

# Emergency and Non-Emergency Accommodations and Evacuation Procedures for Persons with Disabilities at Hardin Valley Campus

## I. Purpose

The purpose of this procedure is to provide equal access to building evacuation in a safe and dignified manner for persons with disabilities requiring assistance in the event of an emergency (fire, etc. whereby the elevators are shut down) or during those times when the elevator is out of service. Those requiring assistance could include persons in wheelchairs (manual and motorized), persons with heart conditions, or others who must use elevators to access upper-level floors.

## II. Evacuation

Persons who need to descend/evacuate a building without the use of elevators will proceed to the fire evacuation stairwells located in each building where direct-response phones are located. The phones automatically dial into the security office. The person will pick up the phone and give security pertinent information, such as name, location, emergency/non-emergency, etc.

A. Non-emergency Evacuation – Upon receiving notice that the elevator/s is/are out of service, Security will: 1) send an email notice regarding the outage to fac/staff and student list serves and call Facilities; and;2) post out-of order signage at the appropriate elevators. 3) Disability Services staff will contact students who may be affected by the outage and Facilities will contact the elevator-service provider. Facilities will notify Security of the anticipated time for repair as well as pre-scheduled maintenance calls. Security will then send the appropriate email message to fac/staff and student list serves.

1.) Security will speak with the affected person directly to determine the best course of action given the anticipated length of time for the repair. The following options will be given: Use of the Evac + Chair to immediately descend down the stairs, provided they do not exceed the weight limit (400 lbs.) for the device and they can transfer from their wheelchair to the Evac + Chair with minimal assistance.

2.) The Safety and Security Department will immediately notify the Fire Department who will transport person down the stairs.

3.) Wait until the elevator is repaired. Safety and Security personnel will explain to the person needing assistance that the elevator contractor is required to respond and be on the scene within 45 minutes of being notified an elevator is inoperable. Diagnosing the reason for breakdown is generally established within minutes due to computerized elevator control systems. Generally the elevator is operational within 30 minutes after the arrival of the elevator contractor (total time, 1 hour 15minutes).

B. Emergency Evacuation – Persons needing assistance to descend/evacuate a building should move to the stairwells. The stairwells are designated areas of refuge and are rated to be safe for four hours in the event of a fire. Upon receiving notice, Security will call Karns Volunteer Fire Department (KFD) for assistance. In the event the KFD cannot respond, Security will call the Rural Metro Fire Department (RMFD) to respond to the emergency situation.

Persons in wheel chairs (motorized and non-motorized) will be evacuated by KFD. Following building evacuation by KFD, persons in motorized wheel chairs will be transferred to a manual

wheel chair provided by PSCC and transported to a safe location on campus. Disability Services, Volunteer Rescue Assistants or other designated employees will remain with the person(s) as necessary.

### III. Training

The following departments shall be trained and authorized to operate the EVACU-CHAIR: PSCC Security, Maintenance, Disability Services, and the Volunteer Rescue Assistants. Training shall be arranged and conducted annually by Security or other qualified persons as approved by the director of Safety and Security. The EVAC-CHAIR will be mounted near the stairwell McWherter building.

### IV. Individual Response Plan

A. Personal Emergency Plans (PEPs) for Persons with Disabilities - The College encourages proactive planning on the part of the entire college community for emergency conditions. Individuals with disabilities may require additional assistance with alerting, evacuating, and sheltering in the event of an emergency. Although not required, faculty, staff, and students are encouraged to identify their concerns about evacuation in case of an emergency, and to develop a PEP that is effective for them. (See Addendum)

B. Self-Identification with the College - As part of the new-hire orientation process, all new faculty and staff will be notified of the PEP process for use during emergencies and invited to complete the PEP if appropriate. Once a year, an email inquiry is sent to all faculty and staff regarding the need for emergency evacuation assistance. Supervisors may also ask an employee who has self-identified as disabled if he or she will require assistance in the event of an emergency.

Students will be notified at the beginning of each semester in accordance with the communication plan outlined below in order to determine whether they want to request assistance in an emergency. In addition, students with disabilities who self-disclose may work with the College's Disability Services on a wide range of accommodations, including the development of the PEP.

