

## **SUNY Fredonia – Emergency Evacuation Procedures Individuals with Disabilities**

### **Three (3) Tier Protocol for the Evacuation of Individuals with Disabilities**

- 1) Protect in place – a designated area of rescue assistance (area of refuge)
- 2) Evacuation by Elevator
- 3) Evacuation by Persons

#### Four Elements of Evacuation Information that People Need (NFPA, 2007)

- 1) Notification (What is the emergency)
- 2) Way finding (Where is the way out/area of refuge)
- 3) Use of the way (Can I get out by myself, or do I need help)
  - a. Self
  - b. Self with device
  - c. Self with assistance
- 4) Assistance (What kind of assistance might I need)

### **Emergency Evacuation Guidelines – Individuals with Mobility Impairments**

- Individuals on the **First Floor**, who are able to evacuate, should do so using the closest usable exit.
- Individuals on buildings **Upper and Below Grade Levels**, should make their way, accompanied or on their own, to a designated area of rescue assistance. Individuals, who are unable to use stairs, should wait for emergency rescue personnel for assistance in evacuation.
- **DO NOT USE ELEVATORS**, unless authorized to do so by police or fire personnel.
- **ONLY** individuals with rescue training, should attempt a rescue evacuation, unless the person is in immediate danger and unable to wait for professional assistance.
- Emergency responders should be notified immediately regarding individuals in need of rescue assistance and their locations.

### **Emergency Evacuation Guidelines – Individuals with Visual Impairments**

- Give verbal instructions and information.

- Individuals with visual impairments may require a guide to assist them in evacuating the building. The following are guidelines for acting as a guide for an individual with a visual impairment:
  - Never grab the person's arm. Ask the person if they require assistance exiting the building.
  - The guide should stand adjacent to the person being guided and offer his/her near arm. The person being guided should grasp the guide's arm just above the elbow with his/her near arm.
  - The guide should keep that arm straight down and keep close (not out) to the body.
  - Unless dangerous, a steady pace tends to be easier for the person being guided.
  - The guide should provide verbal instructions and information regarding obstacles, changes in level (steps, inclines, declines), and surroundings.

### **Emergency Evacuation Guidelines – Individuals with Hearing Impairments**

- Guidelines for communicating with individuals with hearing impairments:
  - Make sure you have the person's attention before speaking.
  - Look at the person when speaking
  - Speak naturally and clearly without shouting or exaggerating lip movement. Slow down slightly and in short sentences.
  - Use gestures, pointing, and other body language to help communicate the message. If need be, write down information or offer other visual directions.

### **Emergency Evacuation Guidelines – Service Animals**

- Service Animal: Any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability.
- Discuss individual's specific preferences regarding the evacuation and handling of service animal.
- Discuss how individual can be assisted if the service animal becomes hesitant or disoriented during the emergency situation.
- First responders should be notified of the presence of a service animal and be provided with specific information.

### **Emergency Evacuation Planning – Students Responsibilities**

- Identify and remember important locations in each building (exits, stairways, phones, elevators (procedures for use), and areas of rescue assistance)
- Identify two (2) routes out of each building, excluding the elevator.
- Students are encouraged to identify with the Office of Disability Support Services (DSS), University Police, Residence Life, Instructors, etc. regarding assistance needed in an emergency.

**Areas of Rescue Assistance (Areas of Refuge)**

Areas of Rescue Assistance (Areas of Refuge) are locations with direct access to an exit where individuals who are unable to use the stairs may remain temporarily (safely) during an emergency until rescue personnel can assist them out of the building.

