GUIDELINES

Emergency Building Evacuation

Persons with Disabilities

Lock Haven University

Of

Pennsylvania

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Guidelines for Occupants with Disability to Evacuate Due to Fire or Other Emergency

This brochure will acquaint you with procedures to follow during an emergency. Please take a few minutes to read and become familiar with these guidelines, since there is not time in an emergency to learn evacuation procedures.

Responsibilities Of Person With Disability

In an emergency situation, it is critical to your health and safety that YOU are familiar with your needs during and emergency evacuation. You are EXPECTED to identify someone in advance who might assist you in leaving the building and/or who will inform emergency personnel of your presence and where you are located so that further assistance can be provided. Follow the guidelines below:

Pre-Emergency Preparation

- Be familiar with the location of exits in each building. Students with visual impairments may request orientation to safe exits each semester.

- Seek out volunteers (buddies) preferably those who will be able to assist you.

- Be prepared to explain how and where the person(s) should support you. Practice instructions before an emergency.

- If audible signals will not be heard by you, someone in the room or building should know that you will need to be addressed individually.

- If you have communication difficulties, place a sign on your chair with instructions on how you can be assisted.

- Carry a loud whistle or similar device you can operate. You may need to use it to alert people of your location if you become trapped.

- In class, position yourself near a doorway for easier exit. Do not block the doorway.
Areas of Rescue Assistance available in Fairview Suites

Areas of rescue assistance are designated places where people with disabilities remain temporarily in safety to await further instructions of assistance.

Areas of rescue assistance have a two-way communications intercom at each location. The intercom becomes functional when the fire alarm system activates. The person needing assistance must press a button to send the call for help to the intercom control station, which is located near the fire alarm. Either the police or other emergency responder can converse with the person requiring assistance through the intercom system.

FIRE EMERGENCY

• In the event of a fire or notification of fire by voice, alarm, or an individual, it is important the following guidelines are followed to ensure your safety:
  • If fire is in the room where you are located, exit the area immediately, closing the door behind you
  • If you are in a classroom or office when alarm sounds, feel the door. If it is hot, do not open it. Stay inside and call or attract someone’s attention for help.
  • Activate the fire alarm, if not already sounding
  • Evacuate the building immediately by proceeding to the CLOSEST AND SAFEST EXIT.

If you need assistance, go the Help Area where emergency personnel can locate and assist you to safety.
BUILDING EVACUATION

Self-Assisted Evacuation

• If path to the exit is clear, and you are able to self-evacuate, leave the building immediately.
• Go to the nearest exit, enter if clear, and exit the building.
• If nearest exit is smoke-filled or compromised in any way, go to alternate exit and evacuate immediately.
• If primary and alternate exits are smoke-filled, distance yourself from the smoke and flames.
• If area becomes smoke-filled, get on the floor and remain near the exit for rescue personnel.

Assisted Evacuation

• Volunteers you have previously identified will assist you in evacuating the building.
• If buddies cannot safely evacuate you from a clear stair tower, you will be positioned at the star tower or Help Area until rescue personnel arrive to assist you.
• If the area becomes smoke filled, try to get on the floor.
EVACUATION DRILLS

Evacuation drills are conducted in university building every six months. Usually these drills are unannounced, in order for the authorities to evaluate response to the evacuation signal in a non-emergency situation.

Do not ASSUME that every time the fire alarm signal sounds, and evacuation drill is being conducted.

Respond immediately to all alarm signals and treat them as though there is an actual fire or other emergency in the building. If you are the volunteer (buddy) of a person with a disability, your response should follow the guidelines listed in this pamphlet up to the point of bringing the person with a disability to the closest and safest exit from which, in a real fire, safe exit could be made.

EMERGENCY RESPONSE PROCEDURES

- REMAIN CALM
- DO NOT USE ELEVATORS
- TREAT EVERY ALARM AS AN ACTUAL EMERGENCY
- USE CLOSEST AND SAFEST EXIT
- IT MAY BE NECESSARY TO ABANDON AN ELECTRIC WHEEL CHAIR
- AVOID SMOKEY STAIRTOWERS
• WAIT IN SAFE LOCATION FOR
  EMERGENCY PERSONNEL IF BUDDIES
  CANNOT CARRY YOU

• EMERGENCY PERSONNEL WILL
  AUTHORIZE YOU TO RE-ENTER