

Emergency Evacuation Guidelines for Faculty, Staff and Students with Disabilities

MVCC is committed to providing equal access to safe egress for any visitor or member of the community including additional assistance if required, to effectively alert, evacuate, and/or shelter them during an emergency. To be successful in providing this assistance, the Emergency Evacuation Procedures require the cooperation of every member of the College community. Some members of the community are specially trained to identify and assist persons who may need aid in an emergency.

Any individual requiring assistance is encouraged to develop a Personal Emergency Plan (PEP) and update his/her self-identification information semi-annually, no later than September 30 and February 30 of each calendar year, or whenever circumstances warrant an update (e.g., changes in his/her condition that would require a change in assistance).

During the first class of each semester, faculty should announce the locations of fire exits and Areas of Rescue /Safe Wait Areas serving that classroom and/or lab. They will also review the requirement to leave the facility and follow instructions of safety personnel whenever an alarm sounds. They will also remind students to assist people with disabilities, and to let Public Safety personnel know of the location of anyone who cannot leave the building independently.

A part of every faculty and staff orientation package includes an introduction to the College's Emergency Evacuation Procedures, and an opportunity to initiate a Personal Emergency Plan (PEP).

At all MVCC on-campus events, including Cultural Series and DGV events, the 'housekeeping announcement' proceeding each occasion includes identification of the exits and Areas of Rescue available in case of emergency.

Residence Hall personnel introduce new students to the College's Emergency Evacuation Procedures, and have information on where to go on campus to prepare a Personal Medical Emergency Plan (PMEP). If students live in the residence halls, the residence hall evacuation plan is discussed as part of student orientation.

Evacuation Guidelines for People with Disabilities

People with disabilities will often need assistance to evacuate.

DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or other events.

Check on people with mobility, hearing, emotional, or visual disabilities during an evacuation.

Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

The individual with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving that person.

Take extra time when communicating with people who are deaf, hearing impaired, or speech impaired.

Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.

A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.

A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.

Some individuals with emotional and learning disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some individuals with disabilities may need to be in a quiet place for a while to regain their composure.

Some individuals with significant emotional or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape.

Specific Disability Guidelines for Responses to Emergencies

Blindness or Visual Impairment

Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.

DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Loss

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

Offer visual instructions to recommend the safest route or direction by pointing toward exits.

Mobility Impairment

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

If people with mobility impairments cannot exit, they should move to a safer area, e.g. most upper floors have a Designated Waiting Area (Area of RESCUE/Safe Waiting Area) to wait for assistance from first responders.

If you do not know the designated waiting areas in your building, areas of rescue locations are going to be described online (soon) or you may call the campus public safety office at 792-5566. PUBLIC SAFETY (SECURITY) EMERGENCY NUMBER 5 7 7 7 dialed by a campus phone will access the public safety department between Utica and Rome campuses by dialing the four digit extension number.

Public Safety, police or fire personnel decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique. In an emergency, notify police or fire personnel immediately about any people remaining in the building and their locations.

Evacuating Persons with wheelchairs

Always ASK people with disabilities how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them. Discuss with the user of the wheelchair how to lift the user and the wheelchair either together or separately. When circumstances necessitate separating the user and the wheelchair, keep the period of separation to a minimum.

Some parts of a wheelchair are safe to lift from, others will come off when lifted. Always ask the user to confirm where it is safe to lift. Also, ask the user what else about his or her wheelchair you should know in order to lift it safely.

Wheelchairs with four wheels (not three-wheeled scooters) usually have handbrakes on each side of the chair. When the wheelchair is to remain stationary, set both brakes.

When more than one flight of stairs is traversed, helpers may need to switch positions since one person may be doing most of the lifting. Switch positions only on a level landing.

When the lifting is complete, follow the instructions of the chair's user and restore the manual or motorized wheelchair to full operation; then direct the user to a safe area.

Evacuating a person with a disability or injury yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.

Power Outages:

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. Building Coordinators should be notified so they can advise emergency personnel.

If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call the Utica Campus Public Security at 315-735-4777 or 5777 or on the Rome campus at 315-334-3559 or 7270 from a campus telephone to request evacuation assistance.

Summary

- Reminding all people to leave the facility.
- Closing doors when rooms are cleared.
- Identifying the location(s) of people who need assistance evacuating.
- Reporting the location(s) of people who need assistance evacuating.

Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. If someone with a disability or medical condition has not prepared a Person Emergency Plan, please ask them to meet with a member of the disability office. This Personal Emergency Plan (PEP) will be available to the MVCC Health center and Public Safety departments and used confidentially only in need of an Emergency situation.

If you have questions about these guidelines or need additional information, contact one of the campus departments below:

Public Safety:	Chief David Amico, Director of Public Safety/Security AB109 , UTICA CAMPUS Email Address: damico@mvcc.edu 315-735-4777
Disability issues:	Tamara Mariotti, Coordinator of Accessibility Resources PH104, UTICA CAMPUS Email Address: tmariotti@mvcc.edu 315-792-5644
Fire regulations, safe areas:	George Aylesworth, Environmental Health & Safety Specialist Public Safety/Security AB 109F, UTICA CAMPUS Email Address: gaylesworth@mvcc.edu 315-792-5645
Human Services:	Kim Evans-Dame, Director of Human Resources Affirmative Action Officer and Title IX Coordinator AB 113, UTICA CAMPUS Email Address: kevans-dame@mvcc.edu 315-792-5637

Personal Emergency Plans (PEPs) for Persons with Disabilities

Although the process of developing a Personal Emergency Plan (PEP) is optional for students and staff, the College encourages proactive planning on the part of the entire college community for emergency conditions. Individuals with disabilities may require additional assistance with alerting, evacuating, and sheltering in the event of an emergency.

The College offers the opportunity, through a confidential process, to develop a PEP that could include such strategies as storing extra equipment or medications, providing Public Safety with your class and personal schedule, specific evacuation procedures, sheltering procedures, volunteer rescue assistants, using an optional Personal GPS Locator, and designating means of communication in the event of an emergency.

Although not required, faculty, staff, and students are encouraged to identify their concerns about evacuation in case of an emergency, and to develop a PEP that is effective for them.

All employees , including faculty, other academic personnel and staff should contact the following to develop a Personal Emergency Plan (PEP):	All students should contact the following to develop a Personal Emergency Plan (PEP): the Personal Emergency Plan (PEP) Form to:
Human Resources Office	Disability Services Office
Kim Evans-Dame, Director of Human Resources	Tamara Mariotti
Affirmative Action Officer and Title IX Coordinator	Coordinator of Accessibility Resources
AB 113, UTICA CAMPUS	PH 104H, UTICA CAMPUS
Email Address: kevans-dame@mvcc.edu	Email Address: tmariotti@mvcc.edu
315-792-5637	315-792-5644

****Additional training information specifically about how to assist persons with disabilities in an emergency is available at the Office of Accessibility Resources on the Utica and Rome campuses.**

In addition to submitting a Personal Emergency Plan (PEP), any employee or student needing assistance is encouraged to share information with several reliable people in their classes, residence hall or work area about his/her need for assistance during an emergency. It is useful to name your volunteer rescue assistants in your Personal Emergency Plan (PEP) so that Public Safety and others can more easily contact them in an emergency.

Some information that you could share:

- Your schedule
- The types of assistance you might need in an emergency
- Emergency contact numbers
- Where you keep your emergency supplies
- How to operate your assistive devices, if applicable
- The size and weight of your assistive devices, in addition to whether or not they are collapsible, in case they have to be transported