



BUILDING EVACUATION PROCEDURES

Any time the fire-alarm system is activated and/or upon notification by Campus Safety & Security and/or other emergency response personnel, everyone is required to evacuate campus facilities. This policy applies to both real emergencies and drills, and must be followed by all members of the Clarkson community, including individuals with disabilities.

Special considerations may need to be made in emergency situations for individuals with disabilities. How an individual with a disability responds to an emergency depends on the type of emergency, the specific disability, and the location of work, classes or campus residence. ***Ultimately, the individual with a disability is responsible for his or her own safety in emergency situations.*** It is wise for the individual to plan ahead for emergencies. Pre-planning includes developing an evacuation plan with the director of Accommodative Services and then discussing the specifics of the plan with members of the Clarkson community, including, but not limited to, Campus Safety & Security, supervisors and co-workers, faculty, fellow students, residence hall staff, and/or other residents.

I. Planning for An Evacuation

A. All Individuals

1. Know layout of all buildings that you work, reside, have classes, or assemble in. Know where the stairs, egresses, and fire extinguishers are located.
2. Determine, in advance, the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
3. If you live in a dorm room or work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

B. Individuals with Disabilities

1. Students with disabilities, whether permanent or temporary, should meet with Accommodative Services (AS). With the permission of the student, AS will distribute a list of disabled students to the Residence Life Staff, Campus Safety & Security, Environmental Health & Safety, and appropriate Faculty.
2. Faculty and/or Staff with disabilities, whether permanent or temporary, should meet with Human Resources (HR). HR and the Faculty/Staff member should notify their supervisor and co-workers of their disability in case of an emergency.
3. A floor meeting will be conducted by resident assistants during the early part of each semester to discuss disability concerns and to instruct everyone on emergency procedures. In addition, resident staff training will include notification of the location of individuals with disabilities in each building, and procedures for assisting students.
4. Individuals with disabilities should be familiar with the layout of buildings and the location of exits in every building in which they work, have class, or reside on campus.
5. They should be familiar with the distinct emergency alarm system in each room and/or building (e.g., horn, strobe lights).
6. They should know the safest evacuation sites in each building (i.e. stairwells, near windows, etc).
7. Whenever possible, try to have designated persons or "evacuation assistants," such as supervisors, co-workers, faculty, fellow students, residence hall staff, and/or other residents, assist them during the evacuation. Evacuation assistants can assist individuals with disabilities in evacuating the building or, as needed,



help them reach and access a safe evacuation site before alerting emergency personnel of their location in the building and the nature of their disability.

8. Tell your evacuation assistants about specific evacuation needs (e.g., use of a wheelchair or respirator, breathing or mobility difficulty, or stamina difficulties.)
9. Practice the procedures at the beginning of each semester.

II. Implementation of an Evacuation

A. Below are the general steps taken when a building evacuation is necessary. Evacuations should only occur during emergencies including, but not limited to, fire, smoke, explosion, bomb threat, large hazardous material spill, and black out.

1. Remain calm.
2. Alert others to assist with evacuation.
3. Communicate clearly and succinctly.
Example: "We have a _____ type of emergency. Evacuate to _____. Take your belongings. DO NOT use the elevators."
4. If you have information regarding the cause of the emergency (e.g. fire started in your lab due to faulty equipment), please find emergency personnel and relay the necessary information regarding the emergency. Emergency Personnel may include Campus Safety & Security, the Potsdam Fire Department, the Potsdam Police Department, the University Safety Manager, and the Environmental Health & Safety Manager.

B. It is Clarkson University policy that if a building evacuation is necessary for emergencies other than fire or smoke, Campus Safety & Security may activate the fire alarms/strobes to initiate a building evacuation. Treat all alarms as if they are real; DO NOT rely on the smell of smoke, since the alarm may be for a different type of emergency.

III. During An Evacuation

A. For all individuals

1. Whenever the fire alarms/strobes are activated, occupants must evacuate the building and **reassemble at your designated assembly point**. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building to evacuate.
2. Follow instructions from emergency personnel.
3. Check doors for heat before opening. (Do not open door if hot.)
4. WALK — do not run. Do not push or crowd.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells; stay to the right.
7. Assist people with disabilities.
8. Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes.
9. If time and conditions permit, secure your dorm room or workplace and take with you important personal items such as car keys, purse, medication, glasses.
10. Building faculty and staff (professors, instructors) should assist and direct their class to the fire exit and/or stairwell and ensure that all class members have evacuated the areas. Try to remain calm and give clear evacuation instructions. Keep existing groups together.
11. Keep roadways and walkways clear for emergency vehicles.
12. DO NOT RETURN until emergency personnel give the "all clear" signal. Silencing of the alarm does not necessarily mean the building can be reoccupied.

B. Evacuation Of Disabled Persons

1. General Procedures
 - a. Individuals who are able to negotiate stairs with no or minor assistance should do so. Follow the pre-emergency preparation guidelines. If

danger is imminent, it is recommended that individuals with disabilities wait until the heavy traffic has cleared before attempting egress.

