Emergency Evacuation Guidelines
For
Persons With Disabilities
At Pacific Lutheran University

The content of this document is for informational purposes only. It is not intended for medical or legal advice.

Developing a Plan for Evacuation

While on campus at PLU, students with disabilities are asked to take responsibility in developing their personal emergency evacuation plans. A Campus Safety officer and the Director of Disability Support Services (DSS) will assist in the development and execution of plans. Formats for evacuation plans are available from the DSS office in Anderson University Center, Suite 300.

Confidentiality

If you are a student with a disability and wish to develop an evacuation plan or if you wish to assist someone with a disability and are concerned about confidentiality the Director of Disability Support Services, Anderson University Center, Suite 300, ext. 7206 or via TTY at (253) 536-5074.

Tips for Developing a Plan

• Become familiar with PLU’s Emergency Procedures, especially those for evacuation and earthquakes. Disability Support Services’ webpage (www.plu.edu/~dss) has a direct link to Emergency Procedures which are also located at www.plu.edu/emergency.

• Make two plans: 1) for when in the company of others and; 2) for when alone.

• Ask others for input, such as a Residence Assistant (RA) or Residence Director (RD) or a staff member from Campus Safety.

• If your disability involves loss of mobility, vision, or hearing, or if you have a seizure disorder, you are encouraged to introduce yourself to an Operations Supervisor in the Campus Safety office (basement of Harstad Hall) and give them a copy of your schedule each semester,
convey your personal emergency needs to them in writing, and provide contact information, including for accessible transportation services. **OR complete the Individual Evacuation Plan (attached) and sign written authorization for the DSS office to distribute it as needed.**

- Study the evacuation routes posted in each building and choose two evacuation routes and methods for each building (see "Evacuation Options," below).
- Set up a buddy system (see "Buddy System," below).
- Do not use elevators in your plan.
- Consider alternative carry and/or communication methods if necessary.
- Think about your needs for preparedness kits, for example, disability related equipment, communication devices, service animal food, and three days worth of medication if applicable. Have a list of all your medications (name, dose, frequency, and doctor) in a sealed envelope.
- Attach written instructions to all disability related equipment.
- Adopt the rule to notify Campus Safety when in buildings after hours.
- Have easy access to emergency contact information at all times.
- Participate in drills and review effectiveness of plan.
- Share individual plans for evacuation of a building with Campus Safety and key persons who regularly work or live in the building.
- Know the location of Emergency Assembly Points in each building. A map is available from Disability Support Services.
- Know where nearby emergency medical kits are located.

**Buddy System**

- Buddies need to be willing and capable of assisting in an evacuation.
- A person with a disability and buddy must be able to contact each other quickly.
- Assign at least one buddy for each of the classes you are in. The buddy must be in the same building (preferably room) as no one will be allowed to enter a building that is being evacuated.
- Persons with disabilities should train buddies when plan completed.

**Evacuation Options**

**Horizontal Evacuation:** Use building exits to the outside ground level or that go into unaffected wings of multi-building complexes.

**Stairway Evacuation:** Use stairs to reach ground level exits.

**Area of Refuge:** Usually the safest area of refuge is an enclosed stairwell. Use a cell phone to report your location to Campus Safety or the Emergency Building Coordinator (EBC) assigned to that building. (A list of EBC’s is available from Disability Support Services.)
Stay in Place: (In sprinkler protected buildings only or if an area of refuge is not available.) Unless danger is imminent, remain in a room with an exterior window and a closed, solid or fire resistant door. Again, use a cell phone to report your location to Campus Safety or the EBC.

Tips for Persons With Disabilities

General Guidelines – For an Emergency

- Become familiar with PLU’s Emergency Procedures (www.plu.edu/emergency) and follow basic emergency safety guidelines.
- Obtain the disaster supply kit that has been prepared ahead of time.
- Call emergency personnel if possible and contact your “buddy.”
- Determine need to evacuate or stay in place.
- If evacuating, inform the EBC, Campus Safety, or RA of area headed to and type of assistance needed.
- If unable to contact emergency personnel, move to planned designated area.
- Ask others to notify the EBC, Campus Safety, or an RA of your need for assistance.
- If trapped, get the attention of others by calling out or striking objects together to make noise, or write on a wall or window with a marker.
- If not in immediate danger, stay in place or move to area of refuge until emergency personnel determine nature of the situation.

