

# **EMERGENCY EVACUATION POLICY FOR STUDENTS IN WHEELCHAIRS \***

## **1. Fire Drills in Residence Halls**

All students are expected to participate in fire drills as follows:

Move or prepare to be moved to a place in the main lobby area which has been designated by the head resident and remain for the duration of the fire drill.

The head resident will be responsible for identifying, at the beginning of the academic year, two persons who will have the assigned responsibility for accompanying a student(s) in a wheelchair to the designated area.

All parties shall remain in the designated area until drill is over. In the event of fire or other emergency, evacuation of the building shall be by the nearest ground level exit.

## **2. Fire Drills in Classroom Buildings**

The professor and two students assigned by the professor shall accompany each student in a wheelchair to the top of a stairwell. Those students on ground level shall move or be moved to the closest ramped exit. They shall remain in the designated area until the drill is over.

## **3. Fire and Other Emergencies in the Classroom Buildings**

In the event of fire or other emergency, follow the above plan for classroom fire drills. The professor and two students with University Police and/or firemen will aid in the evacuation. If University Police and/or firemen are not available to aid in the evacuation, the professor and assigned students will evacuate the student(s) in a wheelchair from the building. Therefore, at the beginning of the semester, it is imperative that the responsible persons acquaint themselves with the student as well as appropriate techniques for the physical removal of the student.

Evacuation of the building shall be by the nearest ramped exit (if possible) or exit by those persons on a ground level. Those persons on an upper level or lower level accessible only by an elevator or stairway shall go to the nearest fire tower landing\*\* and wait there with their assigned persons until either assisted from the building or clearance for the building has been given.

**NO ELEVATORS ARE TO BE USED IN EITHER A DRILL OR AN ACTUAL FIRE/OTHER EMERGENCY.**

\*Student(s) in a wheelchair should not be housed above ground level.

\*\*Fire towers have a fire rating of at least one and one-half hours when all doors leading to the towers are closed.

Approved at President's Cabinet on 7/2/90