

## Fire Emergencies

If you discover a fire in the room where you are located:

- Exit the area immediately.
- Close the door behind you.
- Pull the fire alarm.
- Evacuate the building.
- Call 9-911 from on-campus (911 if off-campus) and report fire and location.
- Stay on the phone until emergency staff hangs up.

## Tornado Emergencies

In the event of a tornado or tornado warning by voice or mechanical alarm, these guidelines are important to follow:

- Go to an interior hallway on the lowest floor possible.
- Get away from windows and other glass sources.
- Avoid auditoriums/gymnasiums or other structures with wide, free-span roofs.
- If possible, get under a sturdy table or other structure.
- Protect your head and face.
- Avoid south or west exposures.
- Do not attempt to leave the building.

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### For more information:

For information and assistance regarding disability-related needs of employees, contact:

**Human Resources Office** | (715) 836-2513  
Schofield Hall 226 | Eau Claire, WI 54702-4004

For information and assistance regarding academic services for students with disabilities contact:

**Services for Students with Disabilities Office**  
(715) 836-5800 | uwec.edu/ssd  
Centennial Hall 2106 | Eau Claire, WI 54702-4004

For information regarding evacuation procedures and safety, or if you identify any problems with evacuation procedures, contact:

**Office of Loss Prevention and Safety** | (715) 836-4414

[www.uwec.edu](http://www.uwec.edu)

# Building Evacuation Guidelines

## for Persons with Disabilities



University of Wisconsin  
**Eau Claire**

[www.uwec.edu](http://www.uwec.edu)

## **Guidelines for Emergency Building Evacuation for Persons with Disabilities**

This brochure will acquaint you with procedures to follow during a fire or other emergency requiring evacuation. In an emergency there is no time to learn procedures or evacuation routes, so please take a few minutes to read and become familiar with these guidelines.

## **UW–Eau Claire Emergency Evacuation Procedures for Persons with Disabilities**

Faculty and staff are expected to direct the evacuation from their work area. They are responsible for knowing the primary and alternative routes of exit.

- To ensure proper evacuation, it is the responsibility of the person with a disability to follow established evacuation procedures.
- The Eau Claire Fire Department shall continue to follow its existing response procedures.
- The Eau Claire Fire Department and UW–Eau Claire University Police will determine whether an alarm is false or real. Upon confirmation of an actual fire or other emergency requiring evacuation, University Police will, if advised, notify the Eau Claire Fire Department that a person with a disability is awaiting evacuation and the location of the individual.

Listen for further or essential instructions to be given through the public address system.

- When an alarm sounds, individuals with disabilities shall go to a rescue assistance area with another person and they will notify emergency personnel.
- The Eau Claire Fire Department is responsible for the evacuation of persons with disabilities from the rescue assistance areas.
- UW–Eau Claire employees and students are not expected to evacuate persons with disabilities. Any evacuation assistance on their part is voluntary. They should notify University Police or Eau Claire Fire Department personnel if they know that a person with a disability needs evacuation assistance.
- The building coordinator, dean, department chair, or director shall ensure that the evacuation procedures specific to their building are made available to all students and employees.

## **Pre-Emergency Preparation for the Persons with Disabilities**

It is critical to your health and safety that YOU are familiar with your needs during evacuation. You are expected to convey these needs to emergency personnel who will be assisting in your evacuation. Follow these guidelines:

- Be familiar with buildings, their exits and rescue assistance areas, and emergency evacuation guidelines, not sign locations.
- Know the safest method people could use to assist you. Know how many people you need to provide that assistance.
- Be prepared to explain how and where a person(s) should support you.
- If you are unable to communicate your support needs verbally, use written information.
- Carry your cell phone with you. You may need to use it to alert people of your location if you become trapped.
- While attending class, position yourself near a doorway for easier exit if possible.

## **EMERGENCY PROCEDURES FOR PERSONS WITH DISABILITIES**

- Remain calm.
- Never use an elevator in a fire or evacuation emergency.
- Treat every alarm as an actual emergency.
- If you are unable to quickly gather your belongings, leave them in the room.
- Proceed to a designated emergency evacuation location with another person. They may leave to notify emergency personnel of this location.
- Wait in the designated location for emergency personnel.
- Never re-enter a building until permitted by emergency personnel.