



**MOBILITY IMPAIRED  
INDIVIDUALS**

Persons having any mobility impairment need to be considered PRIOR to any need for evacuation. It is necessary for Fire Wardens to notify the Fire Safety Director of any mobility impaired employees that may require special assistance in the event of an evacuation. Please maintain and update the list as necessary.

Tenants not requiring assistance and that are not going to assist will evacuate first. This avoids the possibility of persons in need of assistance being bumped and falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, persons having mobility impairment should be positioned near the fire exit stairwell and wait for special assistance from the Fire Department. The Fire Response Team assists in evacuating the mobility impaired if danger is imminent and the Fire Department has not yet arrived.

Additionally, please list the name of any employee(s) in your office that may be mobility impaired in any way. Please appoint an individual to assist the mobility impaired to the stairwell. The assistant should be willing to stay with the mobility impaired individual until outside help arrives. This information is very important to the Management Office in the event of an emergency. If additional space is required, please attach a list on a separate sheet of paper.

TENANT NAME: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_

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

DESIGNATED HELPER: \_\_\_\_\_

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

DESIGNATED HELPER: \_\_\_\_\_

\_\_\_\_\_  
Tenant Authorization (Print Name)      Signature      Date

**PLEASE RETURN THIS FORM TO:**  
5444 Westheimer, Suite 1500, Houston, Texas 77056  
Phone: (713) 877-1245    Fax: (713) 877-8638