

11.1.14 GUIDELINES for EVACUATION OF DISABLED PERSONS

PURPOSE: To provide guidelines for the safe evacuation of disabled persons

GUIDELINES:

Risk Management would like to offer the following reminders to those who are disabled or have special needs:

- Take control without depending on others to take the first step.
- Do not be afraid to let others know you need assistance.
- Do not hesitate to communicate what your special needs are in order to make the evacuation easier and safer for you and for your assistants.
- Plan ahead. Be prepared. Know what you are going to do before an emergency arises. Make a plan and then test it. Determine what your alternatives are.
- When you enter an unfamiliar building, look it over and locate the most available telephones, note horizontal exits and ramps, note exit signs and enclosed stairwells (determine if landings are large enough), note rooms that would make good areas of refuge, and note the location of fire alarm pull stations.
- Do not use an elevator to evacuate a building that is on fire. Do not delay your evacuation or communication to evacuate.

Some disabled persons may require assistance during an emergency evacuation of a building on campus. The following is a guideline for the evacuation of disabled persons during an evacuation drill or an actual emergency.

Do you need assistance?

The first step is determining whether you would need assistance during an evacuation of the buildings. The elevators will not be available, so only the stairs may be used as a means of egress. If you answer “Yes” to one of the following questions, you will require evacuation assistance:

- 1) Do you have a physical condition which would prevent you from walking down stairs?
- 2) Are you a person who is visually impaired?
- 3) Are you a person with a speech or hearing impairment?

Evacuation assistance can be obtained by contacting the following department

Student contact: Office of Access and Learning Accommodations 710-3605

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Faculty and Staff contact: Human Resource Services 710-8539

Should your need for evacuation assistance change, please notify the same department.

CONCLUSION

Written instructions and training where necessary are essential in ensuring that an evacuation plan is followed and that all members of staff and students are aware of its existence. The Department of Risk Management may be contacted at 710-4586 for any questions or concerns regarding these guidelines.

Appendix: Area of Rescue Assistance communication systems

Area of Rescue Assistance communication systems are available in Sid Richardson, the Mayborn Museum, Truett Seminary, the SLC and Morrison Hall. The emergency communication system is a silver box located by/in emergency exit stairwells. To operate the system: press and release the button, and speak after the emergency crew answers. The original call will be received when the light flashes. Note the floor and stair location where the station is located. With that information, the fire department personnel would respond to the location to assist with the evacuation.

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