

Dear Student,

Chestnut Hill College recognizes the importance of being prepared in case of an emergency. In addition to the campus-wide evacuation and emergency plans, the College recognizes that some individuals may need additional help during an emergency. Therefore, we have created the Special Assistance Needs and Disability Emergency Building Evacuation Plan.

Some examples of students who might want to create a personalized plan are those with physical disabilities who need assistance getting downstairs when elevators are not functioning. Others with visual impairments who would have difficulty seeing how to get out of a smoke-filled corridor or those with hearing impairments may not hear an alarm. Each of these individuals would benefit from an evacuation plan that addressed his or her needs.

Who determines if you need special assistance? You do. You are not, however, on your own. I will be available to work with you to develop an emergency evacuation plan that meets your needs. If you feel that you need special assistance and would like to develop an individualized plan, please complete the attached [Emergency Preparedness Form](#) and submit it to me. I will contact you about setting up a time to work on your evacuation plan.

Completion of the form is completely voluntary. It will only be shared with Campus Security. This will enable us to best meet the needs of all students should an emergency evacuation occur.

If you have any questions about the evacuation plan, the form, or the process of developing an individualized plan, please do not hesitate to contact me.

Sincerely,

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