



University of Maine at Farmington Emergency Evacuation Procedures for Individuals with Disabilities

The purpose of this plan is to establish procedures and responsibilities for the University of Maine at Farmington campus community in the event of fire or other emergency evacuations. The plan was created in an effort to establish safe guidelines for all students, employees and visitors.

The safety of individuals with disabilities is a shared responsibility. The University is committed to implementing procedures to assist individuals with disabilities during an emergency. Likewise, individuals with disabilities should create a personal emergency plan which addresses their needs before and during an evacuation.

Development of a Personal Emergency Plan for Employees and Students

Register

Students with disabilities who may need assistance in an emergency should register with the campus office of Disability Support Services (DSS) regarding the nature of assistance they will need during an emergency. Persons with temporary disabilities which may affect their ability to egress are also encouraged to register with DSS and to develop an evacuation plan. Employees requiring assistance should contact Human Resources.

Know Your Environment

Become familiar with emergency exits, evacuation routes in campus buildings and campus "Safe Refuge Areas." Elevators are not to be used as an emergency exit unless instructed by emergency personnel.

Seek evacuation assistants who are willing to assist in case of emergency. Individuals who need assistance during an evacuation are encouraged to identify someone in advance who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

Ask for assistance to the nearest exit or area of refuge. These areas of rescue are designated places where people with disabilities remain temporarily in safety to await further instructions or assistance during emergency evacuations.

Note the room number or location of where you are. Ask someone leaving the building to notify emergency personnel of your location.

If a phone is available, call 911.

Ask supervisors, faculty, DSS or the Office of Public Safety about evacuation plans for specific buildings.

Campus Responsibilities for Assisting Individuals with Disabilities

Each semester the Coordinator of Services for Students with Disabilities will provide a list of students who have registered with the DSS Office to Public Safety specifying classroom locations, an individual student action plan (IAP) and class schedules for all students requesting assistance in an emergency evacuation. The IAP will specify the student's preferred method of egress or identify a targeted area of refuge. Faculty who have students registered with DSS will also be notified. Human Resources will provide a list of employee office locations to Public Safety of all employees requesting assistance in an emergency evacuation.

Emergency Evacuation Plan for Students with Disabilities in the Residence Halls

Students with disabilities are encouraged to meet with the Assistant Director of the residence hall or complex to form an action plan to be used in the event of a fire or emergency. In this meeting the student, the Assistant Director and possibly a representative from the Office of Disability Support Service and Campus Safety will work together to determine the safest procedure for an emergency evacuation. Individual plans will be documented and signed by the Assistant Director of the hall or complex and the student.

Copies of a plan tailored to individual students will be kept on file with the Assistant Director, the Office of Student Life, Campus Safety, the office of Disability Support Services and the student.