

Evacuating Handicapped Persons

EVAC Chairs:

- Are the best means of evacuating handicapped people from our two- and three-story buildings is the EVAC chairs.
- During drills, people are advised NOT to use them because of the risk of injury to the evacuee or rescuer.
- One area per semester which will be given advance notice the week of the planned drills, will participate in the mock use of the EVAC chair.
- If interested, drill participants can simulate the evacuation of a mobility impaired person by going to the site of an EVAC chair, reading the instructions, taking it off its mounting brackets, and deploying the chair. After doing so they must refold it and replace it back on its mounting brackets or use it without an occupant to travel down the stairs and to the evacuation assembly area and return it properly to its mounting brackets when the ALL CLEAR is given.
- DO NOT ALLOW STUDENTS TO RIDE ON EVAC CHAIRS during drills.

For the purposes of the Evacuation Drills:

- Mobility impaired individuals should be allowed to evacuate the building with as much as a 10-minute head start prior to drill start times, travel to the evacuation assembly area, and wait for the remainder of their group to arrive.
- REMINDER: At the start of drills elevators will cease to operate.
- Do not delay evacuation by clearing rooms or sending anyone back into buildings to clear rooms.
- Instructors and/or supervisors and/or sponsors must do their best to make a headcount by numbers of people – names are not as important to the fire department - at the evacuation assembly area (whether by roll sheet or memory) and report to their deans and/or managers to the best of their knowledge if anyone did not make it out. If so, the fire department will go in to find them.

Area Selected for Mock Use of EVAC Chair:

- Will follow the guidelines as outlined in AVC “EMERGENCY PROCEDURES” in the section “EVACUATION OF DISABLED.” It is as followed:

If there is an emergency that affects occupants of wheelchairs and other disabled persons, the following evacuation procedures should be adhered to:

1. All persons shall move toward the nearest marked exit. Remember the following:
 - a. Do not use elevators.
 - b. When a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he/she should request help from others in the area. Yellow Evac-Chairs are located near the top of each stairwell and are to be used in assisting mobility-impaired persons down the stairs.
 - c. If help is not immediately available, the wheelchair occupant or other person with mobility impairment should stay in the area in front of the elevator or on the exit stairwells. He/she should continue to call for help until rescued.

Rescue personnel, campus security personnel, or the emergency response team will first check elevator lobby areas and exit stairwells for trapped persons. Once they have evacuated any trapped persons, they will then check restrooms, classrooms, offices, and all common use areas. They will flashlights in addition to doing visual and verbal checks to alert deaf/hard of hearing persons.

2. Assist a hearing-impaired person in an emergency as follows:
 - a. FLASHLIGHTS ON and OFF, wave, or tap the shoulder of a deaf or hard of hearing person to alert him/her to an emergency.
 - b. Face a deaf person directly and speak clearly and naturally. He/she may be trying to read your lips.
 - c. Have a pad and pencil available so that you can attempt to communicate in writing. Print clearly.
3. Assist a blind person in an emergency as follows:
 - a. Assign a “buddy” to help the blind person evacuate according to the regular procedures.