

**Pacific Lutheran University**  
Evacuation Procedures and Recommendations  
Mobility-Impaired Students  
2014

Pacific Lutheran University has developed a policy to outline the university's response procedures during a building evacuation concerning mobility-impaired students. This policy also contains recommendations for these individuals during the evacuation. Central Pierce Fire and Rescue (CPFR) was consulted for the development of this policy.

These procedures are designed to address evacuations where the student would normally need to rely on the use of the elevator to exit the building. At anytime a student is capable of evacuating without assistance they should do so.

**Evacuations from a Residence Hall**

Upon activation of a fire alarm students with mobility issues are encouraged to remain in their residence hall room. Residential Life staff (primarily Resident Assistants, "RA's") will begin to evacuate the building by verbally notifying all students of the evacuation as they themselves exit the building. The RA should try to make confirmation that the student with the mobility issue is present in their room. Once at the Assembly Area the RA should notify Campus Safety and/or CPFR personnel that there is a mobility-impaired student in the building and provide the location. If the RA was not able to confirm the presence of the student this information should still be passed on to Campus Safety/CPFR.

**Evacuations from Administrative or Academic Buildings**

Upon activation of a fire alarm students with mobility issues are encouraged to remain in their classroom. The Faculty member should evacuate the class and take note of the student with the mobility issue. Once at the Assembly Area the Faculty member should notify Campus Safety, EBC (Emergency Building Coordinator) and/or CPFR personnel that there is a student with mobility issues in the building and provide the location.

**General Considerations**

If the student is not in their residence hall room or a classroom when the alarm is activated it will be their option to move into a room or into an open area (lounge or lobby) to await CPFR assistance. The student is encouraged to find a place of refuge near a window in case communication or extraction is necessary. Staging in a hallway during an evacuation may be hazardous due to the congestion from evacuating occupants.

The student with the mobility issue may also choose to call 911 directly during the evacuation. They should communicate with 911 their specific location, identify themselves as a mobility-impaired student and request assistance with the evacuation.

Elevators will not operate when a fire alarm has been activated. Once an alarm is activated the elevator will return to the ground floor and open its doors. If the alarm activation is coming from the ground floor the elevator may stop on the second floor to prevent exposing the occupants to a potential hazard.

**Drill Participation**

The university conducts annual evacuation drills. The residence halls drill twice a year (Fall and Spring semester). The rest of the campus buildings participate in a single annual evacuation drill. Mobility-impaired students are exempt from participating in the full evacuation when they are located on a floor requiring the use of the elevator. These drills are an internal drill with no assistance provided by CPFR. These students are encouraged to participate to the fullest extent they are able on their own.