

Evacuation of Individuals with Disabilities

(Resident students with disabilities should follow the emergency evacuation procedure as described in the Residence Life emergency procedures while in the residence Halls)

Whenever possible, identify a Partner to assist disabled people during an emergency incident. Do not attempt to lift or carry disabled people since this may cause serious injuries. Only professional Rescue Personnel should lift or carry a disabled person.

If disabled people are not able to exit the building, they should be assisted by a Partner to an Area of Refuge. The Partner should immediately notify University Police and Rescue Personnel where disabled people are located in the building.

An Area of Refuge should have the following criteria; 1. An enclosed area, preferably with fire rated doors and walls, 2. A campus phone, if possible, and 3. Located in close proximity to exits, stairwells or other access points for rescue personnel.

Call 2222 or 911 from a campus phone or 911 from a non-campus phone and identify the name and location of disabled people in an Area of Refuge.

University Police and Rescue Personnel should be notified immediately by a Partner or any member of the SUNY Potsdam community as to the location of a disabled person in the building.

Whenever possible, a list will be compiled for the location of disabled persons who reside or work at SUNY Potsdam. This list will be provided to University Police. If any member of the SUNY Potsdam faculty or staff wish to be identified on this list, please send your information to the Human Resources Department.

If you are a disabled student, please send your information to the Student Support Services staff. The Student Support Services staff will meet with students needing assistance to discuss their action plans during an emergency on campus.

The Student Support Services Director will meet with faculty and staff needing assistance to discuss action plans as needed.

If disabled persons are visiting campus, the host should identify their Partners during an emergency to assist in their evacuation or relocation to an Area of Refuge, along with the need to alert University police and Rescue Personnel.