

Volunteer State Community College Campus Emergency Evacuation Procedures

- Evacuation of all or part of the campus grounds will be announced by Campus Police and/or building/facility coordinators.
- All persons are to immediately evacuate the site in question and relocate to another area or part of the campus grounds as directed.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

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Emergency Evacuation Plan for Individuals with Disabilities

The Office of Disability Services (ODS) will maintain a Safety Evacuation Locator List. This list will be updated each semester with the names of individuals registered with ODS who are unable to independently evacuate a building in case of fire, tornadoes, or other disaster. ODS will provide the list to VSCC Campus Police.

The Safety Evacuation Locator List information will come from documentation on file with the Office of Disability Services. It will provide building name, room number, day of week, and time of class. It will include the names of students and their respective faculty member, as well as any documented employees and their official station. This list will provide a quick reference to begin rescue efforts. VSCC Campus Police Officers will check the Locator List to establish, confirm, and evacuate the disabled involved in the emergency.

PROCEDURES

Visually Impaired - In the event of an emergency, inform the visually-impaired person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The visually impaired can be escorted by taking hold of an elbow. Orient the person away from any obstacles that may be in the way.

Hearing Impaired - If the visual warning devices are not available, the hearing impaired person may not be aware an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. When the hearing impaired person cannot lip read, write a note to exit the building.

Mobility Impaired – Every effort should be made to assist the non-ambulatory individual in existing the building. If the individual is not on the ground floor, every effort should be given to move the wheelchair user to the nearest stairwell and wait on the landing (with the fire doors closed) for rescue personnel to arrive. In case of a false alarm, or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. Campus Police Officials use specially designed evacuation chairs to safely move persons with mobility limitations down stairways. In case of near and immediate danger, the two-man lift technique can be used to lower a person out of the wheelchair and down the stairway.

If the individual is ambulatory with varying degrees of mobility, they should exit while the passageway is cleared.

The complete emergency management plan is available at

<http://www.volstate.edu/CampusPolice/documents/Emergency%20Management%20Guidelines.pdf>