

## **Emergency Evacuation of People with Disabilities**

### **Introduction**

This policy was developed to provide guidance on developing individual emergency evacuation plans. There are many types of disabilities, some more visible than others, and we are often unaware that people around us may need specific assistance during an emergency. Given the wide range of needs and situations, it is impossible to develop one emergency evacuation plan. We believe individual emergency planning will identify the resources and processes to best assist a person in an emergency. For this reason, people with specific needs during an emergency should complete an individual emergency evacuation plan.

### **Process**

A template for individual emergency evacuation plans is available at [http://www.evergreen.edu/facilities/workunits/environmental\\_health\\_safety/](http://www.evergreen.edu/facilities/workunits/environmental_health_safety/) . People without internet access can obtain a copy of the template from the Access Services Director or the Environmental Health and Safety Coordinator. Upon completing the template, copies are given to McLane Fire Department, Police Services, Access Services Director and the Environmental Health and Safety Coordinator. It is recommended that you review and update your individual emergency evacuation plan regularly. The Evergreen State College will make every reasonable effort to accommodate your individual evacuation requests. Access Services and Environmental Health and Safety are responsible for addressing evacuation resources requests.

### **Things to consider when completing your individual emergency evacuation plan:**

Will you be able to see, hear or activate the alarm?  
What are the exit routes for the building(s) you are in?  
Where are fire resistive and smoke protected areas in your building(s)?  
What are your evacuation options? They may include exiting the building, horizontal evacuation, stay in place and area of refuge.

### **Who will assist you?**

Will you be able to communicate with emergency personnel?  
Do Police Services and McLane Fire District know your office or room number?

### **Resources**

The individual emergency evacuation plan template is available "below." You may also contact the Access Services Director at 6364 or [inocenc@evergreen.edu](mailto:inocenc@evergreen.edu), or the Environmental Health and Safety Coordinator at 6111 or [herringr@evergreen.edu](mailto:herringr@evergreen.edu), for assistance in developing your individual emergency evacuation plan and in obtaining the resources identified in your individual evacuation plan.

## Individual Emergency Evacuation Plan

Name: \_\_\_\_\_

ID number: \_\_\_\_\_

Location: \_\_\_\_\_(attach class schedule, if necessary)

Phone: \_\_\_\_\_

1. Briefly describe the assistance or accommodations you need in case of an emergency:

2. Will a standard audible fire alarm notify you of an emergency? Yes ☐ No ☐

If not, what type of notification do you need?

3. Are you able to exit the building unassisted? Yes ☐ No ☐

If not, please describe the assistance you will need in an emergency:

4. Have you arranged for people to assist you in an emergency?

5. Briefly describe any assistance you need from the fire department:

6. Please list actions that people attempting to assist you should not do.

7. In an emergency, do you have a means of communicating with Police Services and McLane Fire District?

I give permission for The Evergreen State College to share this information with McLane Fire District, Police Services, Access Services and Environmental Health and Safety.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_