

STUDENT/STAFF MEMBER INFORMATION

- Consult DSS website (<http://www.american.edu/ocl/dss/resources>) to locate Rescue Assistance Areas within each building.

Procedures to follow during an emergency situation when the elevators are out of service (i.e.: fire)

- Mobility impairment
 - Beginning of semester, designate a “buddy” (per class if possible)
 - When the fire alarm sounds, the "buddy" (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building.
 - Emergency personnel will then enter the building and evacuate that person.
 - First floor—proceed to nearest exit
 - Above first floor:
 - Proceed to designated Rescue Assistance Area
 - Call Public Safety (x.3636) using cell phone if available.
 - If a telephone is not readily accessible, have someone (your buddy) advise a responding Police/Safety Official of your location. Report level of assistance required (i.e.: wheelchair user)
 - Wait for help to arrive
 - If you cannot access a Rescue Assistance Area, then proceed to an area of refuge away from danger within the building. These areas can include:
 - Fire rated corridors or vestibules adjacent to exit stairs. These areas will include fire rated walls, ceilings and doors and may be equipped with a sprinkler system. Most dormitory corridors meet these criteria.
 - Elevator lobbies
 - Exit stairs that have doors which separate the stairs from the hall corridor atmosphere. If you go to a stairwell, attempt to position yourself so that you will not block pedestrian's paths who may be accessing the exit stairs
 - Have someone advise the Police/Safety Officials of your location.
 - Wait for assistance

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- Visual impairment
 - Beginning of semester, designate a “buddy” (per class if possible) to act as a guide in case of emergency
 - Request assistance (if needed) to evacuate building

- Hearing impairment
 - Beginning of semester, designate a “buddy” (per class if possible)
 - Follow written/visual instructions provided by “buddy” or emergency personnel