

## **SPECIAL CONSIDERATIONS FOR EVACUATION PROCEDURES**

**Evacuate:** means that you should **leave** the building or area you are in immediately and safely.

### **To Assist Individuals with Access and Functional Needs During an Evacuation:**

*To assist persons with impaired vision or cognitive impairments— In an emergency situation:*

1. Announce the type of emergency.
2. Offer your arm for guidance.
3. Tell the person where you are going.
4. Once safe, ask if further assistance is needed.
5. Let Emergency Personnel know the location of these individuals.

*To alert persons with impaired hearing – Because persons with impaired hearing may not perceive emergency alarms, an alternative way to warn them is required.*

1. Turn lights on/off to gain the person's attention or indicate through gestures what is happening and what to do.
2. Write a note with evacuation directions, such as: "Fire. Go out rear door to the right and down, now!"
  - a. When activated, the fire alarm system strobes will operate along with the audible siren.
  - b. Upon request, workplaces with hearing impaired individuals may contain strobe lights connected to the fire alarm.
3. Let Emergency Personnel know the location of these individuals.

*To evacuate persons using wheelchairs, crutches, canes, or walkers:*

1. Evacuate these individuals the same as you would an injured person.
2. Assist and accompany to evacuation site, if possible.
3. Use a sturdy chair (or one with wheels) to move the person
4. Help carry the individual to safety.
5. Let Emergency Personnel know the location of these individuals.

Do not put yourself or others in danger. If the situation does not allow you to safely assist with their evacuation, get them to a stairwell or other safe location. Immediately notify Emergency Personnel of the individuals' situation and location.