



DATE SUBMITTED: _____
REVIEWED BY: _____

VOLUNTARY REGISTRY FOR PERSONS REQUESTING ADDITIONAL ASSISTANCE

Once all information has been entered completely, please send form by campus mail, U.S.P.S. or in person to:

Lt. John Guerra
 Purdue Fire Department
 1250 Third Street
 West Lafayette, IN 47907

Name: _____ Assistance Location(s): _____

Email: _____ Assistance Location Phone: _____

Primary Phone: _____ Emergency Contact Name: _____

Address: _____ Emergency Contact Number: _____

Student _____ Staff _____ Faculty _____

Emergency Notification	Type of Assistance Requested
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Fire / Building Evacuation: _____	_____
_____	_____

Severe Weather: _____	_____
_____	_____

Shelter-in-place: _____	_____
_____	_____

Other (specify): _____	_____
_____	_____

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 be evacuated, please do so at that time. Remember to use the stairs if able. Never use the elevator during a fire alarm.
- If not... shelter-in-place in an area with no immediate hazards and telephone 911. Advise the police dispatcher of your location. The use of 911 routinely identifies the location of the caller if you are calling from a Purdue University land-line phone. Even if the caller is unable to speak, the dispatcher will then automatically surmise that the caller may be in trouble and will respond accordingly.
- If you are unable to call 911, advise others around you of your location and have them inform emergency personnel of your location.
- If you are in no immediate danger, remain where you are and wait for emergency personnel to arrive.
- If you are in immediate danger, move to an area where you can shelter-in-place (recommended areas would be a room with an outside window or a room with a sprinkler system if available.)
- You are also encouraged to carry a sounding device like a small whistle, flashlight and cell phone to alert 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 Purdue Fire Department for arrangements or questions at (765) 494-6919.

For further assistance in your personal emergency preparedness activities, please contact the Purdue University Campus Emergency Preparedness & Planning Office at (765) 494-0446 or visit our website at:

www.purdue.edu/emergency_preparedness/