Emergency Evacuation Procedures for People with Disabilities

These procedures have been developed to provide information to people with disabilities on what to do in the event of an emergency evacuation. Not everyone with a disability will require assistance during an emergency. It is the responsibility of each person to evaluate their situation and determine if he or she will require assistance in an emergency and to ask for help from campus personnel when needed.

I. Pre-Planning

a) Employees should discuss questions or concerns about emergencies with their supervisor or the EEO/ADA office at 206-4539
b) Plan ahead - know the areas where you work or visit on campus.

c) Identify at least two exit locations.

d) Is there ground floor access? If there is not, and you normally use an elevator to enter and leave a building, you will need evacuation assistance (see section II (f)). DO NOT USE ELEVATORS DURING AN EMERGENCY UNLESS INSTRUCTED BY EMERGENCY RESPONDERS.

e) Find a friend/co-worker and ask if they would be willing to assist during an emergency. It is suggested that you find more than one friend/co-worker in the event that person is unavailable. Campus Action Team Members (CAT) are also available to assist persons with disabilities during an emergency. To find out who these personnel are for your work area please contact your supervisor or Administrative Business Office.

f) Know the location of a telephone for each area you frequent.

g) Once you have a plan, practice that plan.

II. What to do During an Emergency Evacuation?

a) If a decision is made to evacuate a campus building, you will be notified by an audible/visual alarm system, (fire alarm, telephone, or in person). Once you are notified, evacuation is required.

b) If possible, take the most important personal items with you (e.g. medications, keys, purse, coat).

c) Close doors behind you but do not lock.

d) Do not use elevators.

e) Evacuate the area by using the exits, follow directions of the CAT Members and go to the assigned outdoor assembly area.

f) If you are unable to leave the building or there is no ground floor access notify any CAT Member (wearing bright green vests) of your situation and tell them what type of assistance you require (e.g. wheelchair user, breathing difficulties, visual impairment). CAT Members are trained to assist persons with disabilities and to immediately relay
required information to the Campus Emergency Management Team (CEMT). If a CAT Member is not available, notify a co-worker/friend as they leave the building and ask them to inform the CEMT of your name, location, and type of assistance required.

g) After you inform a co-worker/friend /CAT Member of your situation, go to the nearest **safe** emergency exit or elevator lobby (do not use elevator) area and wait until assistance arrives.

h) If at any time during the emergency you have questions or want an update on the situation call College Police at 206-2700.

### III. Additional Information
a) It is recognized that law enforcement, firefighters or other emergency responders may provide alternative instructions to those presented in this policy for securing the safety of individuals in the building, when this occurs all individuals shall follow their instructions.