

Appendix 4: EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

Every individual must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. This is even more critical to the safety of those individuals with mobility impairments because the use of elevators during emergencies is dangerous and should be avoided. Thus, individuals will need to use alternative methods of leaving a building. Because of constantly changing populations and building occupancy patterns, it is not possible for the University to make reliable arrangements for the evacuation of specific individuals from the many buildings they may occupy in the course of a week. In the absence of this ability the following suggestions are advised for individuals to increase the chances of their safe evacuation from a building in an emergency situation.

Recommendations for persons with disabilities or persons who provide assistance to persons with disabilities are included in the following list.

- A. Contact the Access Center to discuss building evacuation procedures for individuals with disabilities.
- B. Identify in advance and be familiar with at least two exit routes from every area and building you occupy. An emergency exit route should not include an elevator.
- C. Identify in advance possible volunteers, such as classmates, faculty or fellow workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
- D. If you are unable to exit a building, contact Police Services or civil authorities or arrange others to inform Protective Services or civil authorities with your location.
- E. Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
- F. If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand.
- G. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- H. Carry a loud whistle or similar device you can operate, for use in the event you become trapped.
- I. Individuals who need to work in isolated areas after normal building occupancy hours should determine telephone availability; if none is available, they should contact Protective Services in advance and provide their location and occupancy time.