A person with a disability may not have to evacuate for false alarms or isolated and contained fires. Campus Safety will decide to evacuate or not and will tell the individual their decision.

The following are suggestions for specific disabilities in addition to the general guidelines listed above.

Tips for Persons who use Wheelchairs

- Preparedness kits should include:
  - Heavy gloves for making your way over glass or debris.
  - Extra battery for electric wheelchairs.
  - Patch kit for punctured wheels.
- Store a lightweight manual wheelchair, if available.
• In personal spaces arrange and secure furniture and other items to provide barrier free paths of travel.
• In earthquakes once you are in a safe and protected place, preferably along an interior wall or doorframe, lock your wheels, bend over your knees and cover your head.
• If you are in bed or out of your wheelchair during an earthquake, attempt to seek cover under the bed, a desk, or a table.
• During an evacuation, if a small stair landing is chosen as the area of refuge, consider waiting until heavy traffic has passed before entering.
• Know where nearby emergency medical kits are located.

Tips for Deaf or Hard of Hearing Individuals

• Preparedness kits should include:
  • Pen and paper and a flashlight to communicate in the dark.
  • Extra hearing aid batteries.
  • Batteries for TTY and light phone signaler.
• Request installation of both audible and visual smoke alarms in your office/room.
• Be careful of falling things as you leave a building.
• Know where nearby emergency medical kits are located.

Tips for Persons who are Blind or have Low Vision

• When preparing your evacuation plan ask for needed information in alternate formats if needed, such as building evacuation instructions.
• Know where the nearest telephones and pull alarms are located.
• Know how to describe your location.
• Disaster supplies kit should include:
  • Extra folding white cane.
  • Heavy gloves for feeling your way over glass or debris.
  • Colored cape or poncho worn for visibility by others.
• Know where nearby emergency medical kits are located.
• Mark emergency supplies with large print or Braille, if helpful.
• Practice your evacuation route periodically both with your service animal and white cane.
• Be cautious of obstructions and falling objects during an earthquake.
• During an earthquake, remember to drop, cover, and hold.
Tips for Persons with a Service Animal

- Include instructions in your plan for service animals.
- Some dogs fear metal grated steps. If your evacuation route has these kinds of steps, get your dog accustomed to the route.
- If the only stair rail is on your left side where a service dog should typically be, accustom the dog to heeling down the right side or work the dog on the steps.
- Be cautioned that if a dog typically stops at each new flight, others behind you may panic. Heeling the dog may be safer in some instances.
- Know where nearby emergency medical kits are located.

Tips for Persons with Learning Disabilities

- When making your plan for evacuation,
  - Ask for information in alternate formats if needed.
  - Review general building evacuation guidelines and ask questions if you do not understand something.
- See if your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you need help.
- Ask someone to write down information if you have a hard time understanding oral directions.
- Practice your evacuation route(s) regularly, such as every two weeks or at least monthly.
- Know where nearby emergency medical kits are located.

Tips for Persons with Limited Communication

- Determine how you will best communicate with others during an emergency.
- Consider having personal evacuation and emergency instructions written down on a card, carried at all times, and placed in an easy view location.
- Have batteries for communication equipment in preparedness kit.
- Know where nearby emergency medical kits are located.

Tips for Persons with Psychological Disabilities

- Preparedness kit should include at least three days worth of needed medication.
- Know where nearby emergency medical kits are located.
• When developing plan, consider strategies to reduce stress of the emergency by
  • Carrying a cell phone.
  • Making sure directional signage for exits and designated area of refuge in your planned evacuation route is adequate enough to assist you.

Tips for Persons with Medical Conditions

• Medical conditions include, for example, pregnancy, respiratory or cardiac problems.
• Ask for assistance walking down stairs.
• Remember to bring medication or inhalers when evacuating.
• Depending on the degree of urgency, consider taking rest periods during evacuation if possible.
• Know where nearby emergency medical kits are located.

Campus Resource Contact Information

**Disability Support Services**
Anderson University Center, Suite 300                     (253) 535-7206

**Campus Safety**
Basement of Harstad Hall, Building 26, (entry on North side of building)
(253) 535-7411  Emergency only: ext. 7911

**Student Health Center**
Corner of Park Ave. and 121st Street, Building 6       (253) 535-7337