Evacuating Occupants with Disabilities

When a mobility impaired person(s) is located in a building on a floor that is not accessible directly to the outside, the following procedures should be followed during an evacuation:

• Do not use the elevator. Emergency response personnel will be responsible for evacuating disabled persons.

• If necessary, move the person horizontally away from the danger, possibly into an adjoining building.

• Fire rated staircases may also be used as a refuge area.

• Building Safety Monitors or knowledgeable personnel must immediately report the location of disabled occupants to the Emergency Coordinator.

• The Emergency Coordinator will report to emergency response personnel any people remaining in the building and any other information pertinent to the situation.

Students, Staff, and Faculty can self-report any special evacuation needs so that it is incorporated into the Facility Incident Notification System (FINS). Contact:

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