to a shelter location.
- If you feel comfortable providing assistance, please volunteer to help your co-worker.
- Discuss your co-worker’s needs in private and find out how you can best provide assistance.
- It is best if more than one person is designated to provide assistance in case one person is absent.

If there are questions or concerns regarding the evacuation assistants, contact the Office of Emergency Preparedness at 706-542-5845 or prepare@uga.edu.

Evacuation Assistant Guidelines:

1. The purpose of the evacuation assistant is to help your co-worker exit the building in case of an emergency or move to a shelter location in case of severe weather such as a tornado.
2. The assistance needed by the co-worker will vary depending on the disability.
3. Please consider in advance the best evacuation route for the co-worker with a disability during an emergency. Please understand that this route may be different than the route taken by other employees.
4. Please practice assisting the co-worker with an evacuation at least once prior to an emergency.
5. If there is an evacuation chair in the building and you would like training on how to use the evacuation chair, please contact the Office of Emergency Preparedness at 706-542-5845 or prepare@uga.edu.
6. Please feel free to contact the Office of Emergency Preparedness with any questions or if you would like assistance identifying and/or practicing the best evacuation route.

Name of employee requesting assistance: ____________________________________________

Name of employee providing assistance: ____________________________________________

Name of employee providing assistance: ____________________________________________

Building Name: __________________________________________________________________

Date: __________________

Please upload a copy of this document to your Building Safety and Security Representative (BSSR) and ask the BSSR to upload the form to the MyBEAP at https://emer.prepare.uga.edu/OSEPFORMS/beap_overview.cfm.

A list of BSSRs can be found at: https://emer.prepare.uga.edu/osepforms/building_list.html.