

## **EVACUATION PROCEDURES FOR PERSONS WHO REQUIRE ASSISTANCE<sup>1</sup>**

### ***Students Who Are Unable to Vacate a Building for Any Reason Should:***

- Notify someone who is leaving the building, or if possible, use either a cell phone or emergency phone to call 911 to inform authorities of their location. Persons receiving this information should be instructed to pass it on to the University Police or the responding Fire Department units.
- Protect themselves as well as possible, for example, by closing the door to the room where they are located; by seeking refuge in stairwells (but not blocking the stairs); or by seeking refuge in other inside rooms that have been designated as places of refuge. If available, they should use a wet towel or place a coat or similar material under the door to restrict the passage of smoke.
- Read and follow the designated evacuation procedures posted within the residence halls. Students living in residence halls who have questions or concerns or special needs regarding evacuation procedures, should contact their hall director. DRC staff can also provide assistance if requested.
- Wait until directed by University Police or Fire Department officials before reentering the building.

For more detailed information on university evacuation procedures, request a copy of the DRC's pamphlet on "Emergency Evacuation Procedures for Students with Disabilities."

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<sup>1</sup> Fire code requirements mandate that elevators not be used during emergency evacuations.