



Evacuation

- Calmly alert others in your area that they must leave.
- Assist those who need assistance, especially physically challenged persons, to evacuate or in relocating them to an area of safe refuge. Do not move injured persons unless it is absolutely necessary.
- Unless it creates an unnecessary delay, gather your keys, purse or wallet as you evacuate, keeping in mind you may not be allowed back into the building for an extended time.
- Evacuate the building by following the exit signs. Do not use elevators.
- Move to the building's designated gathering spot or, as directed by Public Safety personnel.
- Try to account for all people who were within your vicinity, including visitors.
- Wait for Campus Public Safety to tell you when it is safe to return to the effected building.

Disabled Individuals

FACULTY/STAFF RESPONSIBILITIES

Faculty and staff should take a few moments at the beginning of the first class each quarter to advise the class of evacuation procedures, nearest exits, building assembly locations, and Emergency Response flipcharts in each classroom.

Always ask someone with a disability or functional or access needs how you can help before giving assistance. Ask how he/she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. If you are unable to physically assist, inform a Building Safety Officer, Public Safety Officer or first responder of the person's location. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger.

MOBILITY – WHEELCHAIR

Persons using wheelchairs should move to an Area of Refuge or Evacuation Assistance Location. Wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway. Stairway evacuation of wheelchair users should be conducted by trained personnel.

If it is unsafe to evacuate the wheelchair user, move them to the stairwell and immediately notify Building Safety Officers, Public Safety Officers or first responders once outside the building.

Tacoma Community College has Stryker chairs located in all multi-storied buildings on campus.

1. If a person is in an electric wheelchair, leave the electric wheelchair behind; do not block exit routes.
2. If a person is in a manual wheelchair, leave the manual wheelchair behind; do not block exit routes.
3. To safely carry a person downstairs, two persons must use specific techniques, practiced before an emergency.
4. To safely carry a person downstairs while they sit in their manual wheelchair. At least four strong people are needed to carry a person in a manual wheelchair down stairs.

(continued other side >>>)



Remember, always use common sense.
There are exceptions to all guidance and prescribed directions.



Evacuation (continued)

MOBILITY – NON-WHEELCHAIR

Persons with limited mobility may be able to negotiate stairs in an emergency with assistance. If danger is imminent, the individual should go to an enclosed stairwell and wait until the heavy traffic has cleared before attempting the stairs. Stairway evacuation should be conducted by trained personnel.

If it is not safe to evacuate the person with limited mobility, move them to an Area of Refuge or Evacuation Assistance Location and immediately notify Building Safety Officers, Public Safety or first responders once outside the building.

HEARING

Most buildings on campus are equipped with fire alarm strobe lights. Persons with hearing disabilities may not hear audio emergency alarms and will need to be alerted of emergency situations in those buildings without strobe lights. Emergency instructions should be given by gesturing or writing a short explicit note. Escort the person as needed.

VISUAL

Most people with a visual disability should be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons with visual disabilities may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. Communicate as necessary to assure safe evacuation.

A service animal could be disoriented in a disaster. If this is the case people who are blind may need others to lead them and their service animal to safety.

SPEECH

People with a speech disability can hear standard alarms and voice announcements, and they can see visual indicators that warn of danger and the need to evacuate. Therefore, no special accommodation or additional planning is needed for people with speech disabilities.

COGNITIVE

People with a cognitive disability can hear standard alarms and see visual indicators to evacuate. However, the ability to recognize, understand, and respond appropriately to fire alarms and other emergency notification systems should be evaluated. Provide appropriate assistance or guidance as necessary.



Remember, always use common sense.
There are exceptions to all guidance and prescribed directions.

