

Fire and Life Safety Services

Evacuation Procedures

General Evacuation Procedures

The following procedures apply to any evacuation situation:

1. Become familiar with the building ... Know the location of emergency exits.
2. To report any emergency situation, contact the Department of Public Safety (DPS) at 711 or with the LiveSafe mobile app.
3. In the event an evacuation is necessary, you will be directed by the Fire and Life Safety Services Office (FLSS), DPS, the fire department, or building coordinators to evacuate.
4. Remain calm ... Try to keep others calm.
5. Exit the building using stairwells ... Never use the elevators ... Close and secure all doors behind you.
6. Proceed to the designated meeting area(s) ... Keep quiet and listen for directions from FLSS, DPS, or the fire department.
7. Notify the first responding agency of trapped or injured persons or persons with disabilities and their locations.
8. Never re-enter the building unless directed to do so by FLSS, DPS, or the fire department.

Fire and Smoke Evacuation Procedures

If a fire alarm sounds, take it seriously. If you notice a fire or smell smoke:

9. **DO NOT** fight the fire ... Remain calm.
10. Contact DPS at 711 or with the LiveSafe mobile app.
 - a. Give your name
 - b. Give the name of the building
 - c. Give your location and type of problem
11. Pull the fire alarm box located next to any stairwell.
12. Exit the building using stairwells. **Never** use the elevators ... Close and secure all doors behind you.
13. Proceed to the designated meeting area(s). Keep quiet and listen for directions from FLSS, DPS, or the fire department.

14. Notify the first responding agency of trapped or injured persons or persons with disabilities and their location(s).
15. **Never** re-enter the building unless directed to do so by FLSS, DPS, or the fire department.
16. During an extended evacuation, you may be instructed by emergency personnel to report to a designated short-term emergency evacuation center (i.e., Hendricks Chapel, Schine Student Center, Goldstein Student Center, Manley Field House, or Skybarn). Members of the Critical Incident Response Committee, Safety Officers, Public Safety Officers, or a building coordinator will arrive at the center to act as communications liaisons.

Evacuation Procedures for Persons with Disabilities

Syracuse University recognizes that due to the differences in campus buildings, the limitations presented by various types of disabilities, and the range of possible circumstances that could be presented by different types of disasters, persons with disabilities will make individual decisions based upon the circumstances presented.

In Advance of Evacuation Procedures

17. Students who are registered with the Center for Disability Resources who anticipate that they may have difficulty in evacuating any campus building should request that the Center for Disability Resources share their name and SUID number with the Registrar who will compile the schedules and room locations and share this information with DPS, FLSS etc.
18. Anyone affiliated with the university (student, staff, faculty) who anticipate that they may have difficulty and require assistance evacuating any campus building should contact the ADA Coordinator (315.443.6162 or ada@syr.edu) to setup this assistance.
19. Students with disabilities living in residence halls should also notify the residence hall directors of their potential needs in the event an evacuation is necessary.

During Evacuation Procedures

20. If circumstances require evacuation from a campus building, persons with disabilities are to evacuate the building by the safest and nearest exit and follow the general procedures for emergency evacuation.
21. If persons with disabilities are unable to evacuate without assistance, they should contact or have someone (co-worker, professor, friend etc.) contact DPS and identify an impairment that would impact exiting the building by stair way, the type of assistance needed, give their exact location (building and room number), and ask if it's a drill or an emergency. DPS will advise if they should stay in their location or if DPS will come to assist them to evacuate.
22. When DPS is aware that a person's impairment prevents oral communication or mobility, DPS will always check the person's anticipated locations during an evacuation.

23. If possible, persons with disabilities should provide a person going for help with any information that may be required in the evacuation process (e.g., they use a mobility device, have a service animal, need to bring their assistive technology, etc.).
24. DPS and emergency responders will always thoroughly search a building in the event of an evacuation regardless of whether they are aware of the presence of a person with an impairment or who otherwise needs assistance.
25. In the event a fire alarm sounds, the first responding agency (FLSS, DPS, or the fire department) will search out persons with disabilities reported to be in the building and assist them in evacuating the building.

Procedures for Visitors to Campus

Visitors to campus should follow the same evacuation procedures outlined above. Dialing 711 from a campus phone will connect to DPS, or dial 315.443.2224.

Fire Drill Procedures

The procedures to be followed for fire drills are identical to the emergency evacuation plan in the steps described above. Often, it is not clear whether the alarm is triggered by an emergency or if it's a drill so, if persons with disabilities are unable to evacuate without assistance, they should contact or have someone (co-worker, professor, friend etc.) contact DPS and identify a mobility disability that would impact exiting the building by stair way, give their exact location (building and room number) and ask if it's a drill or an emergency. DPS will advise if they should stay in their location or if DPS will come to assist them to evacuate. If the person's disability prevents oral communication with DPS, DPS should be informed that they should always check the person's anticipated locations. Persons with disabilities may be asked to remain in the buildings if the availability of evacuation personnel and/or special equipment is limited or if it is a drill and they do not need to exit.

Non-Emergency Evacuation Procedures

If persons with disabilities need to be evacuated in a non-emergency situation, such as a power failure or elevator shut down, review the Fire Drill Procedures (above) as the same procedures apply. With proper notification, DPS may decide to contact a professional transportation agency to facilitate safe and proper evacuation. The University will pay for costs associated with evacuation services performed by such agencies.

Contingency

The above noted plan is intended to assist the appropriate authorities in evacuating persons with disabilities. However, if the fire department has not arrived and a need exists to move persons with disabilities out of the building quickly, as in a situation threatening lives, DPS or FLSS may consider evacuating persons with disabilities themselves provided that under all circumstances, the evacuation can be done safely and not expose further lives to danger. If possible, evacuation will be conducted with input from, and at the direction of, the persons with disabilities.