

Dear Candidate:

The Division of Public Safety is leading a University wide Crisis Management Initiative. To assist the Division of Public Safety in assuring the safety of our employees, we are asking any faculty or staff member who feels they need assistance evacuating from a building during an emergency to fill out the form below and return it to this office.

Public Safety will contact those employees who submit this form and furnish them with information regarding evacuation procedures. Additionally, name and location will be entered into the Penn Police Computer Assisted Dispatch System. Emergency responders will utilize this information at the time of evacuation. We feel that this information will be extremely important to us in helping to ensure the safety of faculty and staff during an emergency, and we ask that you respond as soon as possible.

This information will be held in confidence and will not be used for any other purpose except for identification of those persons who require assistance during an emergency evacuation.

For more information on the Guidelines for Emergency Evacuation, visit the Office of Affirmative Action and Equal Opportunity Programs web site: <http://www.upenn/affirm-action/emerevac.html>, or the Division of Public Safety web site: <http://www.upenn.edu/police/ee.htm>.

This is a joint project between the Division of Public Safety and the Office of Affirmative Action and Equal Opportunity Programs. For questions concerning the Crisis Management Initiative please contact Special Services, DPS, at 215-898-4481 or email: brennan3@pobox.upenn.edu. For question concerning uses and gathering of evacuation form information please contact Jeffrey Updike, OAA/EOP, at 215-898-6993 or email: jdu@pobox.upenn.edu.

EMERGENCY EVACUATION FORM

Name: _____

Department/Office: _____

Work Location: (Floor, Room Number, and Address):

Work Phone: _____ PENN ID # _____

Brief statement of situation (include information about limitations, such as, wheelchair users, oxygen, cane, etc)

Please detach and return this portion to the Office of Affirmative Action and Equal Opportunity Programs, Suite 228, Sansom Place East, 3600 Chestnut Street, Philadelphia, PA 19104-6106. Thank you.