

**DARTMOUTH COLLEGE
HANOVER, NEW HAMPSHIRE
SEPTEMBER, 2005**

Special Assistance Needs and Disability Emergency Building Evacuation Plan

The content of this document is for informational purposes only. It is not intended for medical or legal advice.

This brochure provides a general guideline of evacuation procedures for people with special needs and/or disabilities in case of fire and other building emergencies. Dartmouth students and employees who may require special assistance in the event of an emergency evacuation should consider filling out the Dartmouth College Special Assistance/Emergency Preparedness form (**next page**). Employees and students who require special assistance are encouraged to develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use. For general information about access to Dartmouth College, please contact the 504/ADA Coordinator in the Office of Institutional Diversity & Equity (IDE).

Individual emergency evacuation plans should include:

- Developing familiarity with evacuation options. (The Department of Environmental Health & Safety or the College's 504/ADA Coordinator can assist.)
- Seeking evacuation assistants willing to help in case of an emergency.

NOTE: Most Dartmouth College buildings have accessible exits at the ground level floor which can be used during an emergency. In other buildings, individuals should work with the College's 504/ADA Coordinator to identify safe areas to stay during an emergency until rescue assistance arrives or to arrange for alternative methods of accessibility. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

**DARTMOUTH COLLEGE
SPECIAL ASSISTANCE / EMERGENCY PREPAREDNESS FORM***

~Complete this form ONLY if you may need special assistance in an emergency.~

Name _____

1) Employee Student at

Dartmouth College Tuck Dartmouth Medical School

Thayer Graduate Studies in Arts & Sciences

2) Do you require special assistance in an emergency—including any special equipment, medication, or device—please describe:

3) Primary Campus or off Campus Location (*Students who live on campus, use your dorm room.*)

Building: _____ Room _____
Department (employee only): _____

4) How can we contact you?

Telephone #: _____

Cell phone #: _____

TTY #: _____

Email Address: _____

Other: _____

5) Emergency contact person:

Name: _____

Telephone #: _____

Email Address: _____

PLEASE RETURN TO: Katherine Burke, Deputy Director for EO/AA Programs
504/ADA Campus Coordinator
Office of Institutional Diversity and Equity
6018 McNutt Hall
Hanover, NH 03755
(603) 646-3197

YOU WILL BE CONTACTED TO DISCUSS A PLAN

**Completing this form is voluntary. The information provided is confidential and will be used only for emergency purposes.*

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I. EVACUATION GUIDELINES

The evacuation of the building during a fire alarm is required, regardless of cause. In accordance with regulatory requirements and Dartmouth College policies and procedures, everyone must evacuate a building in which a fire alarm is sounding. Fire alarms include, but are not limited to accidental alarm, false alarm or conditions caused by fire and/or smoke.

Individuals requiring special evacuation assistance in the event of an alarm should evacuate according to the terms of their plan and by following the directives of on-site emergency personnel.

The following are the Emergency Evacuation Guidelines for persons with special needs and/or disabilities at Dartmouth College. As standard practice:

Persons with limited mobility: Individuals who walk with canes, crutches, walkers, etc. and those who utilize wheelchairs should decide whether or not they can descend stairs or evacuate a building in an emergency with little assistance from others.

If not, they should:

- Stay in place within their room or office, or
- Move to an area of refuge, as described below (see page 4).

Persons who are blind or have low sight - Persons who are blind/low sight can, with the assistance of others, evacuate a building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes and if stairs are safe to use.

If the blind/low sight person is unfamiliar with the emergency evacuation route, they should either:

- Stay in place, within their room or office, or
- Move to an area of refuge, as described below (see page 4).

Persons who are deaf/hard of hearing - Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Emergency instructions can be given by writing a note to evacuate. Reasonable accommodations for persons who are deaf/hard of hearing may be met by modifying the building fire alarm system or through other alternative methods.

Students with special needs and/or disabilities needing accommodations should contact the Director of Student Disabilities Services or the appropriate graduate or professional school disabilities liaison (see resource list at the end of this brochure). Employees and others should contact the 504/ADA Coordinator in the Office of Institutional Diversity

& Equity.

