

## Important Numbers to Know:

### Campus Emergencies:

412.396.2677 (COPS) – It is recommended that you program this number into your cell phone.

### Campus Safety:

Non-Emergency Number  
412.396.6002

### Special Student Services:

412.396.6657

Dr. Fred Lorensen, *Director*  
lorensen@duq.edu

Anne Gyurisin, *Assistant Director*  
gyurisin@duq.edu

Contact for questions regarding  
general services for students  
with disabilities.

### Environmental Health & Safety:

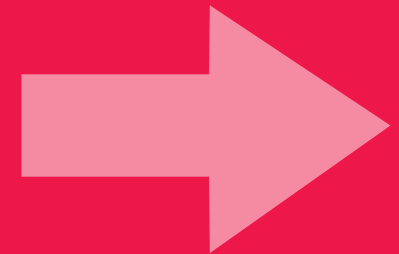
412.396.5329

George Bender, *Director*  
benderg@duq.edu

Contact for questions regarding  
evacuation procedures

# EMERGENCY EVACUATION PROCEDURES

## for Persons with Disabilities



# EMERGENCY EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

At Duquesne University, safety is of paramount importance. As a person with a disability, you must become familiar with emergency procedures, evacuation routes and the people to contact in an emergency.

If you have a disability that may affect your evacuation from a campus building:

- Be proactive and create your personal emergency plan based on your situation.
- Learn all the exit routes and areas of refuge of all locations you go on campus.
- Inform your resident assistant, floor marshals and teachers of any disabilities that may prevent you from exiting a location during an emergency evacuation procedure.
- Appoint friends/peers who are willing to assist you during an emergency.

Please visit [www.duq.edu/ehs](http://www.duq.edu/ehs) for comprehensive information about Duquesne University's emergency plan. If you want to review your personal evacuation plan with an Environmental Health and Safety employee, please call 412.396.5329

## GENERAL EVACUATION PROCEDURES

### When the alarm sounds

1. Remain calm
2. Turn off equipment and appliances, if possible
3. Close, but do not lock doors and windows, if possible
4. Proceed to the nearest exit. If you are able, use stairs. DO NOT use elevators unless authorized by official emergency respondents
5. Report to gathering point and check in with your floor marshal
6. Do not return to the building until you have been instructed to do so by the person(s) in command

## FOR PERSONS WITH RESTRICTED MOBILITY/NON-WHEELCHAIR USER

If you have mobility impairments, but are able to walk independently, negotiate stairs if you can do so with minor assistance. If danger is imminent, you should wait until the heavy traffic has cleared before attempting the stairs.

## FOR PERSONS WITH RESTRICTED MOBILITY/WHEELCHAIR USER

Move to an area of refuge. Your appointed peer should alert the emergency responders of your location. If you are alone, call the campus emergency number (412.396.2677) and inform them of your exact location. Only trained professionals (emergency respondents) should conduct stairway evacuation of wheelchair users.

## PERSONS WITH HEARING IMPAIRMENTS

If you do not hear audio emergency alarms, ask your appointed peer to advise you of when an emergency alarm sounds. Instructions can be given by signing or writing a short explicit note.

## PERSONS WITH VISUAL IMPAIRMENT

Since the emergency evacuation route is likely to be different from the commonly traveled route, if you have a visual impairment, ask your appointed peer to guide you through the evacuation route

## EVACUATION OPTIONS –TERMINOLOGY

**Horizontal Evacuation:** Use building's exits to the outside ground level.

**Stairway/Vertical Evacuation:** Use steps (if possible) to reach ground level exits from the building.

**Stay in Place Approach:** Unless danger is imminent, remain in a room with an exterior window, a telephone and a solid or fire resistant door. Fire doors are identified by a fire label on the jam and frame. Non-labeled 1<sup>3/4</sup>-inch thick solid core wood doors hung on a metal frame also offer good fire resistance. Keep in contact with Public Safety by dialing 2612 and reporting your location or by signaling from the window with a cloth or other visible object.

*This option may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.*

**Area of Refuge:** Go to a designated area of refuge away from obvious danger. Floor marshals will then notify Public Safety or other emergency personnel of your location. Areas of refuge for campus buildings are identified at [www.duq.edu/ehs](http://www.duq.edu/ehs). For questions about areas of refuge please contact Vanessa Fowler at 1506.

**Self-Appointed Peer:** Classmates, friends, teachers, etc., who have agreed to offer assistance during an emergency evacuation procedure. It is recommended that you secure more than one person for each location you visit and explain how they should assist you in case of an emergency.