

## Persons with Disabilities

### Evacuation Information

This information provides a general guideline of evacuation procedures for persons with disabilities for fire and other building emergencies. Faculty, staff, students, and visitors at regional and worldwide locations should familiarize themselves with the facility they are located in and identify their primary and secondary evacuation routes and areas of refuge from each building they occupy.

### Evacuation Assistant

Departments should consider assigning individuals from their department to act as an Evacuation Assistant. Generally, there should be enough volunteers for this assignment. Evacuation Assistants should be in good health and with the ability to provide the assistance needed. Departments should assign several individuals; in case someone is out. In the

Security at 240-684-2911 or your local property manager, campus security or military emergency services personnel.

**Stay in Place:** Stay in Place is appropriate for individuals who are alone and unable to safely evacuate. Remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. Stay in contact with emergency services by dialing 911 and reporting your location.

Emergency services will immediately relay your location to on-site emergency personnel, who will determine the necessity for evacuation. A solid or fire-resistant door can be identified by a fire label on the jam and frame.

Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

## Disability Guidelines

### Wheelchairs

Persons using wheelchairs should Stay in Place or move to an area of refuge when the alarm sounds. The Evacuation Assistant should then proceed to the evacuation refuge point outside the building and notify emergency personnel of the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location.

If the stair landing is chosen as the area of refuge, please note that some buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals.

### Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

### Hearing Impaired

Most buildings are equipped with fire alarm strobe lights. In buildings with no strobe lights, individuals with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate or through hand gestures.

### Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Evacuation Assistants or anyone offering assistance should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

## Guidelines for Persons Assisting the Disabled



