

## IFNH POLICY

Category	Content
<b>Policy Name:</b>	Building Evacuation Procedure for People With Disabilities (PWD)
<b>Section #:</b>	300.1
<b>Section Title:</b>	Administration and Public Safety
<b>Approval Authority:</b>	Director of Administration & Finance
<b>Responsible Executive:</b>	Building Manager
<b>Responsible Office:</b>	IFNH
<b>Contact:</b>	Building Manager phone: 848-932-3646
<b>Adopted:</b>	05/19/2017
<b>Reviewed:</b>	05/20/2020
<b>Revised:</b>	05/20/2020

### 1. Policy Statement

To establish procedures for emergency evacuation of physically handicapped individuals from the building. Rutgers University and the New Jersey Uniform Fire Code policies and procedures require that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during a fire alarm activation.

### 2. Reason for Policy

To maintain a safe working environment.

### 3. Who Should Read this Policy

All members of the Rutgers University community.

### 4. Resources

Rutgers fire safety policy, [30.1.1 - Safety Policies and Guidelines.](#)

### 5. Definitions

Emergency call phones are on each fire stairway landing and can contact emergency personnel by pushing the red button.

Emergency Number 911

Non-Emergency Number: Rutgers Public Safety Number - 732-932-7211

Building Number: 6432, IFNH, 61 Dudley Rd. New Brunswick, N.J. 08901

### 6. The Policy

#### I. In the event of an emergency evacuation:

- a. Leave the immediate area if possible or wait in fire stairway and use the emergency call phone to call for help.
- b. Close door behind you. Most doors are fire rated and will help contain the fire.
- c. Activate the building Fire Alarm.
- d. Alert others to the emergency while evacuating.
- e. Call 9-1-1 from your cell phone or a campus emergency phone. Give the dispatcher as much information as possible (location, what is on fire, etc.)

- f. DO NOT STAY IN THE BUILDING.

**II. Staging Area:**

- a. Go to grassy area between IFNH and Food Science Building or grassy area between IFNH and Cook Office Building. Or if necessary, wait in fire stair, call using emergency call phone and wait until help arrives.

**III. "Buddy System" Option:**

- a. During the first week of classes or employment, make acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.)
- b. When the fire alarm sounds, the "Buddy" (or assistant) will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

**IV. Evacuation Options During a Fire Alarm:**

- a. Use of the "Buddy System," along with the following evacuation options, will help to assure the prompt evacuation of any person with a disability.
- b. Horizontal Evacuation:
  - i. Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).
- c. Vertical (Stairway) Evacuation:
  - i. Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
- d. Stay-in-Place:
  - i. Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call Rutgers Police (obtain an outside line and dial 9-1-1) and give your name, location and reason you are calling. The dispatcher will relay the information to on-scene emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- e. Area of Refuge:

- i. If the person with disability cannot get far enough away from the danger by using Horizontal Evacuation, then that person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling). Note: Fire Stairwells qualify as areas of refuge. You should identify an area of refuge in your building within the first weeks of your classes or employment.