

## Document XXVII

### EMERGENCY MASS EXIT EVACUATION OF NON-RESIDENCE HALL BUILDINGS

The following procedures will be utilized to promote the safety and well-being of all University personnel (students, teaching faculty, and staff) in classroom and non-classroom settings. Teaching faculty must supervise any emergency mass evacuation. In all cases the teaching faculty's prime responsibility is to supervise the majority of students during an emergency situation.

Teaching faculty and students with disabilities will be responsible for the following preplanning actions to use during an emergency mass exit evacuation.

#### A. Teaching Faculty

1. Include the attached statement on every class syllabus.
2. Ask students with disabilities to identify assistants. In the event the disabled student has not provided for assistants, request class volunteers.
3. If requested by a student with a disability, provide help in locating a Designated Rescue Area.
4. If the teaching faculty or staff member has a disability, he/she will need to preplan his/her own evacuation strategy.

#### B. Students with Disabilities (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation.)

1. Identify himself/herself to each of his/her teaching faculty, indicating the nature of his/her disability and the magnitude of assistance required. The responsibility to initiate evacuation related discussions rests solely with each "at risk" student.
2. Students with disabilities are responsible for knowing campus evacuation routes and for being capable and willing to communicate such information to teaching faculty and assistants. Students who need assistance in planning their evacuation should contact the Coordinator of Services to Students With Disabilities.
3. Find the necessary assistants to help in an emergency mass exit evacuation. If unable to find assistants, request the help of the teaching faculty to identify willing assistants.
4. Personally instruct all assistants in the correct method of rendering assistance both in any training sessions and during an actual emergency.

#### C. Procedure

When persons with disabilities (students or teaching faculty) are in the classroom, the following preparations will be made:

A decision must be made regarding which of the following two methods of emergency mass exit evacuation will be planned for and used.

1. The preferred method is to immediately leave the building.

- a. Mobility impaired persons in wheelchairs on ground level floors can evacuate along with other persons.
  - b. Mobility impaired persons in electric wheelchairs on non-ground level floors must be removed from their wheelchairs and evacuated leaving the wheelchair behind.
  - c. Mobility impaired persons in manual wheelchairs on non-ground level floors have the option of either being removed from their wheelchairs and evacuated leaving the wheelchair behind, or being evacuated while remaining in the wheelchair. Should the latter option be chosen, at least four strong assistants will be necessary to carry the wheelchair with the person in it up or down the stairs and over obstacles.
  - d. Visually impaired persons should have sighted assistant guide them to safety.
  - e. Hearing impaired persons should be told individually of the emergency and how to respond as soon as the emergency is identified. It should not be assumed that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others.
2. The less preferred method of emergency mass exit evacuation for persons with disabilities is the following:
    - a. Have the person/s with disabilities assisted to a Designated Rescue Area (DRA) by an assistant. A Designated Rescue Area is a place on each floor that has been identified as a place for a person with a disability to wait for assistance. University Police will bring an evacuation chair to that Designated Rescue Area to assist with the evacuation of the person with a disability.

Please check with your department head for accuracy of building-map locations, etc. before printing the following statement in your syllabus:

**Syllabus Statement**  
**Emergency Evacuation Procedures**

A map of this floor is posted near the elevator marking the evacuation route and the Designated Rescue Area. This is an area where emergency service personnel will go first to look for individuals who need assistance in exiting the building. Students who may need assistance should identify themselves to the teaching faculty.