A. Evacuation Options

Persons with special needs and/or disabilities have four basic evacuation options:

- **Horizontal** evacuation: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway** evacuation: using steps to reach ground level exits from the building.
- **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire resistant door. If an individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site emergency personnel. If phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

If you remain in the room:

- Notify others (if possible) that you are doing so.
- Close the door to prevent smoke and fire entry.
- If necessary, pack under the door with towels, blankets or other appropriate material.
- Call 911 and report your location so that on-site emergency personnel can be informed and respond.
- Move to the window with a brightly colored cloth to wave so that emergency personnel can see where you are. **DO NOT** break the window unless absolutely necessary, since doing so could injure you or others and allow smoke to enter the room.

The **Stay in Place** approach may be more appropriate for sprinkler protected buildings or buildings where an area of refuge is not nearby or available (see page 4). It may also be more appropriate for an occupant who is alone when the alarm sounds.

Area of refuge: An area of refuge is an area that can be used as part of the required means of egress for persons that are disabled. *These areas, located on floors above or below the buildings' exits, can be used by disabled persons until rescue can be facilitated by the Fire Department.* The Department of Environmental Health & Safety or the College's 504/ADA Coordinator can assist in identifying these locations. Areas of refuge can be pressurized stair enclosures in high rise buildings, open air exit balconies, or

fire rated corridors or vestibules adjacent to exit stairs and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

With an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant should then go to the building evacuation assembly point and notify the on site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

B. Exception: Persons with disabilities, as outlined below, may not be required to evacuate if they are:

- Mobility impaired and
 - Located above or below the level of building exit
 - Located in a building that does not have an area of refuge or horizontal evacuation to another building.
- Visually impaired and
 - Located above or below the level of building exit
 - Located in a building that does not have an area of refuge, horizontal evacuation to another building or elevators that cannot be used by anyone as a means of evacuation.

NOTE: Elevators in most buildings are pre-set (as required) to return automatically to the bottom floor. If the buttons are heat sensitive, they could be called to the fire floor. When the doors open, you may be exposed to the fire. Elevators are like chimneys. Smoke on any floor can be drawn up through the elevator exposing people to high levels of all fire gases including carbon monoxide, hydrogen, and cyanide.

II. DEVELOPING A PLAN FOR AN EVACUATION

Knowledge and preparation by both persons with special needs and/or disabilities and persons without disabilities is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because they vary with each individual and building. **Persons with disabilities utilizing Dartmouth College's campus are asked to take responsibility in developing their personal emergency evacuation plans. The Director of Student Disabilities Services, other appropriate graduate or professional school disabilities liaisons, and/or the 504/ADA Coordinator will work with students to develop their plans and consult appropriate campus resources.**

A. Confidentiality

If you wish to develop an evacuation plan or discuss developing a plan with someone with a disability and are concerned about confidentiality, it is recommended that:

- If you are an undergraduate student with a disability or other special needs during an emergency, contact the Academic Skills Center, Cathy Trueba, Director of Student Disabilities, 301F Collis Center, (603) 646-2014 (voice), (603) 646-1564 (V/TTY).
- If you are a student in the graduate program or at one of the professional schools, contact the disabilities liaison for your program (see resource list at the end of this brochure).
- If you are a member of the faculty, staff or an employee with a disability, or wish to assist a disabled member of the faculty, staff or employee, contact the 504/ADA Coordinator and Deputy Director EO/AA Programs, Katherine Burke, Office of Institutional Diversity & Equity, 1 McNutt Hall, (603) 646-3197.

