

Location of Students **NEEDING ASSISTANCE**
To Evacuate Main Campus Buildings

1. At the beginning of each semester Disability Services' Staff identify those students with physical mobility limitations (wheelchair-users or other adaptive equipment) who have requested accommodations.
 2. An ongoing spreadsheet is updated to include both repeating students as well as new students on campus.
 3. The spreadsheet contains name, day of the week, specific room number, and time of day for each student. When there are students with multiple classes, each is listed separately so that their location is known at any given time.
 4. Once the spreadsheet is completed it is turned into Campus Police for their ongoing evacuation planning and readiness.
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SPECIAL INSTRUCTIONS:

Name

Date