



FIRE SAFETY – EMERGENCY PROCEDURES



Working With Persons Unable to Evacuate from a Building

Persons with a physical disability are in many cases limited in their ability to evacuate by means of stairwells. It is primarily for this type of disability that the following procedures apply.

Leaders: Widely communicate to staff and other occupants the importance of working with persons who have disabilities.

“Safe Area” for Persons with Disabilities

Procedure When an Alarm Sounds:

Ground Level

- If you can evacuate the building at ground level, a Building Emergency Team member (BET) or a volunteer should escort you to a safe location away from the building.

Above or below the ground floor

- Seek a safe area with or without the assistance of a BET.
- When there is a fire alarm, if possible, **phone Campus Police at 911** to inform them of your location, circumstance and intentions.
- Tell the communication operator that a fire alarm is sounding in your area but you have a disability and cannot leave your floor area. If you smell smoke, or are in immediate danger, immediately inform the communications operator.
- The Building Emergency Team (BET) has been instructed to ask if you need assistance and help you to identify the location where you will wait for evacuation. They are not trained to lift and carry you out of the building. Please ask someone to remain in the building with you until trained rescue workers arrive from the fire department. Make sure someone both from the evacuation team or a volunteer has noted your location, floor and the stairwell and, that this person will notify the authorities of your need for assistance.
- Provide the phone number and extension you are calling from. It is **IMPERATIVE** that this number can receive return calls. Note that PAY telephones generally **cannot** receive incoming calls.
- Campus Police have radio contact with officers at the scene and will provide you with up-dates on the situation via the phone number you provide. In the event that your safety could be compromised, Firefighters will assist in your safe evacuation. At any time, you can also call back for an up-date.