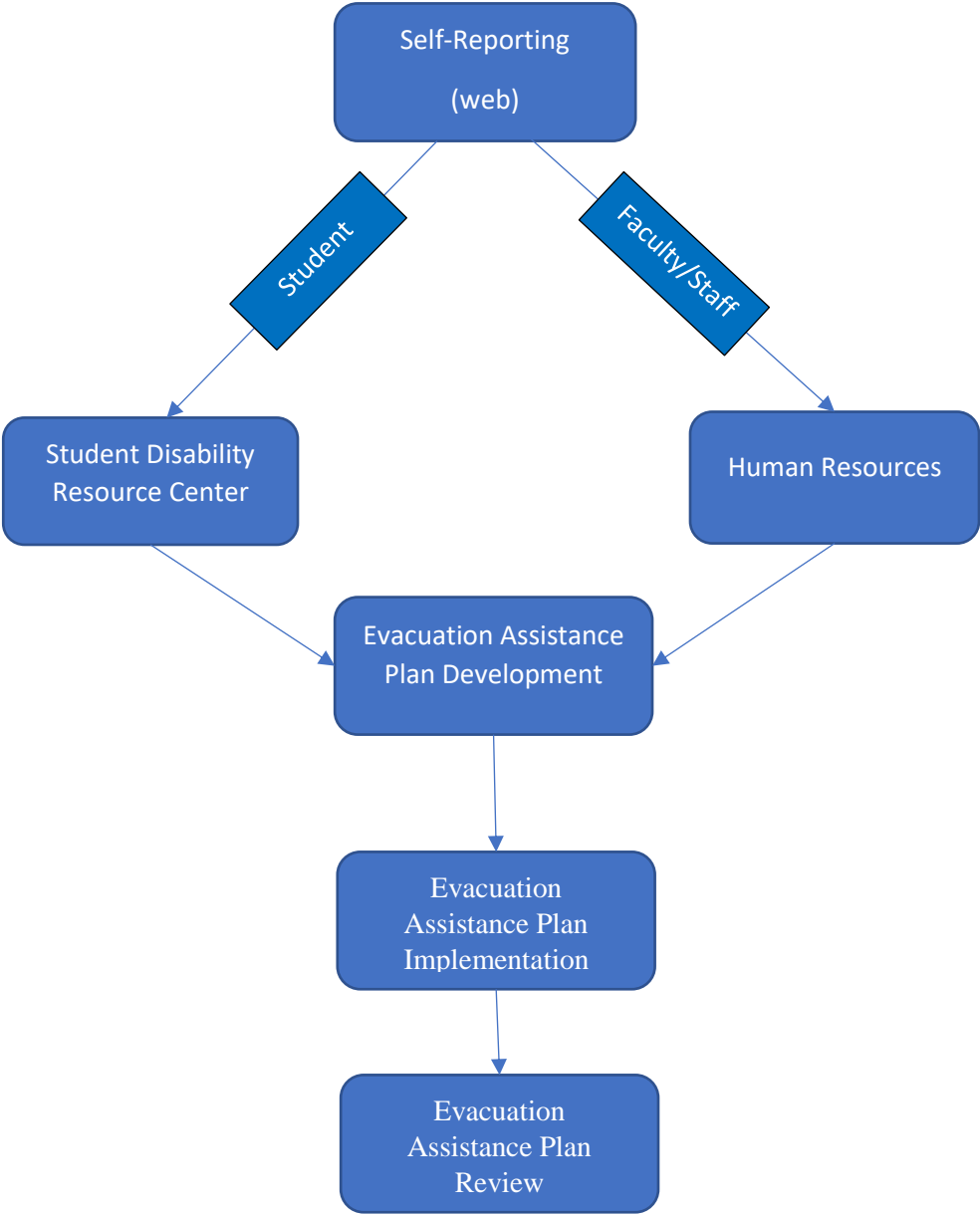


Emergency Evacuation Assistance Plan



Emergency Evacuation Assistance Policy

1. Request for Self-Reporting

- 1.1. Twice a year (at the beginning of the academic year and six months later), the Office of Sustainability will distribute a notice to all students, staff and faculty, via email, requesting to self-identify if they will require assistance or accommodations during emergencies and evacuations. It should be noted that self-identification is voluntary. The purpose of the request is to gather information to assist in alerting, evacuating, or sheltering individuals in case of an emergency.
- 1.2. Individuals who believe that they may need assistance during an emergency shall complete the online confidential Self-Identification Questionnaire (web-based).
- 1.3. An on-line questionnaire will be available to all students, staff and faculty. The completed on-line questionnaire will be automatically forwarded to the University Disability Resource Office for students and University Human Resources for staff and faculty.
- 1.4. Individuals who require assistance shall update their self-identification information:
 - 1.4.1. Annually, no later than January 31, of each calendar year; or
 - 1.4.2. Whenever circumstances warrant an update (e.g., changes in conditions that require changes in assistance).
- 1.5. In addition to submitting a Self-Identification Questionnaire, employees or students may also voluntarily provide information to anyone within the University community about their need for assistance during an emergency. However, such notification is not intended to be a substitute for proper identification using the Self-Identification Questionnaire. Supervisors may also ask employees who have self-identified as disabled if they will require assistance in the event of an emergency.

2. Student Emergency Evacuation Assistance

- 2.1. Once the Disability Resource Center receives information about a student in need of evacuation assistance, it will determine if the individual is living on-campus or off-campus.
- 2.2. The Disability Resource Center will facilitate a meeting to develop an Individual Emergency Evacuation Plan with the appropriate individuals. At a minimum the following shall be in attendance:
 - 2.2.1. The individual needing evacuation assistance
 - 2.2.2. Disability Resource Center
 - 2.2.3. Environmental Safety
 - 2.2.4. University Police
 - 2.2.5. Representative of appropriate Dean's Office
 - 2.2.6. Residence Life (If on-campus student)
 - 2.2.7. Any additional individuals deemed appropriate
- 2.3. Each person who identifies as needing evacuation assistance must personally contribute to the formulation of an Individual Emergency Evacuation Plan specifically tailored to meet their particular needs and know what procedures are in place for their evacuation once the plan is complete.
- 2.4. The Individual Emergency Evacuation Plan ("Plan") should include:
 - 2.4.1. Specific vulnerabilities of the student for whom the plan is created.
 - 2.4.2. Location(s) within buildings(s) where the student will normally attend class, work and/or visit (including on-campus housing).
 - 2.4.3. Means to ensure that the student can be alerted effectively to a building emergency.
 - 2.4.4. Identify the safest area located on each floor within the building(s) to which the student can be moved or directed to await assistance from emergency response personnel.
 - 2.4.5. Actions to be taken by the student, and all others with roles in support of the student, in the event of a building emergency.
 - 2.4.6. Contact information for the individual to communicate with University staff and/or emergency personnel.

- 2.4.7. Any other resources available to provide support to the individual during broadcast of an alarm and actual evacuation.
- 2.4.8. Any special requirements with regard to evacuation assembly and reoccupation of the building after resolution of the emergency
- 2.4.9. A description of resources allocated and physical adaptations made to the environment, which have been dictated by the Plan.
- 2.4.10. Information on the safety features of the building(s) the student will be occupying.
- 2.4.11. An agreed upon review date and frequency of reviews.
- 2.4.12. Signature of all parties.
- 2.5. Disability Resource Center will obtain a copy of the disabled student's university schedule and notify each faculty member of the need for evacuation assistance and their responsibilities.
 - 2.5.1. Affected faculty members will be trained annually by the Office of Sustainability.
- 2.6. Disability Resource Center will develop an "Evacuation Assistance List" of all students who have self-identified as needing assistance. The list will be a shared document with on-line access granted to the University Police, Environmental Safety, Residence Life, Human Resources, and any other departments or individuals deemed appropriate.
 - 2.6.1. The "Evacuation Assistance List" will be used to locate and check on students needing assistance.
 - 2.6.2. The "Evacuation Assistance List" will be organized by building name and contain the name, scheduled location and time in the building, and contact information self-identified as needing evacuation assistance.
- 2.7. When an evacuation is required in a residence building, Residence Life staff will immediately attempt to contact all individuals in need of assistance listed as residing in the affected building regardless of the time or individuals' schedule.
 - 2.7.1. Residence Life staff will attempt to make physical contact with an individual in need of assistance if and only if the individual's room is located within the RA's evacuation route.
 - 2.7.2. The Residence Life staff on duty will retrieve the "Fire Box" and place a phone call to the mobile number on record for the individuals needing evacuation assistance.

2.7.3. In both above cases, Residence Life staff will communicate their findings to emergency personnel.

2.7.4. Residence Life staff, at their discretion, may stay with the individual needing assistance until emergency services arrival or the mitigation of the hazard, however, at no time should Residence Life staff put themselves in unnecessary danger.

2.8. Environmental Safety will maintain a description of each of the main buildings on campus that includes the safety features of the building and the appropriate evacuation areas for individuals in need of evacuation assistance.

2.9. In the Event of an alarm, University Police Dispatch will immediately review the shared evacuation assistance document and identify if an individual needing assistance is supposed to be in the affected building.

2.9.1. If it is determined an individual is scheduled to be in the building, University Police dispatch will determine the scheduled location of the individual and make the proper notifications to responding emergency personnel.

2.10. The Salisbury Fire Department will be given access to the shared evacuation assistance document.

2.10.1. Individual Evacuation Plans will be practiced during regular fire drills.

2.10.2. At least once per semester, Environmental Safety will witness a regular fire drill and evaluate the effectiveness of each evacuation plan.

3. Faculty/Staff Emergency Evacuation Assistance

3.1. Once the Office of Human Resources receives information from a faculty/staff member in need of Evacuation Assistance, a meeting will be facilitated by Human Resources to develop an Individual Emergency Evacuation Plan with the appropriate individuals. At a minimum, the following shall be in attendance:

3.1.1. The individual needing evacuation assistance

3.1.2. Office of Human Resources

3.1.3. Environmental Safety

3.1.4. University Police

3.1.5. The individual's supervisor

3.1.6. Any additional individuals deemed appropriate

3.2. Each person who self-identifies as needing evacuation assistance must participate in the development of an Individual Emergency Evacuation Plan specifically tailored to meet their particular needs and understand what procedures are in place for their safety once the plan is complete.

3.3. The Individual Emergency Evacuation Plan should include:

3.3.1. Specific vulnerabilities of the individual for whom the plan is created.

3.3.2. Location(s) within buildings(s) where the individual will normally attend class, work and/or visit.

3.3.3. Means to ensure that the individual can be alerted effectively to a building emergency.

3.3.4. Identity of the safest area located on each floor within the building(s) to which a person with disabilities can be moved or directed to await assistance from emergency response personnel.

3.3.5. Actions to be taken by the individual, and others with roles in support of the individual, in the event of a building emergency.

3.3.6. Contact information for the individual to communicate with University staff and/or emergency personnel.

3.3.7. Any other resources available to provide support to the individual during broadcast of an alarm and actual evacuation.

3.3.8. Any special requirements with regard to sheltering or evacuation assembly followed by reoccupation of the building after resolution of the emergency

3.3.9. A description of resources allocated and physical adaptations made to the environment, which have been dictated by the Plan.

3.3.10. Information on the safety features of the building(s) the individual will be occupying.

3.3.11. An agreed upon-review date and frequency of reviews.

3.3.12. Signature of all parties.

- 3.4. Human Resources will obtain a copy of the individual's work schedule and notify the individual's supervisor of the need for evacuation assistance and their responsibilities.
 - 3.4.1. Affected supervisors will be trained annually by the Office of Sustainability.
- 3.5. Human Resources will add the individual to the Shared "Evacuation Assistance List" created by the Disability Resource Office.
 - 3.5.1. The "Evacuation Assistance List" will be used to locate individuals who need assistance.
- 3.6. Environmental Safety will maintain a description of each of the main buildings on campus that includes the safety features in the building and the appropriate evacuation areas for individuals in need of evacuation assistance.
- 3.7. Individuals requiring assistance will be asked to identify two or more individuals to serve as Volunteer Assistants.
 - 3.7.1. Environmental Safety will train the individuals designated as Volunteer Assistants in general guidelines to help shelter or communicate the need to evacuate individuals with disabilities.
- 3.8. In the Event of an alarm, University Police Dispatch will review the shared Evacuation Assistance document and immediately identify if an individual needing assistance is supposed to be in the affected building.
 - 3.8.1. If it is determined an individual is scheduled to be in the building, University Police dispatch will determine the scheduled location of the individual and make the proper notifications to responding emergency personnel.
- 3.9. The Salisbury Fire Department will be given access to the shared evacuation assistance document.
- 3.10. Individual Evacuation Plans will be practiced during regular fire drills.