

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. In any emergency situation, contact the Department of Public Safety (DPS) at 711.
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 & Smoke Evacuation Procedures

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

1. **DO NOT** fight the fire. Remain calm.
2. Call DPS at 711.
 - A. Give your name.
 - B. Give the name of the building.
 - C. Give your location and type of problem.
3. Pull the fire alarm box located next to any stairwell.
4. Exit the building using stairwells. **Never** use the elevators. Close and secure all doors behind you.
5. Proceed to the designated meeting area(s). Keep quiet and listen for directions from FLSS, DPS, or the fire department.
6. Notify the first responding agency of trapped or injured persons or persons with disabilities and their location(s).
7. **Never** re-enter the building unless directed to do so by FLSS, DPS, or the fire department.
8. 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.

1. 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.
2. If persons with disabilities are unable to evacuate without assistance, they should request that any available person notify the fire department, FLSS, or DPS at the scene that they are in need of assistance.
3. The persons with disabilities should provide the person going for help with any information that may be required in the evacuation process (e.g., wheelchair bound, lift required, etc.).
4. If the fire department, FLSS, or DPS is not on the scene, the persons with disabilities or the assisting person should telephone DPS at 711 and request assistance. The location, reason evacuation assistance is required, and necessity for special equipment should be given.
5. 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.
6. In the event of an evacuation during a non-fire emergency, the steps described above will be followed.
7. Persons with disabilities who anticipate that they may have difficulty in evacuating any campus building should request that the Office for Student Assistance arrange to have a copy of their schedules for each semester put on file by building and by time of day with DPS. The persons with disabilities are responsible for reporting schedule changes to the Office of Student Assistance.
8. 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.

Fire Drill Procedures

The procedures to be followed for fire drills are identical to the emergency evacuation plan in the steps described above, except that the persons with disabilities may be asked to remain in the buildings if the availability of evacuation personnel and/or special equipment is limited.

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, they should call DPS at 711. With proper notification, DPS may decide to contact a professional transportation agency, such as TLC or Able Medical Transportation, to facilitate safe and proper evacuation. The University will pay for costs associated with evacuation services performed by such agencies.

Recommendations

1. To facilitate the evacuation of students with disabilities, the Office for Student Assistance will provide the Registrar's Office with a list of students who have identified themselves as having mobility impairments requiring the use of wheelchairs, crutches, braces, canes, or visual impairments requiring a guide dog or cane.
2. The Registrar's Office will provide both DPS and the Office for Student Assistance with weekly updated copies of the schedules of all students on the above mentioned lists.
3. All students who have identified themselves as disabled will be informed of emergency evacuation procedures by the Office for Student Assistance at the beginning of each academic year and periodically throughout the academic year as new individuals are

identified as disabled.

4. It is recommended that the Office for Student Assistance, in conjunction with DPS and appropriate city fire officials, sponsor emergency evacuation training workshops for students with disabilities at the beginning of each academic year and at regular intervals throughout the year. The workshops should cover all of the aforementioned procedures.
5. All faculty, administrators, and staff will be notified of these procedures by FLSS.
6. All general emergency evacuation instructions that FLSS routinely provides to the University students or employees will include information on emergency evacuation procedures for persons with disabilities.
7. The effectiveness of the plan will be monitored by FLSS, DPS, and the Office for Student Assistance. Regular reports on progress/problems will be forwarded to FLSS. Should the need arise, the plan will be modified by FLSS.

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 the persons with disabilities out of the building quickly, as in a situation threatening the lives of the persons with disabilities, DPS or FLSS may consider evacuating the 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.