



**PERSON-IN-NEED OF ASSISTANCE (Emergencies)**

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

**PERSON NEEDING ASSISTANCE:** \_\_\_\_\_

(Name)

\_\_\_\_\_ Bldg., Room No. \_\_\_\_\_

SAFE AREA: \_\_\_\_\_ Floor - Stairwell \_\_\_\_\_

(Floor #)

(Stairwell Number or Compass Point (N / E / S / W) or Front / Middle / Rear)

WP \_\_\_\_\_ / Cell Phone \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reason for Needed Assistance: \_\_\_\_\_

Example: Restricted Mobility, Impaired Sight / Hearing, etc.; Permanent or Temporary

- Each employee needing assistance should have a Buddy (and a backup) to assist you reach your designated Assembly/Safe Area.
- Since the \_\_\_\_\_ Building is multi-story, **your Assembly/Safe Area will be inside the nearest fire stairwell**, normally the one nearest your work station
  - You may be in another part of the building when an emergency occurs so we always want people to go to the nearest exit rather than designating a specific route.
  - In order to prevent undue congestion in the stairwells, you and your Buddy are to wait in the hall until most employees have evacuated or until the Floor Warden directs you to enter the stairwell and wait inside on the landing.
    - The fire stairwells are constructed to provide additional protection from a fire so are designated as Safe Areas to wait in until rescued by the fire department.
  - It would be a good idea to purchase a set of hearing protectors (recommend ear muffs) for your comfort because you will be exposed to the fire alarm horn inside the stairwell for a longer duration than those evacuating to the outside.
- If the elevators are not affected by the fire, the fire department has override capability and will normally evacuate persons needing assistance using the elevator – a much better scenario for you.
- If you for some reason are on the ground floor when the fire alarm sounds and can exit the building but are unable to walk the entire way to the building’s Assembly Area, you and your Buddy should proceed towards this location at least 750 feet. If the fire department needs you further away they will so direct and possibly provide transport.
  - The Assembly Area for the \_\_\_\_\_ Bldg. is \_\_\_\_\_
  - An immediate clearance zone (of 750 feet) is roughly (describe location): \_\_\_\_\_



**PERSON-IN-NEED OF ASSISTANCE (Emergencies)** Date: \_\_\_\_\_

**BUDDY (Primary):**

**BUDDY (Alternate):**

Name: \_\_\_\_\_

Room No. \_\_\_\_\_

WP \_\_\_\_\_ / Cell Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_

The **Monitor (or Buddy)** for the **Persons Needing Assistance**, upon being made aware of an emergency situation, should find their assigned person needing assistance and help him/her to the nearest fire stairwell/exit.

- It would be a good idea if both the person needing assistance and the Buddy always have cell phones so they can communicate their current location.
- The Buddy has the option of
  - (1) Staying with the person needing assistance at a Safety Zone inside the stairwell or
  - (2) Evacuating. If the Buddy evacuates:
    - The Buddy is responsible to report the location of the person needing assistance to the Accountability Monitor (at the Assembly Area)
    - The Buddy should reassure the person needing assistance they will report their location so they can be immediately rescued by the fire department.

**Floor Wardens** should be made aware in advance of potential persons needing assistance so they can search for that person in their office and at their designated Assembly/Safe Area then report their last known location to the building’s Accountability Monitor along with any other problems.

The building’s **Accountability Monitor:**

- Should be made aware in advance of potential persons needing assistance, where their offices are located, office and cell phone numbers
- Require an immediate confirmation (from their Buddy and/or Floor Wardens) of the last known location of the person needing assistance, which is to be reported to EMS through the Emergency Coordinator.

Along with other known problems, the **Emergency Coordinator** will relay to Emergency Management Services known problems, especially the last known location and names of persons needing assistance so the fire department can go immediately to their last known location to affect rescue versus conducting a more time consuming a general building-wide search, discovery and rescue.

Please provide these completed forms to your Emergency Coordinator and DOA Safety. Should you have questions and need further information concerning fire and life safety, please contact:

***Holly Bockow***

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