

Persons Requiring Assistance Form

Persons who may require special assistance are all those who are limited by mobility, hearing, visual, and other cognitive/mental demands. Special assistance may be temporary or permanent.

The University maintains a list of persons who require special assistance in the event of a building evacuation. Each building list is updated every 12 months or when needed, and the list must bear a date within the last 12 months and be provided in the building's fire safety plan.

All information will be kept in confidence and will enable responders to provide assistance in the event of a fire emergency and evacuation.

Further information can be found at the York University Community Safety Department Website.

<https://www.yorku.ca/safety/resilience/pra>

Pre-Emergency Preparation for Persons Requiring Assistance

- 1) Be familiar with the building layout, emergency egress options and Emergency Evacuation Points.
- 2) Speak with your Manager about your potential assistance needs in the event of evacuation.
- 3) Be aware of the emergency procedures found within this plan and emergency contact information for municipal emergency services: 911.
- 4) Consider having a friend/evacuation buddy - predetermined - to assist you in the event of an emergency.
- 5) Should you have communication difficulties, consider having a small card like document containing any emergency information and or special instructions.

To ensure your safety during an emergency in your building we are asking Individuals to self-identify if they would require assistance to evacuate safely, noting that in the event of a building evacuation, elevators would not be in service. Should you require assistance please follow the steps below:

- 1) Complete the Persons Requiring Assistance (PRA) questionnaire on page 2.
- 2) Provide the document to your Manager.
- 3) Your Manager will log the information and include in the department / Faculty's safety plan
- 4) Your Manager will forward the PRA in a sealed envelope marked CONFIDENTIAL PRA to the Community Safety Department who will place the PRA in your building's Fire Box.

CONFIDENTIAL PRA
Community Safety Department
William Small Centre
Room 227L

- 5) Your Manager will update the Community Safety Department if there is any change in your work or mobility status.

Please complete should you wish to self-identify as a person requiring assistance for evacuation

Name:

Department/Faculty:

Building:

Room #:

Regular Daily Work Hours

Start:

End:

Email:

Telephone #:

Manager:

Telephone #:

Please provide details regarding assistance that you would require in the event of an evacuation:

I consent to my name, contact information and details regarding evacuation assistance needs being provided to the Community Safety Department for inclusion in the safety plan and fire box for my building/department/ faculty. This will allow information to be conveyed to first responders.

Certified :

Signature: