



POLICY STATEMENT 97 EMERGENCY EVACUATION PLAN FOR PERSONS WITH DISABILITIES

POLICY DIGEST

Monitoring Unit: Finance & Administration
Initially Issued: March 16, 1995

I. PURPOSE

To state procedures to be followed in evacuating persons with disabilities from campus buildings in the event of a fire or other emergency.

II. EMERGENCY EVACUATION PLANS

Emergency evacuation plans are posted throughout campus buildings. The plans show the direction of exits to be used in the event of a fire or other emergency. All employees are expected to be familiar with the plan in their area.

III. RESPONSIBILITIES

A. Building Coordinators

1. Assign Area Monitors responsible for directing an orderly evacuation in the event of an emergency.
2. Assign assembly areas. Assembly areas must be located a minimum of 100 feet from the building and must not interfere with emergency personnel or emergency vehicle access.

B. Area Monitors

1. Shall select assistants to assist in clearing all rooms of an assigned area, including restrooms.
2. Instruct all persons NEVER TO USE ELEVATORS IN THE EVENT OF FIRE!!
3. Check to see that all personnel have evacuated the building.
4. Check emergency exits to assure accessibility.
5. Once assembled, identify all personnel.
6. Report any missing persons presumed to be in the building to LSU Police or Campus Safety personnel.
7. Await LSU Police Department's instructions before returning to the building.

C. Faculty and Staff

All persons are to regard the sounding of a fire alarm as a serious matter and are to evacuate the building and report to their designated assembly area in an orderly manner.

D. Assistance for the Disabled

1. It is the responsibility of every employee to assist persons with disabilities out of the building in the event of an emergency.
2. Students with disabilities who may need assistance in the event of an emergency are responsible for identifying their needs to teaching faculty members. In addition, it is the responsibility of each student to identify fellow students willing to assist them in the event of an emergency. If a student is unable to locate an assistant, a request for volunteers can be made through the teaching faculty member.
3. If a teaching faculty member is disabled, they are responsible for preplanning their own evacuation strategy utilizing employee or student assistance.
4. A non-teaching faculty or staff member is responsible for identifying and relating the type of assistance they require in the event of an emergency to their supervisor and the Building Coordinator.
5. The Coordinator of Services for Students with Disabilities should be notified immediately in the event of a noted lack of cooperation with the emergency evacuation plan by a disabled student, staff or faculty member.

IV. PROCEDURES IN THE EVENT OF FIRE OR OTHER EVACUATION EMERGENCY

- A. Take appropriate action to extinguish any small fire.
- B. If there is any doubt about your ability to handle the emergency, do the following:
 1. Pull the nearest fire alarm.
 2. Call the LSU Police Department at 911 or 8-3231 and report the fire or other emergency. **State your name, building and location of fire or emergency.**
 3. Assist injured and/or disabled persons out of the building. If circumstances allow, ask the person with a disability to identify the process for their evacuation.
 4. In the event a person with a disability cannot be immediately evacuated from the building, they should be directed to the nearest stairwell to await the arrival of emergency personnel. LSU Police Department and Baton Rouge Fire Department should be notified immediately upon arrival that a person with a disability is in the building.
- C. Follow the appropriate evacuation plan for your area and leave the building in an orderly manner. Remember:
 1. Use the stairs.
 2. **DO NOT USE THE ELEVATOR.**
 3. Elevator use in an emergency is restricted to emergency personnel.
 4. Gather in designated assembly area.
 5. Stay in designated assembly area until all persons are accounted for.
 6. Await instructions from the LSU Police Department to return to the building or to leave the campus.