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## Evacuation guidelines for individuals needing assistance

Northeastern University - Housing and Residential Life

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These guidelines have been developed to provide persons with limited mobility with the tools necessary to minimize their exposure to the risk of fire or other threats to their safety.

The Public Safety Division, Housing & Residential Life, Disability Resource Center, and University Health and Counseling Services maintain a list of students who have self identified with mobility (and other) impairments.

Please be assured that this information will be kept confidential, and will only be used to provide assistance in the case of an emergency.

This information is kept on file for one academic year. (August-July)

Please update your request annually.

Visit the link below to submit your request.

<http://fs17.formsite.com/neuhousing/evacuationrequest/index.html>

**ADDITIONAL INFORMATION FOR THE HEARING AND VISUALLY IMPAIRED.**

**Hearing:** Most buildings on campus are equipped with audible and visual alarms indicating appliances throughout most common areas. A number of residential units in each of our residence halls have also been equipped for hearing impaired students and employees.

**Visual:** Visually impaired students and employees may need assistance in evacuating as the familiar routes may not be available. Persons assisting a visually impaired occupant should offer their elbow and guide the person requiring assistance through the egress route.

Evacuation  
Guide  
lines

for Individuals  
Needing  
Assistance

The success of a safe evacuation is dependant upon a number of factors. The following recommendations may improve the emergency evacuation process.

**Self identification as to the nature and severity of one’s impairment:**

The Disability Resource Center, Department of Residential Life, Public Safety Division and Office of Student Affairs, may be consulted to assist in the development of a Personal Emergency Evacuation Plan (PEEP).

**Choice in living arrangements:**

Students and employees with severe mobility issues may consider selecting living units on lower levels.

**Identification of at least two egress routes from offices, classrooms or residences:**

The primary exit may not be available during an emergency. Plan ahead.

**Enlist help:**

Students and employees with disabilities are urged to enlist the help of fellow students, friends or co-workers to aid in evacuation or notification of the emergency responders.

**Pre-program emergency numbers into cell and/or home phone:**

The university Public Safety emergency number (617.373.3333), is the fastest way to get help on campus. This number as well as 911, should be programmed into cell and home phones.

**Nuisance alarms:**

Occasionally we experience unwanted or nuisance fire alarms in our buildings. Emergency responders may not know if a true emergency exists until they investigate. Therefore, students are required to evacuate on all fire alarms. In cases of severe mobility impairments, self evacuation may not be practical. In these cases the “Shelter in Place” option described in this document should be followed.

**EVACUATION OPTIONS FOR STUDENTS AND EMPLOYEES WITH MOBILITY RESTRICTIONS.**

**Horizontal Evacuation:**

Evacuees move horizontally to an adjacent building or wing which is separated from the effected building/area by a rated fire door.

**Vertical Evacuation:**

Evacuees with limited impairments may be able to use stairs to reach the exit discharge level.

**Shelter in Place:**

Unless danger is imminent, you may choose to remain in a room that features a window, a phone and a solid or fire resistant door. If this option is chosen, you should call the Northeastern University Public Safety emergency number (617.373.3333) and advise the communications officer of your location and the nature of your impairment. The communications officer will relay this information to the emergency responders who will assist in your evacuation. Waiving a light color cloth or towel from a window will also alert emergency responders as to your location and need for rescue assistance.



**Note:** Our high rise structures on campus are constructed to limit the spread of smoke and fire. The fire alarm is programmed to evacuate only the floor of fire/fire alarm origin as well as the floor above and the floor below. A pre-recorded message will instruct students which floors must evacuate.

**Note:** Elevators should not be used during a fire/fire alarm. If safe to do so, emergency personnel can take control of the elevator and use it for evacuation and fire fighting operations.

**Area of Refuge:**

Areas of refuge are those areas in a building that are separated from the general building area by a fire resistive or rated enclosure. These areas generally include enclosed stairways, open air balconies, vestibules and elevator lobbies. If stairways are chosen as an area of refuge, you may choose to remain outside the stairway until the initial rush of evacuees subsides. You should ask another evacuee to advise emergency responders of your location and condition.

*If you are able, call the Northeastern University Public Safety emergency number (617.373.3333) and advise the communications officer of your location and the nature of your impairment.*

**Note:**

Fire/Smoke doors in the common corridors may automatically close upon fire alarm or the detection of smoke in the immediate area of the doors.

**Plan accordingly in choosing your evacuation option.**