EMERGENCY EVACUATION PROCEDURES

**Building Evacuation**

* All building evacuations will occur when a fire alarm sounds​.​​
* When an alarm is activated or evacuation instructions are received, leave the building by the nearest exit and alert others to do the same.
* Exit in an orderly fashion.
* Assist the handicapped in exiting the building.
* Do not use the elevators.
* Once outside the building, proceed to a clear area that is at least 500 feet away from the affected building or area.
* Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
* Do not return to an evacuated building unless told to do so by an authorized official.

**Assisting the Disabled**

**Ambulatory Persons**

* Proceed toward the nearest safe emergency exit.
* Close the door behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke. Call 911 and advise the operator of your situation.
* If in a room with a window, signal rescuers by waving or place a sign in the window. Do not open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to prevent smoke from entering.
* Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

**Non-Ambulatory Persons**

*When assisting someone, always consult the person about the following:*

* Ways the person would prefer to be removed from wheelchair.
* Whether to extend or move extremities when lifting because of pain, catheter leg bags, braces, etc.
* Whether a seat cushion or pad should be brought along with the person if he or she is removed from the chair.
* Whether the person would prefer being carried forward or backward on a flight of stairs.
* Whether the person prefers a stretcher, chair with pad or medical assistance when being removed from the wheelchair.

*Wheelchairs should not be used in stairwell if at all possible.*

**Visually Impaired Persons**

* Tell the person the nature of the emergency.
* Offer to guide him or her to safety.
* As you walk, say where you are and advise of any obstacles.
* When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave the person alone.

**Hearing Impaired Persons**

*Since alarms may not be heard and some buildings do not have visual alarms, do one of the following:*

* Write a note explaining the nature of the emergency. Include “Go to \_\_\_\_\_\_\_ exit *now*,” or
* Turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do.

--