

## Emergency Evacuation

### **Before an Emergency Requiring Evacuation**

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

### **During an Evacuation**

If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible, such as car keys, purse, medication, and glasses. Read and understand the following steps:

- **REMAIN CALM.**
- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, **DO NOT** open it.
- Walk, **DO NOT** run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist persons with disabilities.
- Unless otherwise instructed, move quickly away from the building towards the designated emergency assembly area (EAA).
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, **DO NOT** return until notified that it is safe.

### **Evacuation of Individuals with Disabilities**

For more information on this topic, students should contact Educational Accessibility and employees/faculty should contact Human Resources. You should take into consideration that there might be someone near you who could need help during an evacuation. **REMEMBER**, the best way to help someone during an evacuation is to first consult with that person regarding how to best assist.

Old Dominion University has two offices in place that assist those with disabilities on campus. Educational Accessibility (for students) and Institutional Equity and Diversity (for faculty and staff) both offer:

- Individualized accommodation for those with a documented disability.
- Consultations with supervisors and professors to assist in the accommodation process.
- Physical and programmatic access.

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- Education and training for all departments and employees on ADA disability issues.
- Review of policies and procedures to ensure non-discrimination practices.
- Outreach programs.

## **Individuals with Mobility Limitations**

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- Lifting a person with minimal ability to move may be dangerous to you or them.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.

## **Visually Impaired Individuals**

Most visually impaired individuals will be familiar with their immediate work areas. In an emergency, describe the nature of the situation and offer to act as a "sighted guide" by offering your elbow and escorting him or her to a safe place. As you walk, describe where you are and advise the individual of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

## **Hearing Impaired Individuals**

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two possible methods of warning to consider are:

- Write a note describing the emergency and nearest evacuation route.
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

## **Additional Resources**

- Educational Accessibility: 757-683-4655, [www.odu.edu/educationalaccessibility](http://www.odu.edu/educationalaccessibility)
- Institutional Equity and Diversity: 757-683-3141, [www.odu.edu/equity](http://www.odu.edu/equity)