

Emergency Evacuation for Students with Disabilities

STUDENTS WITH DISABILITIES WHO HAVE CONCERNS AND ISSUES SHOULD: MEET WITH THE COORDINATOR OF DISABILITY SERVICES

Students with disabilities who have evacuation concerns and issues, should meet with the Coordinator of Disability Services each semester to address those concerns and issues.

FAMILIARIZE SELF WITH CAMPUS ACCESSIBILITY

It is the student's responsibility to become familiar with accessible exits and designated waiting areas in each building should assistance be required. The designated waiting area in each building should be a stairwell landing nearest to an accessible exit if possible (students should wait off to the side, not in the immediate path of others evacuating).

PREPARE TO COMMUNICATE NEEDS

Those who offer assistance to students with disabilities should always ask the students how you can help before giving assistance. So if you will need assistance, be prepared to tell those who volunteer to assist you in evacuating how they can help.

CONSIDERATIONS FOR THOSE WITH SPECIFIC IMPAIRMENTS

MOBILITY IMPAIRED (WHEELCHAIR). If a student is on a floor in a multi-story building with no accessible outside exit (Dickey-Lawless 3rd floor is the only accessible floor on campus for wheelchair users with no exit) or in a multi-story building where the accessible exit(s) is blocked, go to the designated wait area for assistance (stairwell landing nearest to an accessible exit in an unaffected part of the building). If assistance is unavailable, ask someone leaving the building to notify the Building Emergency Coordinator of your location and need for assistance.

• **LIFTING.** If a student needs to be lifted and carried up/down a stairwell, the student will know the safest way to proceed and should be asked how he/she prefers to be lifted and carried.

- Most electric wheelchairs are heavy to lift and may need to be left behind. If enough hands and strength are available, the wheelchair could be lifted after the student, the student reseated, and then used to evacuate the building.

- **Know where you are going.** Time permitting, make sure you have a planned destination for setting the student down before you lift him or her (e.g., the wheelchair currently in use, an office chair with arms on wheels, a manual wheelchair, a bench outside, etc.).

- If a person has left his or her wheelchair behind and needs to be transported to safety once outside of the building, a golf cart could be used for transport.

MOBILITY IMPAIRED (NON-WHEELCHAIR). People who can walk independently may be able to negotiate stairs in an emergency with assistance. Wait until heavy traffic has passed and then proceed. If waiting in a designated wait area for assistance, ask someone to notify the Building Emergency Coordinator of your location and need for assistance.

HEARING IMPAIRED. Campus buildings are equipped with fire alarm strobe lights. If a student needs to be alerted of an emergency situation and an interpreter is not present, a short, explicit note to evacuate will work.

VISUALLY IMPAIRED. Most visually impaired students will be familiar with their immediate surrounding and frequently traveled routes but may need assistance navigating an unfamiliar and/or crowded route out of the building. The person offering assistance should offer his/her elbow and guide the student out of the building, communicating as necessary for a safe evacuation. When you reach safety, orient the person to the location.

Emergency Evacuation Procedures

Emergency situations that call for evacuation of classrooms and buildings will be announced by the emergency fire alarm horns and visual alarm system (in addition to alarms, flashing lights are installed in some buildings). When these alarms sound or are seen, all persons should immediately leave the building. The following guidelines should be observed:

ALWAYS EVACUATE. Treat all alarms as if they warned of real emergencies. If it is found that the alarm is not being heard and/or seen in all buildings, continue with proper and complete evacuation of the building(s) in which the alarm is heard and/or seen.

USE APPROPRIATE EXIT – DO NOT USE ELEVATORS. Exit the building following the posted routes in the classroom and /or office complex. Alternate exit routes are also indicated on the posted routes should there be a blocked exit.

ASSIST PEOPLE WITH DISABILITIES. All persons should be alert to the presence of persons with disabling conditions and provide assistance if needed. Always ask before assisting to make sure assistance is needed and done as safely as possible (see section 2.4.5.7.1 and 2.4.5.7.2 for more details about emergency evacuation of students with disabilities).

CHECK ALL AREAS ON YOUR FLOOR AND/OR IN YOUR BUILDING. All faculty and staff are expected to help in ensuring that all areas, including the snack bar, restrooms, and lounges are evacuated. Persons who do not have a class group or laboratory to take care of should be particularly alert to the need to assist in clearing all area.

CLOSE (BUT DO NOT LOCK) WINDOWS AND DOORS. Remember that closed windows and doors can reduce the spread of fire and/or hazardous materials and fumes.

TURN OFF LABORATORY GASES, EXHAUST FANS, ETC. Turn off all sources of fuel and oxygen (air) that might feed a fire or spread fumes.

CALL FIRE DEPARTMENT/EMERGENCY SERVICES AND CAMPUS SAFETY. The first person(s) to discover the emergency is (are) responsible for calling Campus Safety (3010) who will contact the local fire department/emergency services. Be calm and carefully give all needed details of the specific location, type of emergency, your name, etc. The same numbers should be called for emergency medical care service and pertinent information given.

MAKE SURE CAMPUS SAFETY AND MAINTENANCE PERSONNEL ARE AWARE OF THE ALARM. If you do not see definite indications that Facilities personnel are aware of the alarm, notify Facilities directly (3016). Telephone, send someone, or go yourself to ensure that Campus Safety and Facilities are aware of the alarm. Give them your name and the name of the building where the alarm is occurring.

Designated meeting places when evacuating.

- (1) **Agard-Lovinggood Building** evacuate to the parking lot on Chalmers Street.
- (2) **Anthony and Louise Viaer-Alumni Hall** evacuate to the parking lot on Chalmers Street.
- (3) **Mary E. Branch Gymnasium** evacuate to the parking lot on Chalmers Street.
- (4) **Jackson-Moody Building** evacuate to Athletic/Soccer field.
- (5) **King-Seabrook Chapel** evacuate to Athletic/Soccer field.
- (6) **Dickey-Lawless Building** evacuate to Athletic/Soccer field.
- (7) **Evans Hall** evacuate to Athletic/Soccer field.
- (8) **Downs-Jones Library** evacuate to Athletic/Soccer field.
- (9) **Davage-Durden Student Union** evacuate to the student parking lots.
- (10) **Conner-Washington Building** evacuate to the student parking lots.
- (11) **Beard-Burrows Residence Hall** evacuate to the student parking lots.
- (12) **Allen-Frazier Residence Hall** evacuate to the student parking lots.