B. General Tips for Developing a Plan

- Make two plans --- one for use if you can be assisted by others and one if you are alone.
- Ask others for input, such as community directors, staff, faculty, supervisors, and co-workers.
- Contact the Department of Environmental Health & Safety or the College's 504/ADA Coordinator for assistance.
- Choose two evacuation routes for each building (see "Evacuation-Options", pages 4 and 5).
- Set up a buddy system (see "Buddy System", page 8).
- Do not consider using elevators in your plan.
- Consider alternative carry and/or communication methods, if necessary.
- Think about your needs for preparedness kits, for example, disability related equipment, communication devices, service animal food, and three days worth of medication, if applicable.
- Have a list of all your medications (name, dose, frequency, and name of doctor).
- Attach written instructions to all disability related equipment.
- Consider using door/window markers so emergency personnel will know your location.
- Contact the Dartmouth College Department of Safety & Security when you are in buildings after hours.
- Have easy access to emergency contact information at all times.
- Participate in drills and review effectiveness of plan.
- Share individual plans for a building with the Dartmouth College Department of Safety & Security and key persons who regularly work or live in the building.

C. Buddy System

- Buddies need to be willing and capable of assisting in an evacuation.
- Persons with disabilities and buddies must be able to contact each other quickly.
- Designate at least two buddies.
- Persons with disabilities should train buddies when their plans are completed.

III. TIPS FOR PERSONS WITH SPECIAL NEEDS AND/OR DISABILITIES IN AN EVACUATION

A. General Guidelines – For an Emergency

- Obtain the disaster supplies kit that has been prepared ahead of time, as designed in your individual plan.
- Follow basic emergency safety guidelines, as outlined in the Dartmouth Emergency Procedures Handbook.
- Call emergency personnel, if possible.
- Determine need to evacuate or stay in place.
- If evacuating, inform emergency personnel of area headed to and type of assistance needed.
- If unable to contact emergency personnel, move to planned designated area.
- Ask others to notify emergency personnel of need for assistance.
- If trapped, get the attention of others by calling out or striking objects together to make noise.
- If not in immediate danger, stay in place or move to area of refuge until emergency personnel determine nature of the situation.
- Be careful of falling things as you leave a building.

Follow the directives of the Hanover Fire Department, the Department of Safety & Security, and other on-site emergency personnel. The Dartmouth College Department of Safety and & Security and the Hanover Fire Department will decide whether evacuation is necessary and will communicate that decision to the individual.

B. Tips for Persons who use Wheelchairs

Preparedness kits should include:

- Heavy gloves for making your way over glass or debris.
- Extra battery for electric wheelchairs.
- Patch kit for punctured wheels.
- Flashlight.

In addition, individuals may want to:

- Store a lightweight manual wheelchair, if available.
- Arrange and secure furniture and other items to provide barrier free paths of travel.
- In tornadoes and hurricanes once in a safe and protected place, lock wheels, bend over your knees and cover your head.
- If a small stair landing is chosen as the area of refuge, consider waiting until heavy traffic has passed before entering.
- If you are in bed or out of your wheelchair, seek cover under the bed, a desk, or a table.

C. Tips for Deaf or Hard of Hearing Individuals

Preparedness kits should include:

- Pen and paper and a flashlight to communicate in the dark.
- Extra hearing aid batteries.
- Batteries for TTY and light phone signaler.
- Request both audible and visual smoke alarms in your office and home.

D. Tips for Persons who are Blind/Low Vision

Disaster supply kits should include:

- Extra folding white cane.
- Heavy gloves for feeling your way over glass or debris.
- Colored cape or poncho worn for visibility by others.

When preparing your evacuation plan ask for information in alternate formats, if needed, such as building evacuation instructions. You should know where the nearest telephones and alarm boxes are located, how to describe your location, and where emergency medical kits are located. You should also consider marking emergency supplies with large print or Braille, if helpful and you should check to make sure that evacuation signage is adequately marked for your needs. Practice your evacuation route periodically both with your service animal and white cane.

E. Tips for Persons with a Service Animal

- Include instructions in your plan for service animals.
- Some dogs fear metal grated steps. If your evacuation route has these kinds of steps, get your dog accustomed to the route.
- If the only stair rail is on your left side where a service dog should typically be, accustom the dog to heeling down the right side if you do not intend to work the dog on the steps.
- Be cautioned that if a dog typically stops at each new flight others behind you may panic. Heeling the dog may be safer in some

instances.

