

GATEWAY TECHNICAL COLLEGE: ELKHORN CENTER EVACUATION PLAN

Familiarize yourself with the nearest exits from your classroom or office.

Know your designated meeting point/safe zone (fire = 50 ft away from the building). Going to the meeting point allows for a designated emergency staff to do a head count and know if all have exited safely.

DESIGNATED MEETING POINT: **ALTERNATIVE HIGH SCHOOL BUILDING (WEST OF LOT C)**

If you find yourself in a critical situation where you need to exit the building:

- Notify other people in the area – if it is a fire and you see flames, pull the fire alarm.
- Proceed to the nearest exit – leave your things, don't try to take a bunch of items with you
- Go to the designated meeting point
- Wait for the all clear – this will most likely come from your supervisor, faculty, or law enforcement

Assisting those with Disabilities, Evacuation Guidelines

It is recommended that a "Buddy System" will be implemented. A staff member, faculty member or a designated student will be paired with a person with disabilities to assist them with evacuating the building. The faculty member in each classroom will make this assignment at the beginning of each term.

Persons with Visual Impairments

Inform the individual of the nature of the emergency, and offer to guide him/her. As you evacuate the building advise the individual who you are with as to where you are at, where you are going, any obstacle in the way and any other important information. Do not take the individual who you are guiding by the arm; offer your arm instead.

Persons with Hearing Impairments

Not all fire alarm systems have visual indicators, a great deal are audio only and alternate means of warning may be necessary.

1. Write a note telling the individual of the danger and the safest evacuation route
2. Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating through gestures, or in writing, what is happening and what to do.

Persons using Crutches, Cane or Walkers

If the individual is having trouble exiting the building in a quick and safe manner then they may be carried out of the building. Options such as the firefighter's carry or two-person locked arm carry may be used. Also the person can be carried out while sitting in a chair.

Non-Ambulatory Persons

Most of the time non-ambulatory individuals will be able to evacuate a building on their own. If assistance is needed, remember that lifting someone in this state may be painful and may

cause injury. Frequently, non-ambulatory individuals have respiratory complications. Remove them from smoke or fumes immediately. Always consult the person that is being evacuated as to their preference with regard to:

1. Ways of being removed from the wheelchair.
2. The number of people necessary for assistance.
3. Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
4. Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
5. Being carried forwarded or backward on a flight of stairs.
6. After-care, if removed from the wheelchair.

After evacuation

Once outside, meet the Fire Department so that you can give them information about the fire.

Once outside you are not to reenter the structure for any reason.

Once the Fire Department is on scene the highest-ranking official will be in charge of the scene. The fire official or campus security will determine when or if it is safe to return to a building. The fire official will also be the one to turn the fire scene back over to the university.

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