

# Evacuation Guidelines

## Summary

Faculty and staff should be aware of students in their classes that may need assistance in the event of an emergency.

## Purpose

This document presents a faculty mandate and offers ways in which faculty can assist students with disabilities during an emergency.

## Policy

Faculty and staff should be aware of students in their classes that may need assistance in the event of an emergency. Students who are blind or low vision may need assistance to guide them out of the building in emergency situations.

Some students with head injuries or psychiatric disabilities may become confused or disoriented during an emergency and may also need assistance.

Students who use wheelchairs should not use the elevator but should wait for Public Safety to assist them to exit the building. When possible, the EVAC-CHAIR is used by Public Safety to safely evacuate students who are wheelchair users. To prevent injuries, instructors or other untrained personnel should not attempt to evacuate a student unless there is immediate danger.

Students who live in residence life should follow procedures outlined by the Director of Residence Life. Residence Life can be contacted at 706-507-8710.

(Adapted from Montgomery College, Maryland, Faculty and Staff Guidelines)

## Related USG Policy

4.1.5 Students with Disabilities

## Last Update

7/7/15

## Responsible Authority

Director of the Center for Accommodation and Access