#### C. Emergency Evacuation Referral Form

1.) Individuals who self-identify as needing assistance during an emergency may complete the confidential Emergency Evacuation Referral Form/PEP that provides the College with information needed to develop the PEP. The Referral Form is available on the following websites:

Safety and Security <http://www.pstcc.edu/security/#.Vb-PhrUXF0c>

Human Resources <http://www.pstcc.edu/hr/index.php#.Vb-PgrUXF0c>

Disability Services <http://www.pstcc.edu/sswd/index.php#.Vb-P7bUXF0c>

2.) In addition to submitting an Emergency Evacuation Referral Form, employees or students needing assistance are encouraged to share information with several reliable people in classes, or work areas about their needs for assistance during an emergency. These are their "volunteer rescue assistants" who might assist in an actual evacuation. It is useful for students to name their volunteer rescue assistants in their Personal Emergency Plan so that Safety and Security and others can more easily contact them in an emergency.

3.) Supplemental information regarding emergency evacuation may be shared in developing the PEP. Suggested information to share:

- Class and/or work schedule
- The types of assistance needed in an emergency
- Emergency contact numbers
- Location of emergency supplies
- Operation of assistive devices, if applicable
- The size and weight assistive devices, in addition to whether or not they are collapsible, in case they need to be transported
- Location of rescue assistance areas and safe wait areas

D. Employee contact

Executive Director, Human Resources  
 Carole Gary  
 Goins Building, room 262  
 865.539.7025  
[cgary2@pstcc.edu](mailto:cgary2@pstcc.edu)

Executive Director, Equity and Compliance  
 Patrick Shipwash  
 Goins Building, Room 259  
 865.539.7401  
[jpsipwash@pstcc.edu](mailto:jpsipwash@pstcc.edu)

E. Student Contact

Director, Disability Services  
 Ann Satkowiak  
 Alexander Building, room 136  
 865.539.7153  
[asatkowiak@pstcc.edu](mailto:asatkowiak@pstcc.edu)

F. Procedure for PEP Development - Once an employee or student submits an Emergency Evacuation Referral Form, the Human Resources Office personnel or Disability Services personnel will notify Safety and Security. For students, the vice president of Student Affairs and the Dean of Students will also be notified. The individual with a disability and the Human Resources Office personnel (for employees) or the Disability Services personnel (for students) will develop a PEP that is effective and practical. This plan will be kept on file in Safety and Security, and only those with a need-to-know will have access to it.

G. Updating PEP - Any individual requiring assistance is encouraged to update his/her self-identification information semi-annually, no later than September 30 and January 30 of each calendar year, or whenever circumstances warrant an update. (e.g., changes in his/her condition that would require a change in assistance, changes in schedule, etc.)

V. Change of Classroom Requests

Every attempt will be made to change a classroom for a student who requests this as an accommodation due to evacuation needs. If a classroom or lab change is not feasible, the student will be given appropriate accommodation for the request.

VI. Communication Plan

In an effort to bring awareness of these procedures, notifications will occur in/at the following:

- New Student Orientation for students and guests
- Disability Services self-disclosure procedure
- New Employee Orientation
- Critical Incident Plan
- Permanent Signage by elevators Out-of-Order signage by elevators posted by Security
- Human Resources will send out an annual message to all employees and Disability Services will send an email to student list server and submit message to Panther Pause each semester.

#### A. Communication Process When Elevators Are Out of Order

- SECURITY is contacted, EXT. 6649, they call Facilities and sends email to Disability Services, Human Resources, fac/staff and student-I lists
- Email is sent to Disability Services [SSWD-L@LISTSERV.PSTCC.EDU](mailto:SSWD-L@LISTSERV.PSTCC.EDU)
- Email is sent to students in wheelchairs registered with Disability Services or those who have requested to be notified
- Human Resources is contacted, EXT. 6406
- FACILITIES/MAINTENANCE contacts service and calls Security with estimated time elevator is out of service; contacts Security for scheduled maintenance/repairs

#### B. Response in an Emergency

- A manual wheelchair is involved: KFD Transport or Evac Chair could be used in all buildings
- A motorized wheelchair is involved: KFD Transport to a manual chair

#### C. Response in Non-Emergency

- A manual wheelchair is involved: Evac Chair could be used to descend all buildings, or call for KFD Transport, or wait for repairs
- A motorized wheelchair is involved: Wait for repairs or call KFD Transport