F. Tips for Persons with Learning Disabilities

When making your plan for evacuation:

- Ask for information in alternate formats, if needed.
- Review general building evacuation guidelines and ask questions if you do not understand something.
- See if your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you need help.
- Ask someone to write down information if you have a hard time understanding oral directions.
- Practice your evacuation route(s) regularly.

G. Tips for Persons with Limited Communication

- Determine how you will best communicate with others during an emergency.
- Consider having evacuation and emergency instructions written down on a card, carried at all times and placed in an easy to see location.
- Have batteries for communication equipment in preparedness kit.

H. Tips for Persons with Psychological Disabilities

- Your preparedness kit should include at least three days worth of needed medication, if necessary.
- When developing plan, consider strategies to reduce the stress of emergencies by:
 - Identifying areas of refuge that have two-way communication devices.
 - Check directional signage for exits and designated area of refuge in your planned evacuation route.

I. Tips for Persons with Developmental Disabilities

When you plan for an evacuation:

- Review general building evacuation guidelines and ask questions if you do not understand something.
- Request evacuation and emergency information in alternate formats if needed.
- Make sure that your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you

- need help.
- Practice your evacuation route(s) regularly.

J. Tips for Persons with Medical Conditions That May Impact Your Ability to Evacuate a Building or Follow Emergency Instructions

Medical conditions include, for example, pregnancy, respiratory or cardiac problems.

- Ask for assistance walking down stairs.
- Remember to bring medication or inhalers when evacuating.
- Consider taking rest periods during evacuation, if possible.

IV. TIPS FOR ASSISTING PERSONS WITH SPECIAL NEEDS AND/OR DISABILITIES IN AN EVACUATION

A. General Guidelines

- If needed, inquire about office, class, and events, in accessible locations.
- Ensure that egress routes and areas of refuge are clear and properly marked.
- Participate in and help identify gaps in evacuation plans during practice drills.
- Provide adequate notice that a potential danger exists and that evacuation should begin.
- Offer assistance, but let the person explain what help is needed.
- Do not carry a person except in the most extreme of circumstances.
- Be aware that a service animal's sense of direction may become confused during an emergency.
- Do not abandon the person after exiting a building. Lead to a safe place with others.

B. Assisting Persons who Use Wheelchairs

- Be familiar with designated areas of refuge and location of evacuation equipment for wheelchair users.
- If the person is unable to speak clearly, look for a sign on the chair with printed instructions.
- Only in situations of extreme danger should untrained people attempt to carry a person in a wheelchair.
- Prior to moving the person, check for life-support equipment.
- Be aware that wheelchairs have parts not designed to handle the stress of lifting.
- If you and/or others cannot safely carry a person up/down stairs, don't. Instead:
 - Position the person in the safest place possible, according to the emergency.
 - Alert emergency personnel of person's location.

C. Assisting Deaf or Hard of Hearing Persons

- Provide the person with a flashlight from their preparedness kit so they can signal their location and to help with lip reading in the dark.
- Get the attention of the person before speaking and look at them when speaking.
- Use facial expressions and hand gestures to communicate.
- Use short sentences.
- Use written notes to indicate emergency and instructions, for example, "Fire! Go out rear door now!"
- Check to be sure you are understood.
- Be patient. The person may have difficulty understanding the urgency of your message.
- Be aware that the person may not be able to hear oral commands issued by authorities.
- When out of danger, offer to make phone calls if a TTY is not available.

D. Assisting Persons who are Blind/Low Vision

- During an emergency, announce your presence when entering the person's area.
- Offer your elbow. Do not grab the person's arm or hand.
- Communicate throughout the evacuation by describing in advance physical barriers or action to be taken such as, "Take two steps down."

E. Assisting Owners of Service Animals

- Do not pet or offer food or water without the permission of the owner.
- Plan for the service animal to be evacuated with the owner.
- In the event that you are asked to handle the service animal while assisting the individual, hold the leash and not the harness, if present.

F. Assisting Persons with Learning Disabilities

- During an evacuation, be patient.
- Give instructions slowly and clearly.
- Offer to accompany them as their sense of direction may be limited.
- Encourage the person to practice their evacuation route(s) regularly.