The following areas have been identified as areas of rescue assistance (areas of refuge) (1996 Report, Brian Black, Eastern Paralyzed Veterans Association (EPVA))

**Thompson Hall**

Areas of Refuge: (1) Stairwell located on the South end of building  
(2) Stairwell located on the East side of building

Means of Egress: (1) West side of building  
(2) North East side of building

**Fenton Hall**

Areas of Refuge: (1) Middle of hallway on 2<sup>nd</sup> floor  
(2) Stairwell located near English Department

Means of Egress: North and South ends of the building

**Houghton Hall**

Areas of Refuge: (1) Stairwell landing\*

Means of Egress: (1) South West side of building

\* No other area of refuge could be identified

**Jewett Hall**

Areas of Refuge: (1) Individuals are instructed to wait at elevator\*

Means of Egress: (1) East end of the building

\* Area of Refuge for Basement and the 2<sup>nd</sup> Floor of Jewett Hall

**McEwen Hall (Communications Department/Classrooms)**

First Floor

Areas of Refuge: (1) Elevator lobby

Means of Egress: (1) Exit East end of the building, egress to grade

Second Floor

Areas of Refuge: (1) West stairwell

Third Floor

Areas of Refuge: (1) East stairwell

**McEwen Hall/Reed Library**

Music Library: Emergency Exit

Library Edition (Floors 2 -4)

Areas of Refuge: (1) Elevator lobby

**Mason Hall**

Areas of Refuge: (1) North stairwell  
(2) South stairwell

Means of Egress: (1) Ramp Southwest side of building, not accessible  
(2) Egress to grade, East side of building, not accessible.  
Mason Hall and Rosch Recital Hall.

**Steele Hall**

Ground Floor

Means of Egress: (1) Exits located on North and South ends  
(2) Two (2) North exits (basketball side)  
(3) South exit to grade

First Floor

Means of Egress: (1) Exit front entrance (East side of building)

**Williams Center**

Spine Level

Means of Egress: (1) Egress by east end of building onto elevated walk

Ground Floor

Means of Egress: (1) Egress East and West of building

Basement

Areas of Refuge: (1) Egress to courtyards, east and west of building

**Gregory (Administrative)**

Areas of Refuge: (1) 2<sup>nd</sup> floor staging area

**Maytum Hall**

Floors 2 – 8

Areas of Refuge: (1) Remain in hallway – near elevator – South end  
(2) Remain in hallway – North end

Means of Egress: (1) Accessible means of egress to grade exists

**Residence Halls**

**Corridor Halls**

**Alumni**

Areas of Refuge: (1) Center Stairwell  
(2) End Stairwell

**Chautauqua**

Area of Refuge: Nearest Elevator

**McGinnies**

Areas of Refuge: (1) Center Stairwell  
(2) End Stairwell

**Nixon**

Area of Refuge: Nearest Elevator

**Independent Living**

**Gregory (Housing)**

**Suite Halls - Kirkland Complex**

**Disney**

Area of Refuge: 2<sup>nd</sup> & 3<sup>rd</sup> Floor - nearest stairwell\*

**Eisenhower**

Area of Refuge: 2<sup>nd</sup> & 3<sup>rd</sup> Floor - nearest stairwell\*

**Grissom**

Area of Refuge: 2<sup>nd</sup> & 3<sup>rd</sup> Floor - nearest stairwell\*

**Kasling**

Area of Refuge: 2<sup>nd</sup> & 3<sup>rd</sup> Floor - nearest stairwell\*

\* First floor use front entrance. West Side exits - check height

**Suite Halls - Andrews Complex**

**Hemingway**

Area of Refuge: Hemingway Elevator

**Hendrix**

North exit to walkway

**Igoe**

Area of Refuge:

Nearest Stairwell - **measurements?**

**Schulz**

Area of Refuge:

Nearest Stairwell - **measurements?**

**Erie Dining Hall**

**Cranston Dining Hall**

Back stairway ?

**University Commons**

\* Areas in red need to be updated.

## References

Emergency Evacuation Planning Guide For People with Disabilities. (2007). National Fire Protection Agency.

Adapting Emergency Procedures on Campus for Individuals with Disabilities (1995). M.L. Farrell. Association of Higher Education and Disability.