HPNP COMPLEX

EMERGENCY EVACUATION PROCEDURES FOR INDIVIDUALS REQUIRING ASSISTANCE

PURPOSE: To provide necessary assistance in emergency situations to persons in the HPNP

Complex who have injuries, impairments, or disabilities affecting safe evacuation

EFFECTIVE DATE: June 29, 2004

GENERAL INFORMATION: The University of Florida ADA Compliance Office has developed *Emergency Evacuation Procedures for Individuals with Disabilities*, which served as the foundation for the following HPNP Complex procedures. These procedures, located on line at www.ada.uf.edu/publication/emergency.htm, should be reviewed by department chairs and associate deans prior to implementation of the procedures outlined below.

PROCEDURE:

1. Identifying Needs

a. It is the responsibility of each person to determine if he or she will require assistance to evacuate the HPNP Complex in an emergency situation and to ask for help from college personnel when needed.

2. Developing an Evacuation Plan

- a. Employees and students needing assistance should develop a personal emergency evacuation plan. The plan should include:
 - 1. Specific type of assistance required
 - 2. Identification of at least two exit locations
 - 3. Identification of at least two people who will provide the assistance requested
- b. HPNP employees requiring emergency evacuation assistance should discuss their emergency evacuation plan and any associated issues with their supervisors upon employment or as soon as the employee determines assistance would be warranted in an emergency evacuation of the HPNP building.
- c. HPNP students requiring emergency evacuation assistance should discuss their emergency evacuation plan and any associated issues with their respective associate deans for student services or appropriate designee. Students should discuss this plan at the beginning of their academic program or as soon as the student determines assistance would be warranted in an emergency evacuation of the HPNP building.

3. Communicating Changes to the Plan

a. It is the responsibility of the individual requesting assistance to inform the appropriate college representative of any changes needed to the evacuation plan once in place.

4. Responding in an Emergency Situation

a. Each college department chair or administrator on site in the HPNP Complex during an emergency evacuation will facilitate implementation of evacuation plans for

- individuals requiring assistance who are physically located in the administrator's department/unit based on the procedures described in this policy
- b. The associate deans overseeing student services or their respective designees will facilitate evacuation assistance for individuals in common space on the ground floor in an emergency situation. Each associate dean is responsible for the common space on the ground and first floors associated with the geographic location of his or her college (i.e. PHHP is responsible for east section; Nursing center section; and Pharmacy west section including auditorium and reception hall).
- c. Please refer to the UF *Emergency Evacuation Procedures for Individuals with Disabilities* (www.ada.ufl.edu/publication/emergency.htm) for procedures to follow in an emergency situation.
- d. It is recognized that firefighters or other emergency personnel may provide alternative instructions to those presented previously in this policy for securing the safety of individuals in the building. When this occurs, all individuals, including administrators, should follow the safety instructions of the emergency personnel clearing the building.

Reviewed by:	ADA Compliance Office HSC Counsel
Approved by:	Dean, College of Public Health And Health Professions
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