

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.ufl.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

