

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Whenever there is a need to evacuate college buildings (e.g., fire drill, actual fire, bomb threat, etc.), it is important for all individuals inside the building to move as quickly as possible to a safe place outside the building. **Note, however, that elevators are not to be used for evacuation, even by individuals in wheelchairs.**

Individuals with a **temporary or permanent disability** that could impede a safe, orderly, and prompt evacuation from a building in an emergency should follow the special evacuation procedures summarized below.

Upon hearing a fire alarm or observing smoke, a fire, or other signs of an emergency situation, the **designated college employee**¹ should ask if anyone needs assistance due to a temporary or permanent disability. If someone does need assistance, one or more volunteers should be solicited to provide support for the designated college employee during the evacuation process.

Individuals with **visual or hearing impairments and/or minor mobility impairments** may need assistance in being escorted outside of the building. Any individual needing such assistance, or anyone having difficulty or appearing confused during an evacuation, should be escorted out of the building by the designated college employee or volunteer. Note that individuals with a hearing impairment may not be aware that an alarm is sounding.

Individuals with more **serious mobility impairments**, including those who use wheelchairs or crutches or who otherwise need more than a minimum of assistance to evacuate, should be the last to be evacuated. Such individuals should not be left alone and they should be instructed to wait until other individuals have vacated the area before being evacuated. Once the area has been cleared, any such individual in an area and/or on a floor that has direct access to a building exit should be escorted by the designated college employee or volunteer to the nearest accessible exit leading directly out of the building.

Should an individual with a mobility impairment be in an area and/or on a floor without direct access to a building exit, the individual should be escorted by the designated college employee or volunteer to the nearest **Emergency Safe Haven** for that building and floor. Note, however, that if the nearest Emergency Safe Haven is an enclosed stairwell, the individual should first be taken to the nearby **Temporary Safe Haven** or, if one does not exist, to a designated hallway location near the stairwell/Emergency Safe Haven, until the flow of traffic in the stairwell has ceased. The individual should then be escorted to the stairwell/Emergency Safe Haven at which time

¹ For the purposes of these evacuation procedures, the “**designated college employee**” is defined as follows:

- the instructor regarding any student in a classroom setting
- the administrative supervisor or designee regarding any individual in an office or service area (note that the office supervisor will serve as the appropriate college employee if the administrative supervisor or designee is not available)
- the immediate supervisor or designee regarding any college employee

the designated college employee or volunteer should use the emergency telephone to notify emergency personnel of their location and that an individual with a serious mobility impairment needs assistance in being evacuated from the building. The designated college employee or volunteer should then follow the directions of emergency personnel as to how best to proceed.

Should the evacuation be for a real emergency (i.e., rather than a drill), emergency personnel will proceed to evacuate the individual from the Emergency Safe Haven. Should the evacuation be for a drill, college security will inform the individual that a drill is in progress.

Approved, President's Executive Council
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