

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Whenever there is a need to evacuate college buildings (e.g., fire drill, actual fire, bomb threat, etc.), it is important for all individuals inside the building to move as quickly as possible to a safe place outside the building. **Note, however, that elevators are not to be used for evacuation, even by individuals in wheelchairs.**

Individuals with a **temporary or permanent disability** that could impede a safe, orderly, and prompt evacuation from a building in an emergency should follow the special evacuation procedures summarized below.

Upon hearing a fire alarm or observing smoke, a fire, or other signs of an emergency situation, the **designated college employee¹** should ask if anyone needs assistance due to a temporary or permanent disability. If someone does need assistance, one or more volunteers should be

the designated college employee or volunteer should use the emergency telephone to notify emergency personnel of their location and that an individual with a serious mobility impairment needs assistance in being evacuated from the building. The designated college employee or