

Fast Facts for Faculty

October, 2008

EMERGENCY EVACUATION PROCEDURES

Faculty can save lives by taking the lead to ensure that students in their class leave the building safely during an emergency.

- Before an emergency, take time to locate the nearest exit or ENCLOSED* stairwell that leads directly to the outside in buildings that you use.
- If at all possible, use enclosed stairwells in an emergency.
- Enclosed stairwell landings are an Area of Rescue Assistance † for individuals in wheelchairs.
- Never use elevators during an emergency evacuation.
- Gather at the designated Assembly Area

*Walled off and sealed with closed doors at all entryways from the rest of the building

† This is a designated area where trained rescuers will go to evacuate those who need assistance



Assisting Individuals with Disabilities

For individuals who have difficulty walking without assistance



A person using crutches, a cane, or walker can go down stairs, but may ask for your help. Encourage them to use the stair rail and buffer the individual from others who may push forward from behind.

For individuals in a wheelchair



ASK the person in a wheelchair before providing help. Assist the individual to move to an Area of Rescue Assistance, then inform emergency responders of their location. **Stairway evacuation of wheelchair users should be conducted by trained professionals.** Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. **Moving a wheelchair down stairs is never safe.**

For individuals who are deaf/hard of hearing



Give deaf/hard of hearing individuals emergency instructions by writing a short, clear note to leave the building immediately and to gather at the Assembly or Mustering Area.

For individuals who are blind/low vision



Most people with a visual limitation are only familiar with their immediate surroundings and routes they use often. During an emergency pathways may become blocked. Offer your elbow to guide this person through the evacuation route. Communicate calmly to ensure safe evacuation.

YOUR LEADERSHIP DURING AN EMERGENCY COULD SAVE LIVES!