Building Name: E.C. Williams Field Hockey

Building Number: 7272

EAP – A Number: Near Bell Tower Dorm

Signature of Department Director, Manager  Date

[Signature]

11/18/2004

Signature of the Chairman, Duke University Safety Committee  Date
SPECIFIC PROCEDURES FOR EVACUATING THE PHYSICALLY CHALLENGED RESIDENTS IN THE EVENT OF FIRE

I. Physically Challenged Person (PCP) in their dorm room

*On wheelchair* - the PCP should proceed to exit the building under their own power providing the hallway is clear of smoke and fire. If the hallway is not clear the PCP should remain in their room, shut the door and dial 911 to report their location and condition. Then calmly wait until assistance arrives.

*Off wheelchair* - The PCP should dial 911 and report their location and condition. Then calmly wait for assistance. If conditions change, i.e. start to smell smoke, call 911 back and inform them of the changes.

II. PCP away from dorm room

The PCP should ALWAYS have the provided cell phone with a charged battery whenever leaving the room. Upon hearing the fire alarm the PCP should:

1. Ask for assistance from other occupants, if necessary, and exit the building remembering to meet at the meeting place or inform a Duke Police Officer.
2. If no assistance is available and needed the PCP shall immediately dial 911 and report the location and condition.
3. Then proceed to find an area of refuge and shut the door.
4. Be sure to inform 911 of any changes of location and conditions.
5. Then calmly wait for assistance to arrive.

III. Residence Assistants, Family and Friends

*With the PCP* - When the fire alarm activates they should proceed to carefully assist the PCP into the wheelchair and together exit the building providing the hallway is clear of smoke and fire. Remember to meet at the designated meeting place. If the hallway is not clear they should follow the steps listed below:

1. Remain in the room and close the door.
2. Stuff wet towels or sheets in the cracks of the door(s).
3. Dial 911 and report the location and condition.
4. Release the security screen on all the windows.
5. Calmly wait for assistance

In the event of immediate danger carefully assist or carry the PCP to the nearest exit or assist in exiting through the window.

*Away from the PCP* - Safely respond to the PCP location and follow the steps listed above as if you were *With the PCP*. If you are unable to locate the PCP, exit the building and inform a Duke Police Officer of this. DO NOT enter a building which is on fire or full of smoke.
SPECIFIC PROCEDURES FOR THE EVACUATING THE PHYSICALLY
CHALLENGED RESIDENTS IN THE EVENT OF FIRE (con’t)

IV Duke Police

The East Campus Patrol Officer or the first Officer on the scene should respond
directly to the reported PCP location and locate the PCP. The second Officer is to
proceed to the FACP and determine the problem. Once the Officer has located the PCP
he/she shall -

1. Remain with the PCP and notify headquarters.
2. Determine the best means of egress.
   A) Hallway clear of smoke and fire.
      1) Assist PCP to wheelchair and escort to the exit ramp.
      2) Lead PCP to the designated meeting place.
      3) Notify Headquarters.
   B) Hallway full of light smoke.
      1) Carefully carry PCP to the nearest exit and meeting place.
      2) Remain with PCP until assistance arrives.
      3) Notify Headquarters.
   C) Hallway full of smoke and/or fire.
      1) Shut the door and stuff towels in the cracks.
      2) Notify Headquarters and the Durham Fire Department.
      3) Release security screens on all windows.
      4) Calmly wait for assistance.

V Duke OESO Fire Safety Division Personnel

When staffed, a representative should respond directly to the reported PCP
location and locate the PCP. Once located the representative should follow the same
procedure as the Duke Police Officer mentioned above.

VI Duke Police Dispatchers

Upon receiving a call which activates the Shield System or the caller identifies
themselves as physically challenged
POLICY FOR THE EVACUATION OF THE PHYSICALLY CHALLENGED RESIDENTS IN THE EVENT OF FIRE

General Guidelines

Resident halls need to identify the physically challenged residents and periodically survey the residents for this challenge. Information gathered during the surveys should be forwarded to the Duke OESO Fire Safety Division at 684-5609 and the Office for Disabled Students at 684-9397. Upon notification the Fire Safety Office will conduct the following:

1. Review the needs of the physically challenged person (PCP). Then compare to the current Evacuation Procedure for compatibility and make any necessary modifications to the written policy or the physical environment.
2. Provide reflective 3” identification window decals to identify the PCP.
3. Train the PCP, Resident Assistants, Family and Friends on specific evacuation procedures.
4. Inform Duke Police and the Durham Fire Department of the location and special needs of the PCP.
5. Conduct a drill or drills to practice the evacuation procedures with all parties involved.
6. Ensure the PCP has been issued a cell phone equipped with the Shield System and familiar with its operation.

The Office for Disabled Students will support for the PCP and ensure ADA compliance