

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

This document is to be used in conjunction with Building Emergency Procedures.

If you would like the Building Administrator to be aware of certain personal information and contact individuals on your behalf after an evacuation please complete the following information. Provide a copy of this document to each building administrator for buildings that you will be occupying during your time on campus.

Your name: \_\_\_\_\_  
Contact Person for Assistance: \_\_\_\_\_  
Contact Person's Telephone Number: \_\_\_\_\_  
Medical Contact Person: \_\_\_\_\_  
Medical Contact Person's Telephone Number: \_\_\_\_\_

### **GUIDELINES FOR EMERGENCY EVACUATION FROM CLASSROOMS, ADMINISTRATION BUILDINGS AND RESIDENCE HALLS.**

Please become familiar with escape routes and area of rescue locations in the buildings that you may be using during your time at the University. An area of rescue is an area where people who are unable to use stairs may remain temporarily in safety to await further assistance during an emergency evacuation.

***Important:* If you are alone at the time fire or emergency and unable to evacuate the building, notify the West Chester University Police at (610) 436-3311 or extension 3311. Notify them of your location and the assistance you require. If you are able to leave your location, follow the instructions below.**

#### **Instructions**

Please follow these instructions in case of an emergency:

- If you are on the ground floor of the building, exit by normal means.
- If you are above or below the ground floor and not able to exit, relocate or be moved to an area of rescue or stairwell landing.
- Wait on the landing of the stairwell or area of rescue.
- Notify West Chester University Police at (610) 436-3311 or extension 3311 of your location or have someone notify the Police of your location, if possible.
- Wait for rescue and remain calm.
- Do not use elevators, unless directed to do so by West Chester University Police or Fire Department personnel.

Members of the West Chester University Police Department or members of the West Chester Fire Department will assist you from the building.

### **Classroom Buildings and Administration Buildings**

Prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor or co-worker on how you may need assistance in the event of any emergency.

Be aware of the location of the nearest stairwell and area of rescue. If you will be working in an isolated area of the building, inform another student, staff member, or faculty member of your location.

### **Residence Halls**

Contact your floor's Resident Assistant(s) on move in day to schedule a time to review building evacuation procedures.

In the event of a fire or emergency evacuation, proceed immediately to the center stairwell landing and wait in the area for West Chester University Police Officers or members of the West Chester Fire Department to assist you from the building.

If you are in your room and require assistance to the nearest center stairwell, notify the front desk of your location and the assistance you require so that this information can be forwarded to emergency rescue personnel.

If there is no response from the front desk, call West Chester University Police at (610) 436-3311 or extension 3311 for assistance.