



EVACUATION/RELOCATION OF PERSONS WITH DISABILITIES PROCEDURES

- Be aware that students, employees, and visitors with non-visible disabilities (arthritis, cardiac conditions, back problems, learning disabilities, etc.) may also need individual assistance.
- Use a "buddy system" naming the individual for whom is responsible for each person with a disability.
- Use the following list to assist both helpers and persons with disabilities.
 - A safety meeting given by all instructors is recommended on the first day of every semester/session detailing how their class location will impact their emergency exit for different scenarios.
 - Instructors will advise their students on:
 - How/Where to fill out the [Students with Disabilities Identification \(Intake\) Form](#). Refer to [How to Request Reasonable Accommodations](#).
 - Where is the closest exit? Elevators are not to be used during evacuations/relocations.
 - Ask for volunteers to help evacuate/relocate persons with disabilities.
 - Stairwells are refuge locations for persons needing assistance to wait for help.
 - What to do with cell phones? Cell phones should not be on ring mode in the case of active shooter, etc.
 - Where is/are the class's muster point(s) when outside? A muster point is a designated place (an emergency assembly location) where those evacuating a location are to meet in case of an emergency.
 - Where do we hide in case of a tornado?
 - If hiding is deemed the safest choice, where do we hide in case of an active shooter?
 - Will the door be opened for anyone while under lockdown?
 - Close classroom door when exiting.
 - Who will make sure classroom is secure? (Turn off equipment)
- **To Alert/Assist Persons with Visual Limitations:**
 - Announce the type of emergency.
 - Offer your arm for guidance.
 - Tell the person where they are going and the obstacles you encounter.
 - When you reach safety, ask if further help is needed. If further help is needed, assign someone to them.
- **To Alert/Assist Persons with Hearing Limitations:**
 - Turn lights on/off to gain the person's attention.
 - Indicate directions with gestures.
 - Write a note with evacuation/relocation directions.

To Evacuate/Relocate People Using Crutches, Canes, or Walkers:

- Evacuate/relocate these individuals as injured persons.
- Assist and accompany to evacuation/relocation site, if possible.
- Use a sturdy chair (or one with wheels) to move the person, or help carry individual, if possible.

• **To Evacuate/Relocate Wheel Chair Users:**

- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may exit without help, if possible.
- Stairwells are refuge locations for those needing assistance to wait for help. Wheel Chair Users should evacuate/relocate to the nearest stairwell.
- Building/Floor Captains will assist Campus Police by helping individuals evacuate/relocate and looking out for anyone needing assistance.
- Use emergency phones located in all hallways and classrooms to call Campus Police for assistance.
- For persons with minimal ability to move, lifting them may be dangerous.
- As some non-ambulatory persons have respiratory complications, remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance.
- Most wheelchairs are too heavy to take down stairs.
- Consult with the person to determine best carry options.
- Reunite the person with the wheelchair as soon as it is safe to do so.