

YOUNGSTOWN STATE UNIVERSITY EVACUATION PROCEDURE

Reviewed June 2009

PREPLAN

1. Know at least two exits out of the building. Also, know at least two different ways of leaving the University should streets and intersections be blocked off.
2. Have a pre-designated meeting place for all those in your office.
3. Know who is not present for the day so they can be accounted for at the designated meeting place.

The building can be evacuated by the fire alarm being sounded, verbal indication to leave by YSU Police or other emergency response personnel, or through the University telephone network.

1. Remain calm. Leave your area quickly by walking to the nearest exit of the building. Do not use elevators! Individuals with disabilities may need assistance.
2. Only take essential personal possessions when leaving the building. Take items such as car keys and handbags in case the building is shut down and you are not able to re-enter the building.
3. Close doors behind you when leaving. Check to make sure everyone is out of the room before closing the door.
4. Go to your department's pre-designated meeting place at least 200 feet from the building.
5. Await further instruction from YSU Police or other emergency response personnel.
6. If a building is going to remain closed, you will be given instructions as to where to go to obtain information regarding the closing.
7. If instructed to leave campus, follow the instructions given by YSU Police. You will be told if certain roads are going to be closed and if you need to exit in a certain direction.

EVACUATION OF INDIVIDUALS WITH DISABILITIES

Departments employing individuals who have any physical impairment (permanent or temporary) which might cause them to need assistance from the building should establish a contingency plan for aiding those individuals in the event of an emergency. Ask for volunteers (at least three) to stay and assist these individuals in leaving the building. If the individual cannot use the stairs to exit the building, ask for volunteers to notify emergency personnel of the location of the individual.

In the classroom, instructors should also develop a contingency plan for physically impaired individuals. At the first two meetings, instructors should announce that those who feel they may need help in an emergency evacuation should see the instructor privately to discuss an evacuation contingency plan. The contingency plan should consist of asking for student volunteers (at least three) to assist with the evacuation of the individual(s) from the building. Volunteers should be solicited as soon as a person with a disability is identified as being in the classroom. In the event the classroom is located in an area that makes removal of disabled individuals extremely difficult (i.e., mobility-impaired individuals), the instructor should ask for a room change to a ground floor location. Room changes should not be made without assistance from the Registrar's office. If a room change is not possible and the individual cannot use the stairs to exit the building, ask for volunteers to notify emergency personnel of the location of the individual.