However, should individuals with mobility disabilities decide to proceed on their own, caution should be used in negotiating the stairwells.

- b. Individuals who are not able to negotiate stairs should enlist the help of their evacuation assistants to reach and access a safe evacuation site. They should note the location of the area they are in (e. g., 3rd floor, SC lecture wing, east stairwell) to facilitate evacuation. Evacuation assistants will then alert emergency personnel of the individual's location and the nature of the disability.
 - c. If possible, individuals should also contact Campus Safety & Security at (315)-268-6666 (or x6666) during an emergency in order to provide their name, location and reason for calling. It is also important to indicate specific evacuation needs (e.g., use of a wheelchair or respirator, breathing or stamina difficulties) that should be considered for evacuation. Campus Safety & Security will notify emergency personnel of the individual's location. Phone lines normally remain in service during most building emergencies. If the phone lines fail, individuals can signal from the window by waving a cloth or other visible object. Emergency personnel will then enter the building to evacuate individuals who require assistance.
2. Persons Using Crutches/Canes or Walkers
 - a. In emergency evacuations, these individuals should be treated as if they were injured.
 - b. Have the individual sit on a sturdy chair, preferably a chair with arms and follow the procedure for non-ambulatory person below.
3. Non-ambulatory persons
 - a. Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should notify emergency personnel or paramedics of the exact location of the wheelchair user.
 - b. If immediate evacuation is necessary be aware of the following considerations:
 - Wheelchairs have movable parts; some are not designed to withstand stress of lifting.
 - You may need to remove the chair batteries; life support equipment may be attached.
 - In a life-threatening emergency, it may be necessary to remove an individual from his wheelchair. Lifting a person with minimal ability to move may be dangerous to his well-being.
 - Wheelchairs should not be used to descend stairwells, if at all possible. Instead, use an emergency evacuation chair if available.
 - Non-emergency persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
 - Check the evacuation routes for obstructions before assisting the person to the exit.
 - Delegate other volunteers to bring the wheelchair.
 - Reunite the person with his wheelchair as soon as it is safe to retrieve it.
 - c. Always consult with the person in the chair regarding how best to assist him/her:
 - The number of people necessary for assistance.

- Ways of being removed from the wheelchair.
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, plasticity, braces, etc.
 - Whether to carry forward or backward on a flight of stairs.
 - Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
 - In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
 - Is paramedic assistance necessary?
4. Visually Impaired Person
- a. Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place.
 - b. As you walk, describe where you are and advise of any obstacles.
 - c. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.
5. Hearing impaired persons
- a. Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:
 - Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
 - Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.



Appendix A: Assembly Points

SAMPLE

Building	Primary Assembly Point	Secondary Assembly Point*
Air Force ROTC	Damon Hall Front Lawn	Downtown Snell Hall Parking Lot
Army ROTC	Downtown Snell Hall Parking Lot	Damon Hall Front Lawn
Clarkson Hall	Damon Hall Front Lawn	Downtown Snell Hall Parking Lot
Downtown Snell Hall	Army ROTC	Clarkson Hall Front Lawn
Science Center - First Floor	Bertrand H. Snell Hall Atrium	ERC Commuter Parking Lot
Science Center - Second Floor	Woodstock Lodge S Parking Lot	ERC Commuter Parking Lot
Science Center Third Floor	Bertrand H Snell Hall 3rd Floor	ERC Commuter Parking Lot
Bertrand H. Snell Hall	Science Center	ERC Commuter Parking Lot
Woodstock Lodge	Bertrand H. Snell Hall Atrium	Science Center Lecture Wing
Educational Resource Center	Rowley Labs	Science Center Lecture Wing
Rowley Laboratories	Educational Resource Center	Science Center Lecture Wing
CAMP Annex		
CAMP 1st Floor		
CAMP 2nd Floor		
CAMP 3rd Floor		
Cheel Campus Center	CAMP Atrium	Indoor Recreation Center
Adirondack Lodge	CAMP	
Indoor Recreation Center	Holcroft House	Freshman Quad
Fitness Center	Holcroft House	Freshman Quad
Alumni Gym	Holcroft House	Freshman Quad
Holcroft House	Alumni Gym	Freshman Quad
Walker Center (including HVAC)	Physical Plant Main Building	Pit Parking Lot
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Physical Plant Carpenter and Grounds	Physical Plant Main Building	Walker Center
Center of Freshman Quad	Quad Parking Lot	Holcroft House
Ross-Brooks	Quad Parking Lot	Hamlin Powers
Cubley-Reynolds	Quad Parking Lot	Hamlin Powers
Hamlin-Powers	Pit Parking Lot	Walker Center
Graham Hall	ERC Commuter Parking Lot	Moore House
Price House	Cheel Parking Lot	Graham Hall
Moore House	ERC Commuter Parking Lot	Graham Hall
Woodstock Village	Lower Woodstock Parking Lot	Science Center
Townhouse Apartments	CAMP Parking Lot	Rowley Labs
Riverside Apartments	Hantz Field	Walker Center

*Secondary Assembly Points are to be used if the Primary Assembly Point is not a safe evacuation site.