

Disability Evacuation Procedures

< DATE >

Whenever a fire alarm sounds, a building evacuation is mandatory.

This form must be attached to the < _____ > Emergency Plan

Provide information for identified person(s) with known disability:

Personal Evacuation Checklist go to: [Emergency Evacuation Planning Guide for People with Disabilities](#)

Name	Location (specific office/room)	Persons (minimum 3) assigned to assist during an evacuation	Evacuation Route (means of egress)	Evacuation Procedure (How / To Where)
<i>Mary (wheelchair)</i>	<i>123 Day Hall</i>	<i>Larry - carry Curly - carry Moe - bring a chair</i>	<i>East Stairwell</i>	<i>2 (Larry - Curly) people will carry Mary down east stairs and meet Moe with chair at corner of East Avenue and Tower Rd</i>

After safe evacuation to the designated meeting site; contact your Evacuation Coordinator to confirm all clear.

To Refresh:

For Additional Information: www.nfpa.org/disabilities

<p>To Assist Visually Impaired Persons</p> <ul style="list-style-type: none"> Announce the type of emergency Offer your arm for guidance Tell the person where you are going, obstacles you encounter When you reach safety, ask if further help is needed 	<p>To Alert People with Hearing Limitations</p> <ul style="list-style-type: none"> Turn lights on/off to gain the person's attention, or Indicate directions with gestures, or Write a note to the person with evacuation directions
<p>To Evacuate People Using Crutches, Canes, or Walkers</p> <ul style="list-style-type: none"> Evacuate these individuals as injured persons Assist and accompany to evacuation meeting site if possible, or Use a sturdy chair (or one with wheels) to move the person, or Help carry individual 	<p>To Evacuate Wheel Chair Users</p> <ul style="list-style-type: none"> Non-ambulatory persons' needs and preferences vary Individuals at ground floor locations may exit without help Others have minimal ability to move – lifting may be dangerous Some non-ambulatory persons have respiratory complications Remove them from smoke and vapors immediately Wheelchair users with electrical respirators get priority assistance Most wheelchairs are too heavy to take down stairs Consult with the person to determine best carry options Reunite the person with the chair as soon as it is safe to do so.

Note: Be aware that faculty, staff and students with "hidden" disabilities (arthritis, cardiac conditions, back problems, learning disabilities, etc.) may also need individual assistance. Use the following list to assist both helpers and disabled persons. Use a "buddy system" naming who is responsible for whom, names do not need to be included, but specific location of person must be included.