



## Delaware State University

**University Area(s) Responsible:** Risk & Safety Management, Facilities Management

**Policy Number & Name:** 7-35 Emergency Evacuation procedures for persons with disabilities

**Approval Date:** 06/15/15

**Next Review Date:** 06/15/17

**Related Policies and Procedures:** 7-02 Fire Prevention, 7-03 Emergency Response/ Fire –Other Emergencies

### I. Purpose

The purpose of this Policy is to provide for the safety of all Delaware State University (DSU) employees and to create a consistent level of safety for people with special needs and/or disabilities in case of fire and/or other building evacuation emergencies.

### II. Scope

This Policy applies to all DSU employees who have special needs and/or a disability. Special needs and/or a disability may be temporary (broken foot, pregnancy), latent (triggered by stress, dust or smoke) such as cardiovascular, asthma and emphysema), or officially recognized by the Americans with Disabilities Act.

### III. Definitions

**Disability** - A physical or mental impairment which substantially limits (1) one or more major life activities.

**Notification** – the process of informing occupants that an emergency exists and that some action is needed.

**Persons with limited mobility** – Individuals who walk with canes, crutches, walkers, etc. and/or those who utilize wheelchairs.

**Temporary Disability** - a physical condition which can limit or hinder one's ability to evacuate quickly and safely. Examples – sprained ankles, broken legs, pregnancy.

## IV. Policy

1. The evacuation of a building during a fire alarm is required, regardless of the cause. In accordance with regulatory requirements and DSU policies and procedures, everyone must evacuate a building in which a fire alarm is sounding and must move to an area at least 200 feet from the building. Fire alarms include but are not limited to accidental alarm, false alarm or conditions caused by fire and/or smoke.

In case of an emergency a person with a disability shall do the following:

- a. Proceed immediately to an "AREA OF REFUGE."
  - b. If an "AREA OF REFUGE" is not available proceed immediately to the nearest marked exit and wait inside the stair tower landing.
  - c. Alert a responsible person of your intentions. Wait for trained emergency responders to rescue you.
  - d. Never attempt to use elevators unless instructed to do so by emergency personnel as appropriate.
  - e. Do not reenter the building until advised by the person in charge.
2. Faculty and other supervisory personnel, who note that individuals who may have been in the building are missing, should immediately inform the Fire Department Officer in charge and/or University Police.
3. Supervisory personnel should assist in the evacuation of persons from the building. In specific, for faculty/supervisors of persons with disabilities, note the area of refuge your student/employee has occupied and communicate this information to Public Safety at the Command Post once outside the building. Remain at the command post to provide additional information as necessary for the Fire Department.
4. Anyone having specific information concerning the nature and/or location of the emergency condition should report this information to the Public Safety Command Post. These individuals shall remain at the Command Post until their help is requested by the Fire Department, Fire Marshal, representative of the Department of Safety and Risk, or University Police.
5. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access.
6. Employees and students who require special assistance are encouraged to develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

## **V. Procedure**

Employees and students who require special assistance are encouraged to develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

Employees and students who require special assistance are encouraged to inform colleagues of any special assistance they may require in the event of an emergency or emergency evacuation. (Help hearing the alarm, guidance during the alarm, etc.) Employees and students who require special assistance are also encouraged to use the “Buddy System”. The Buddy will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.