

**UNIVERSITY OF ILLINOIS
AT SPRINGFIELD**

Office of Disability Services, HRB 80
Adaptive Technology Lab, HRB 93
One University Plaza
Springfield, IL 62703-5407

Emergency Evacuation Release Form

The Office of Disability Services is in the process of gathering information to support a list of faculty/staff and students that may require assistance in the event of an emergency evacuation. All names will be held within the strictest guidelines for confidentiality. Names of such individuals and their respective schedules will be gathered on a semester basis. It is expected that this list will be given to the UIS Police Department as well as the Office of Physical Planning and Operation, in order to implement an Emergency Evacuation Plan for faculty/staff and students. The list should include faculty/staff or student name and schedules, including days, times and room numbers of each location while on campus.

If you would like to have your information added to the list of faculty/staff and students requiring assistance please indicate the pertinent scheduling information on the attached sheet. Additionally, a signed "Release of Information" will be required of each participant.

Thank you for taking the time to assist our office in the implantation of the safety project. If you have any questions concerning this project or the procedures involved, please call 217-206-6666 or e-mail ods@uis.edu.

"YES, please release my name and whereabouts to the UIS Police Department as part of the Emergency Evacuation Plan."

(Signature)

(Date)

"NO, please do not release my name and whereabouts to the UIS Police Department as part of the Emergency Evacuation Plan."

(Signature)

(Date)

UIS

Office Phone (217) 206-6666 • Fax (217) 206-7154 • Lab Phone/ TTY (217)206-6668

E-mail – ODS@uis.edu • www.uis.edu/disabilityservices

Faculty/Staff or Student Schedule

Faculty/Staff/Student Name: _____

Assistance Needed _____

Please Indicate the Room/Building Location in your schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00 am							
7:30 am							
8:00 am							
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10:00 pm							

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