



Building Emergency Coordinator

Evacuation of Disabled & Special Populations

Emergency Evacuation Guidelines for Persons with Disabilities	
1.	If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
2.	Rescue personnel will first check all exit corridors and exit stairwells for trapped persons. If safe to do so, move to an area of refuge in a stairwell – close doors to stairwells at all times. Some areas of refuge and areas of evacuation assistance are provided with intercom communications. Use the intercom to contact rescue personnel and alert them to the person's location.
Guidelines to Consider When Evacuating Persons with Disabilities	
3.	Communicate the nature of the emergency to the person.
4.	Ask the person how you can assist.
5.	If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.
Visual Impairments	
6.	Describe the nature of the emergency and offer to guide the person to the nearest exit.
7.	Have the person take your elbow and escort him/her, advising of any obstacles such as stairs, narrow passageways, or overhanging objects.
8.	When you have reached safety, orient the person to where you are and ask if further assistance is needed.
Hearing Impairments	
9.	Some buildings or spaces may not be equipped with alarm strobes and persons with impaired hearing may not perceive that an emergency exists.
10.	Communicate with the person by writing a note or using simple hand gestures.
Persons Using Wheelchairs	
11.	Ask the person what method of assistance they prefer.
12.	Some people have minimal ability to move and lifting them may be dangerous to them.
13.	Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately by moving them to a stairwell.
14.	If the disabled person wants to be moved in his/her wheelchair, keep the following considerations in mind:
With their wheelchair	
15.	Do not attempt to move a person in a wheelchair by yourself, seek help.
16.	Wheelchairs have many movable or weak parts. Care should be taken not to damage the chair or appurtenances.
17.	Power wheelchairs have very heavy batteries. An evacuation chair may be needed and the power chair retrieved later.
18.	If a seatbelt is available, use it.
Without their wheelchair	
19.	Ask how to remove them from the wheelchair.
20.	Ask whether to move their extremities or not. Follow their instructions.