G. Assisting Persons with Limited Communication

- Look for an instruction card on the person.
- During an evacuation, give clear instructions.
- Maintain eye contact with the individual to insure all directions are heard and understood.

H. Assisting Persons with Psychological Disabilities

- Understand that the person may have difficulty concentrating, handling stress, and initiating personal contact.
- Help reduce stress during an emergency by offering to escort the person through the evacuation.
- Give clear and simple instructions.

I. Assisting Persons who are Developmentally Disabled

- Be aware that they may be unable to understand the emergency and could become disoriented or confused about the proper way to react.
- During an evacuation, give instructions slowly and clearly.
- Encourage the person to practice their evacuation route(s) regularly.

J. Assisting Persons with Medical Conditions

- Offer assistance walking down stairs.
- Find ways to reduce the person's stress, exertion, and exposure to dust or smoke.
- Remind the person to bring medication or inhalers.
- Allow rest periods during evacuation if possible.

K. Assisting Persons with Mobility Limitations - Non Wheelchair Users

- Do not interfere with person's movement.
- Clear displaced and fallen obstacles from egress routes.
- If the stairs are crowded, you may act as a buffer.

V. CAMPUS RESOURCE CONTACT INFORMATION

Undergraduate Students

[Cathy Trueba](#)

Director of Student Disabilities
Academic Skills Center
301F Collis Center
Hanover, NH 03755
(603) 646-2014 or (603) 646-1564 (V/TTY) Phone
(603) 646-1629 Fax

Dartmouth Medical School

[Kalindi Trietley](#)

Director of Learning and Disability Services
Dartmouth Medical School
Hinman Box 7005, Remsen 306E
Hanover, New Hampshire 03755
603/650-6535
<http://dms.dartmouth.edu/dms/admin/olads/>

Graduate Studies in Arts & Sciences

[Gary Hutchins](#)

Assistant Dean of Graduate Studies
Dartmouth College
6062 Wentworth Room 304
Hanover, New Hampshire 03755
603/646-2107
<http://www.dartmouth.edu/~gradstdy/students/grddisability.html>

Thayer School of Engineering

[Professor Edmond S. Cooley](#)

Thayer School Disabilities Coordinator
Thayer School of Engineering
Dartmouth College
8000 Cummings Hall
Hanover, New Hampshire 03755-8000
603/646-2807
<http://engineering.dartmouth.edu/thayer/academicsadmissions/disabilities.html>

Tuck School of Business

[Sally Jaeger](#)

Assistant Dean

MBA Program Office

Tuck School of Business

Dartmouth College

9000 Tuck Room 112

Hanover, New Hampshire 03755

603/646-2190

<http://www.dartmouth.edu/tuck/about/admin/mba.html>

Employees and Guests

Office of Institutional Diversity & Equity

504/ADA Coordinator and

Deputy Director EO/AA Programs

[Katherine Burke](#)

1 McNutt Hall

Hanover, NH 03755

(603) 646-3197 Phone

(603) 646-2516 Fax

<http://www.dartmouth.edu/~ide/disabilities/>

Other Resources

Hanover Fire Department

48 Lyme Road

Hanover, NH 03755

Emergency number: 911

Non-emergency number: (603) 643-3424

Department of Safety & Security Office

5 Rope Ferry Road

Hanover, NH 03755

(603) 646-4000 Phone

Environmental Health & Safety

37 Dewey Field Road

Hanover, NH 03755

(603) 646-1762 Phone

(603) 646-2622 Fax

Office of Human Resources

7 Lebanon Street, Suite 203

Hanover, NH 03755

(603) 646-3411

Office of Residential Life
Massachusetts Hall
Hanover, NH 03755
(603) 646-3093 Phone
(603) 646-1677 Fax

Dean of College Office
111 Parkhurst
Hanover, NH 03755
(603) 646-2243 Phone
(603) 646-1405 Fax

Facilities Operations & Management
McKenzie
Hanover, NH 03755
(603) 646-3926 Phone
(603) 646-1205

Student Health Services
Dick's House
5 Rope Ferry Road
Hanover, NH 03755
(603) 650-1401 Phone