



Emergency Evacuation Procedures
*for Individuals with Physical
Disabilities/Mobility Impairments*



OKLAHOMA CITY

EMERGENCY EVACUATION PROCEDURES

FOR INDIVIDUALS WITH PHYSICAL DISABILITIES/MOBILITY IMPAIRMENTS

During an emergency situation elevators cannot be used. Individuals with physical disabilities/mobility impairments are only permitted to stay in a building during an emergency situation if they are located above the ground floor, unable to walk without assistance, and would require the use of an elevator to evacuate the building.

All other individuals with disabilities who are able to evacuate the building without elevator assistance need to do so.

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, individuals with physical disabilities/mobility impairments will usually not be evacuated from the building.

Responding emergency personnel will determine whether or not the circumstances warrant the evacuation of individuals with physical disabilities/mobility impairments.

In the event of an extreme emergency, responding emergency personnel will be responsible for evacuating those individuals from the building.

Evacuation Chairs are available for individuals with disabilities that prevent them from using stairs in the event of an emergency evacuation. Please contact Disability Services & Diversity at (405) 945-3385 for Evacuation Chair locations in buildings of concern.

It is your responsibility to plan ahead in case of an emergency. As a student or faculty/staff member, you should familiarize yourself with those facilities that you may occupy while on campus. If you are a person with a disability, you should evaluate your situation to see if you can exit the building in a safe manner.

If you are a person with a disability that prevents you from using stairs and you are located higher than the ground floor of a campus building during an emergency situation (a fire alarm or a voice evacuation message will sound) you should:

- 1** **Seek a safe place** - preferably a room with a window to the outside, a telephone (if you do not have a cell phone) and a solid door.
- 2** **Call the OSU-OKC Office of Safety and Security** at (405) 945-9111, or have someone call for you, and advise them that you are a person with a physical disability along with giving them your exact location.
- 3** **Take shelter** - if you cannot access a safe place, take shelter in an enclosed stairwell.

IF YOU CANNOT LEAVE THE BUILDING DURING A FIRE

Seal cracks and vents in the door with anything that may prevent smoke from coming in, such as a jacket, sweater or curtains. If you are trapped in a room, open the window if possible and stay close to the ground, away from the window.

Hang an object out of the window (tablecloth, jacket, etc.) to attract attention, then immediately call OSU-OKC Safety & Security at (405) 945-9111 to report that you are trapped.

If you observe or hear about anyone tampering with the fire alarm equipment, please report it to the Office of Safety and Security immediately.

**For more information, call OSU-OKC
Safety & Security at (405) 945-9111.**



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