

Personal Medical Emergency Plans (PMEPs) for Persons with Disabilities

Although the process of developing a Personal Medical Emergency Plan (PMEP) 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 PMEP 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 PMEP that is effective for them.

All employees , including faculty, other academic personnel and staff should contact the following to develop a Personal Medical Emergency Plan (PMEP):	All students should contact the Office of Accessibility Resources to develop a Personal Medical Emergency Plan (PMEP) Please send the Form to:
Human Resources Office	Office of Accessibility Resources (PH104H)
Kim Evans-Dame, Director of Human Resources	Tamara Mariotti, Coordinator of Accessibility Resources
Affirmative Action Officer and Title IX Coordinator	PH 104H, UTICA CAMPUS
AB 113, UTICA CAMPUS	Email Address: tmariotti@mvcc.edu
Email Address: kevans-dame@mvcc.edu	315-792-5644
315-792-5637	Jimsak Daoreuang: 504/ADA Coordinator jdaoreuang@mvcc.edu 315-731-5813

****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 Medical Emergency Plan (PMEP), 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 Medical Emergency Plan (PMEP) 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