

**ADVISORY NO. 1.3: EVACUATION PROCEDURES FOR PERSONS WITH
PHYSICAL DISABILITIES**

GUIDELINES FOR PERSONS WITH PHYSICAL DISABILITIES

Persons with physical disabilities are permitted to stay in a building during an emergency situation only if they are non-ambulatory, or where elevator assistance is essential for their evacuation, and they are located either above or below the ground floor. All other persons with disabilities need to evacuate the building in an emergency situation. Persons with physical disabilities must realize during an emergency situation that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. If required, sight impaired persons should seek assistance from any other occupants of the building.

In an emergency situation -- either the sounding of a fire alarm or a voice evacuation message -- **IF YOU CAN DO SO WITHOUT ENDANGERING YOURSELF OR OTHERS, DO THE FOLLOWING:**

- If on ground floor, exit by normal means.
- If above or below the ground floor:
- Seek a safe place - preferably a room with an exterior window, a telephone, and a solid door.
 - Telephone the Emergency Communications Dispatcher **(9-1-1)** or have someone call for you, and advise them that you are a person with a physical disability. (State what your disability is).
 - When telephoning, give your exact location - **Building, Floor, and Room Number**. If someone is telephoning for you have them give **YOUR** exact location - Building, Floor, and Room Number.
 - Give the telephone number from which you are calling.
 - If it is safe to do so, remain by the phone. If the situation around you changes for the worse, recall 911 to update on your situation.
 - If a telephone is not readily accessible, have someone advise a responding Police Officer of your location.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, persons with non-ambulatory disabilities will usually not be evacuated from the building. Except in the event of an extreme emergency, the fire department will be responsible for evacuating those persons from the building.

GUIDELINES FOR FACULTY AND STAFF

In an emergency situation -- either the sounding of a fire alarm or a voice evacuation message -- if you can do so without endangering yourself or others, do the following:

- You are requested to assist persons with physical disabilities with evacuation.
- The Emergency Communications Dispatcher should be called **(9-1-1)** immediately and advised of the person's exact location. A person with non-ambulatory disabilities should either remain in or be directed to a safe place, preferably a room with an exterior window and a telephone. Remain with the persons with non-ambulatory disabilities until the arrival of a Police or Fire officer. If a telephone is not readily accessible, request others that are evacuating to meet a responding Police or Fire Officer and advise them of your location.
- Emergency responders should arrive within 5 minutes of receiving an alarm or 9-1-1 call (arrival time is based on past performance). Upon the sounding of a building fire alarm system immediate evacuation shall be carried out. Primary responders (Police and/or Fire Department) are in charge

of any incident upon their arrival, and will determine whether or not circumstances warrant a continued evacuation.