

## SEVERE WEATHER/Tornado Warning – Safe Shelter Area Self-Assisted / Ambulatory *(Continued)*

### Assisted/Non-Ambulatory Individual Evacuation

- Staff should assist in moving Assisted / Non-Ambulatory persons to the elevator. [These persons should have first priority of using elevators to reach the safe area.] Elevators can be used for moving to safe areas during a tornado warning; but, the user should remember that if a power outage occurs while in the elevator, they will be stuck there until rescued by emergency responders.
- Once the Assisted/Non-Ambulatory person reaches the floor level of the safe area, assist them to designated area.
- If elevator is not working, move individual into stairwell, close door and remain on landing until help arrives. Call California University Police immediately by cellular phone (724) 938-4299. If California University Police, and rescue personnel are not immediately available and there is an immediate risk, building occupants may consider alternate means to assist the impaired individual down the stairs.

### Personal Evacuation Plans

If you need assistance evacuating from your residence hall, staff members of the Office of Environmental Health and Safety (EHS) are available meet with you to discuss the various options for responding to emergencies that address your needs, which will help you develop a personal evacuation plan. In addition, you may want to consider sharing important information with EHS to help us support you in the event you need assistance in evacuating from your residence hall during an emergency. This information will be shared only with EHS, OSD, *Residence Life, California University Police, and emergency responders, if needed. Special training sessions may be conducted, if requested by the student.* The Office for Students with Disabilities (OSD) can also be available to consult with you as you explore options in developing your personal evacuation plan.



California University of Pennsylvania

Program your Cell Phone: 724-938-4299

# Evacuation Procedures for Individuals with Disabilities



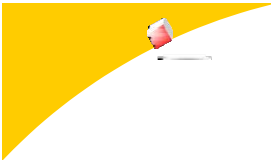
**Overcome an Emergency with a Disaster Plan**

## EMERGENCY PREPAREDNESS CONTACT INFORMATION

Office for Students with Disabilities, Carter Hall G-35, 724-938-5781

Environmental Health and Safety, 503 Dixon Hall, 724-938-4411

California University Police, Pollock Building, 724-938-4299



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## BUILDING EVACUATION (Continued)

- Make sure someone is going to meet Public Safety Officers or the Fire Department to alert them to your location.
- Fire Fighters and Emergency Personal will prioritize these areas for rescue operations. In ideal situations, one or more people exit the building and find California University Police or the Emergency Responders to communicate this information, while another individual waits with the mobility impaired person in the stair tower.
- If an immediate evacuation is necessary, the person with a mobility disability may not be able to wait for rescue personal. In this situation, it is best to ask the person with the disability how best to aid them and effect the evacuation. Some persons may need to be carried, while others may need assistance walking. *This should always be the last resort and only when an immediate threat is determined to be present.*

## EVACUATION DRILLS

- Evacuation drills are conducted in university buildings once per semester. Residence Hall drills are conducted two to three times during a semester. Usually these drills are unannounced, in order for authorities to evaluate response to the evacuation signal in a non-emergency situation.
- Do not **ASSUME** that every time the fire alarm signal sounds, an evacuation drill is being conducted.
- Respond immediately to all alarm signals and treat them as though there is an actual fire or other emergency in the building. If you are the volunteer (buddy) of a person with a disability, your response should follow the guidelines listed in this pamphlet up to the point of bringing the person with a disability to the closest and safest exit from which, in a real fire, safe exit could be made.

## SEVERE WEATHER/Tornado Warning – Safe Shelter Area Self-Assisted / Ambulatory



### Individual Evacuation

- Staff should guide you to stairwells. Elevators should not be used by those who are able to maneuver the stairs.
- Once the Self-Assisted/Ambulatory person reaches the floor level of the safe area, move to the designated area immediately.

(Continued on back cover)



## FIRE EMERGENCY *(Continued)*

- Evacuate the building immediately by proceeding to the CLOSEST AND SAFEST EXIT. If you need assistance, go to the stair tower or nearby room where emergency personnel can locate and assist you to safety.
- Report the fire by calling California University Police - Dial 724-938-4299. Remain on the phone until you are told to hang up.

