

# **Personal Evacuation Guidelines for Students and Employees with Mobility, Auditory and Visual Disabilities**

All members of the University community should understand their roles and responsibilities when responding to emergency situations. The University recognizes that individuals with mobility, auditory or visual disabilities may require assistance in emergency situations, especially with accessing alerts, evacuating, and sheltering. **The University, therefore, asks all individuals who may need assistance in an emergency to self-identify to the University.** This means that students and employees of the University should contact the Office of Equity and Diversity [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu) or [diana.collins@scranton.edu](mailto:diana.collins@scranton.edu) or by calling 570-941-6645.

The University will not assume that a student or employee requires a Personal Evacuation Plan.

The University shall work with self-identified individuals to develop a Personal Evacuation Plan that includes a means of communication in the event of an emergency and specific procedures for evacuation and sheltering.

## **Guidelines**

The following document outlines procedures for alerting, evacuating or sheltering persons with disabilities located on The University of Scranton campus during an emergency. Persons with disabilities must do all that they can before and during an emergency to ensure their personal safety. All members of the University community also have a responsibility to facilitate the safe evacuation and sheltering of persons with disabilities by adhering to the following guidelines. While this policy applies to permanent disabilities, an evacuation plan may be appropriate in instances of temporary mobility disabilities on a case-by-case basis.

## **Self-Identification with the University**

All faculty, students, and staff requiring evacuation assistance during an emergency must complete a confidential [Self-Identification Emergency Evacuation Form](#) according to the schedule outlined . The Self-Identification Questionnaire gathers information to assist in alerting, evacuating, or sheltering individuals in case of an emergency. Self-identification is strictly voluntary. The Office of Equity and Diversity is available to answer any questions that arise when completing the form.

NOTE: There may be instances where an individual may not request a Personal Evacuation Plan or complete the Self-Identification Emergency Evacuation Form for a multitude of reasons. In limited instances, where the University learns that a community member has mobility issues (e.g. use of a wheelchair) that might prevent them from exiting a building in an emergency situation, OED may reach out to the individual to inform them of these Guidelines and to invite them to complete the Self-Identification Emergency Evacuation Form. The individual is not required to engage with OED if they do not wish to engage in the creation of a Personal Evacuation Plan.



- Depending on the building and the situation, the best evacuation options for the individual, including, but not limited to:
  - Horizontal evacuation
  - Elevator usage
  - Area of rescue, stairwell, lobby, etc.
- How to identify of an evacuation assistant (see below) identified by the student;
  - Evacuation assistants

emergency exit, refuge area or with communicating with emergency response personnel.

- Who to contact for emergency evacuations that might occur at times when others are not usually present, or when the evacuation assistant is not in the building.

Employees who require non-auditory alerts should self-identify for the purpose of securing visual alarms to alert the individuals in the event of an emergency.

For the Personal Emergency Plan to be implemented, OED may require a meeting with the employee and the Health and Safety Officer to review the Plan.

### **Evacuation Assistant:**

Persons needing assistance are encouraged to identify a friend or colleague to serve as an evacuation assistant in the event of an emergency. The evacuation assistant can be a co-worker for an employee or a student for a student or anyone else at the University that is ready, willing, and able to perform the duties of an Evacuation Assistant. An evacuation assistant should be someone, who is likely to be in a building during the same timeframe as the individual needing assistance, but not necessarily in the same area. If necessary, OED can assist the applicant in identifying an evacuation assistant.



## **Contact Information and Emergency Numbers**

**For all emergency calls contact University Police:**

**(570) 941-7777 -or- 9-1-1**

**Remain calm, state your name, location, nature of the emergency and stay on the line until directed.**

**Follow procedures as directed.**