

# Fire and Life Safety Services

## Evacuation Procedures

### General Evacuation Procedures

The following procedures apply to any evacuation situation:

1. Become familiar with the building—know the location of emergency exits.
2. To report an emergency, contact the Department of Public Safety (DPS) at 315.443.2224, 711 on a campus phone or via the Orange Safe mobile app.
3. In the event an evacuation is necessary, you will be directed by Fire and Life Safety Services (FLSS), DPS, the fire department or building coordinators to evacuate.
4. Remain calm and try to keep others calm.
5. If time and conditions permit, take important personal items such as cellphone, keys, purse, medication, or eyeglasses.
6. Exit the building using stairwells and never use the elevators. Be sure to close and secure all doors behind you.
7. Proceed to the designated meeting area(s). Keep quiet and listen for directions from FLSS, DPS or the fire department.
8. Notify the first responding agency of trapped or injured persons or persons with disabilities and their location(s).
9. Never re-enter the building unless directed to do so by FLSS, DPS or the fire department.

### Fire and Smoke Evacuation Procedures

If a fire alarm sounds, take it seriously. If you notice a fire or smell smoke:

10. DO NOT fight the fire—remain calm.
11. Contact DPS at 315.443.2224, 711 on a campus phone or via the Orange Safe mobile app.
  - a. Give your name
  - b. Give the name of the building
  - c. Give your location and type of problem
12. If time and conditions permit, take important personal items such as cellphone, keys, purse, medication, or eyeglasses.
13. Pull the fire alarm box located next to any stairwell.
14. Exit the building using stairwells and never use the elevators. Be sure to close and secure all doors behind you.

15. Proceed to the designated meeting area(s). Keep quiet and listen for directions from FLSS, DPS or the fire department.
16. Notify the first responding agency of trapped or injured persons or persons with disabilities and their location(s).
17. Never re-enter the building unless directed to do so by FLSS, DPS or the fire department.
18. During an extended evacuation, you may be instructed by emergency personnel to report to a designated short-term emergency evacuation center (i.e., Hendricks Chapel, Schine Student Center, Goldstein Student Center, Manley Field House, or Skybarn). Members of the Critical Incident Response Committee, Safety Officers, Public Safety Officers or a building coordinator will arrive at the center to act as communications liaisons.

## Evacuation Procedures for Persons with Disabilities

Syracuse University recognizes that due to the differences in campus buildings, the limitations presented by various types of disabilities, and the range of possible circumstances that could be presented by different types of disasters, persons with disabilities will make individual decisions based upon the circumstances presented.

### In Advance of Evacuation Procedures

19. All students, staff and faculty affiliated with the University (not including ESF students taking Syracuse University classes) who anticipate that they may have difficulty and require assistance evacuating any campus building should log into MySlice to submit the “Evacuation Assistance Request” form under the “Personal Profile” tab.
20. Students with disabilities living in residence halls should also notify the residence hall directors of their potential needs in the event an evacuation is necessary.

### During Evacuation Procedures

21. If circumstances require evacuation from a campus building, persons with disabilities are to evacuate the building by the safest and nearest exit and follow the general procedures for emergency evacuation.
22. If persons with disabilities are unable to evacuate without assistance, they should contact or have someone (co-worker, professor, friend etc.) contact DPS at 315.443.2224 and identify an impairment that would impact exiting the building by stair way, the type of assistance needed and give their exact location (building and room number). DPS will advise if they should stay in their location or if DPS will come to assist them to evacuate.
23. When DPS is aware that a person’s impairment prevents oral communication or mobility, DPS and/or Fire and Life Safety Services will always check the person’s anticipated locations during an evacuation. DPS, Fire and Life Safety Services and emergency responders will always thoroughly search a building in the event of an evacuation regardless of whether they are aware of the presence of a person with an impairment or who otherwise needs assistance.
24. In the event a fire alarm sounds and evacuation is not necessary, the first responding

agency (FLSS, DPS or the fire department) will search out persons with disabilities reported to be in the building, provide comfort, while determining if an evacuation is necessary.

## Procedures for Visitors to Campus

Visitors to campus should follow the same evacuation procedures outlined above. To reach the DPS, call 315.443.2224.

## Fire Drill Procedures

The procedures to be followed for fire drills are identical to the emergency evacuation plan in the steps described above. Often, it is not clear whether the alarm is triggered by an emergency or if it's a drill so, if persons with disabilities are unable to evacuate without assistance, they should contact or have someone (co-worker, professor, friend etc.) contact DPS and identify a mobility disability that would impact exiting the building by stair way, give their exact location (building and room number) and ask if it's a drill or an emergency. DPS will advise if they should stay in their location or if DPS will come to assist them to evacuate. If the person's disability prevents oral communication with DPS, DPS should be informed that they should always check the person's anticipated locations.

Persons with disabilities may be asked to remain in the buildings if the availability of evacuation personnel and/or special equipment is limited or if it is a drill and they do not need to exit.

## Non-Emergency Evacuation Procedures

If persons with disabilities need to be evacuated in a non-emergency situation, such as a power failure or elevator shut down, review the Fire Drill Procedures (above) as the same procedures apply. With proper notification, DPS may decide to contact a professional transportation agency to facilitate safe and proper evacuation. The University will pay for costs associated with evacuation services performed by such agencies.

## Contingency

The above noted plan is intended to assist the appropriate authorities in evacuating persons with disabilities. However, if the fire department has not arrived and a need exists to move persons with disabilities out of the building quickly, as in a situation threatening lives, DPS or FLSS may consider evacuating persons with disabilities themselves provided that under all circumstances, the evacuation can be done safely and not expose further lives to danger. If possible, evacuation will be conducted with input from, and at the direction of, the persons with disabilities.