## BUILDING EVACUATION

### Self-Assisted / Ambulatory Individual

- If path to the exit is clear, and you are able to self-evacuate
  - Go to the nearest-safest exit and leave the building.
  - If the nearest exit is smoke-filled or compromised in any way, go to an alternate exit and evacuate immediately.
  - If primary and alternate exits are smoke-filled, distance yourself from the smoke and flames.
- If you require assistance
  - Notify the volunteer in your support network to assist you in exiting the building.
  - If you are located on a floor without an accessible exit, request they guide you to the stairwell and wait until it is clear to move down to the exit.
  - If you become tired or unable to continue, move to the next landing and remain there, changing procedures to Assisted/Non-Ambulatory Evacuation as follows.

### Assisted / Non-Ambulatory Individual

- Volunteers you have previously identified may assist you in evacuating the building.
- If buddies cannot safely evacuate you from a clear stair tower, request to be positioned at the stair tower or nearby room until rescue personnel arrive to assist you. Call California University Police via your cell phone (724) 938-4299. [Program this number into your phone now.]
- If the hazard becomes life-threatening, request to be moved into the stairwell, close the door and remain on the landing until help arrives.



## PREFACE

These guidelines will acquaint you with procedures to follow should you need to evacuate a campus building during an emergency. Please take a few minutes to read and become familiar with this information, given that time is generally not available during an emergency to learn evacuation procedures. In addition, these guidelines are based on your developing a network of people who are able and willing to assist you in an emergency. Because it is possible that you may not have your support with you at all times of emergencies, you need to be familiar with methods to notify emergency responders when you need assistance. These guidelines serve as a framework to assist you in developing your personal plans.

## Evacuation Procedures for Individuals with Disabilities

### Responsibilities of Person with Disability

It is your responsibility to seek out and develop a personal support network. The support network consists of individuals who can assist you when needed. Identify a minimum of three people at each location where you regularly spend a significant part of your week: classes, residence, job, volunteer site, etc. Choose dependable persons who have the physical and emotional ability to safely assist you in leaving the building and who will inform emergency personnel of your presence and where you are located, if you are unable to leave. Program the California University Police telephone number, 724-938-4299, into your cell phone and keep your cell phone with you.

### Pre Emergency Preparation

Be prepared to explain how and where the person(s) should support you. Practice instructions on how you will be assisted before an emergency occurs. In an emergency situation, it is critical to your health and safety that YOU are familiar with your needs during an emergency evacuation. Follow the guidelines below:

#### Persons with Visual Impairments



Be familiar with the location of exits in each building. Persons with visual impairments may request orientation to safe exits each semester from their volunteers.

- Take your helper's upper arm and ask the helper to advise you of any obstacles you may encounter.
- When you have reached safety, ask to be oriented as to your location and/or escorted to emergency personnel if further assistance is required.

#### Persons with Hearing Impairments

- If you are unable to perceive emergency alarms and if a visual alarm signal is not available, your volunteer in the room or building should know that you will need to be addressed individually. Request an alternative warning, such as a written note or a flashing of the light switch be provided.
- Be familiar with emergency exit routes and the location of exit doors. Leave the building immediately using the nearest exit.

#### Persons with Mobility Impairments



- Volunteers in your personal support network should assist you in evacuating the building, when possible.



### Persons with Mobility Impairments (Continued)

- If you cannot safely evacuate the building, request to be positioned at the safest stair tower or in a room (with a door that closes) close to the stair tower until emergency responders arrive to assist you. Do not block the stairwell for those exiting the building.
- While in class, position yourself near a doorway for easier exit. Do not block the doorway.
- Ask your volunteer to immediately inform emergency personnel of your location.

### Persons with Communication Impairments

- Persons who cannot speak loudly should carry a whistle or have another means for attracting the attention of rescue personnel to your location.
- If you have communication difficulties place an easily visible sign on your chair with instructions on how you can be assisted.
- While in class, position yourself near a doorway for easier exit. Do not block the doorway.

### Rescue Assistance

- In the event of a fire or other emergency that requires the evacuation of the building, individuals with disabilities on the upper floors of campus buildings should move to the stair towers or in a room (with a door that closes) close to the stair tower and remain there until rescue assistance arrives. These individuals may also have pre-arranged provisions for getting assistance to get down the stairs. **Remember that the elevators do not work during a fire and other emergencies.**

## FIRE EMERGENCY

In the event of a fire or notification of fire by voice, alarm, or an individual, it is important that the following guidelines are followed to ensure your safety:

- If fire is in the room where you are located, exit the area immediately, closing the door behind you.
- If you are in a classroom or office when the alarm sounds, feel the door. If it is hot, do not open it. Stay inside and call or attract someone's attention for help.
- Activate the fire alarm, if not already sounding.