

## Evacuation Plan

### I. Introduction

Many events at Minnesota State University, Mankato are considered public events hosted for the campus community. As such, campus venues need to be prepared for any eventuality where it may become necessary to evacuate, shelter in place, or relocate spectators, participants, and staff from within the campus venue, or to redirect traffic around the event. Assessing risk, reducing vulnerabilities, and increasing the level of preparedness will help to minimize potential threats and consequences. It is essential, therefore, that key security and departmental personnel at Minnesota State, Mankato are trained in assessing risk factors, planning an appropriate response, informing the public, and implementing the Evacuation Plan. This Evacuation Plan is a supplement to the Emergency Management Plan (EMP).

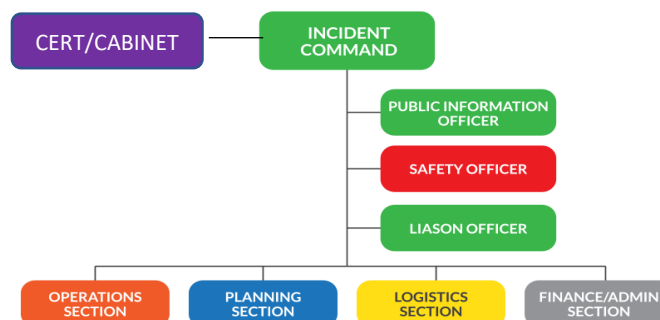
### II. Purpose

This Evacuation Plan provides instructions and guidance to effectively address the safety of all individuals in attendance at Minnesota State Mankato with regard to evacuation, sheltering in place, or relocation. The Evacuation Plan provides guidance for developing and implementing procedures to evacuate, shelter in place, or relocate in response to an emergency or critical incident.

### III. Command Structure/Response Organization

The Command Structure/Response Organization for evacuation, sheltering in place, and relocation activities should mirror the normal Command Structure, as found in Section 5.2 Evacuation Procedures, and Section 5.3 Shelter in Place Procedures of the Emergency Management Plan. The diagram below, which depicts the command structure/response, is also included in the Emergency Management Plan.

Figure 1: Command Structure/Response Organization



#### IV. Pre-Event Planning Considerations

Pre-event planning considerations need to be considered prior to a scheduled event at Minnesota State Mankato. The likelihood of a hazard occurring varies on campus by venue location, size and whether the event is outdoor or indoor.

**Table 1: Potential Hazards Include:**

Weather (Lightening, Tornado, Thunderstorms, Heavy Snow, etc.)	HAZMAT Release	IED/Bomb Threat
Active Shooter Situation	Mass Casualty Event	Civil Disturbance
Fire	Terrorism	Structural Collapse
Suspicious Package	Lost Child	Gas Pipeline
Utility Power Failure	Pandemic	Earthquake
Suspicious Odor	Accident (vehicle, plane, etc.)	Other

One element of evacuation planning is determining whether it is necessary to control the movement and activities, (i.e., evacuation, sheltering in place, or relocation) of residents, employees, spectators, participants (i.e., competitors, staff and vendors) and the general public in response to a hazardous situation. Whether directing traffic around the venue's perimeter, sheltering spectators inside the venue, relocating spectators for a period of time, totally evacuating the venue, or any combination of these activities, the principles guiding the execution of an evacuation are always consistent. These principles include assessing risk factors, planning an appropriate response, informing the public, and implementing the Evacuation Plan. Assessing risk, reducing vulnerabilities, and increasing the level of preparedness can help minimize potential threats and consequences to the campus community.

Making the decision to evacuate, shelter in place, or relocate during an incident is a complicated process and requires input from various entities knowledgeable in the venue, type of event, the size of the crowd, and distribution of the spectators and participants, the hazard involved, and the anticipated response to that hazard. Evacuation planning should be based on a risk assessment taking time and distance into account, and planning for people with disabilities and mobility issues.:

#### **Incident Assessment Process:**

Depending on the situation, the agency/department/event Director may determine, implement, and communicate the appropriate emergency course of action for the facility/event based on the following criteria:

- Evaluate the emergency (threat & risk assessment)
- Determine safe exit routes
- Identify & establish assembly (safe) areas
- Develop evacuation procedures
- Communicate with campus community: Assign responsibilities
- Implement plan (sound the alarm) communicate with public
- Assistance with special need considerations
- Evaluate and assessment of situation:

## V. Evacuation, Sheltering-in-Place, and Relocation Decisions

Relocation or sheltering in place should always be considered as options for protecting spectators and participants at campus events. Full or partial evacuation decisions and routes should be identified and evaluated. An organized evacuation can prevent or minimize injury and property damage through adequate planning. However, consideration should always be given to the fact that, in many circumstances, not evacuating may be the best course of action.

Fire alarm procedures generally require evacuation of a building for all occupants. All fire alarms are considered emergencies until verification from First Responders. Severe weather procedures generally require finding safe areas that may include sheltering in place (tornado shelters) and relocation decisions.

### A. Evacuation

When evacuation is deemed necessary by the event Director, and/or emergency personnel, occupants will leave the building immediately and in an orderly manner via the nearest designated exit, and move to areas of safety or designated assembly areas. If evacuation from campus becomes necessary, emergency personnel will coordinate the evacuation route for the campus community. Once determined, this route and information about the evacuation will be disseminated by emergency personnel and/or messaging through campus StarAlert notification. A person requesting assistance with evacuation may contact 911 emergency or University Security (2111) for help.

If it is determined by emergency personnel that the evacuation will be long-term, you will be instructed to report to the Emergency Assembly Area (EAA). The EAA on this campus is the Taylor Center, Bresnan Arena. Should the Taylor Center be the building being evacuated, the Centennial Student Union Ballroom is the first alternate EAA location. The second alternative EAA location is Andreas Theater in the Performing Arts Center.

For short-term evacuations and other temporary investigative safety incidents, such as fire alarms, building occupants will leaving the building and stage outside the building at a safe distance with a minimum of 150 feet. Depending on the duration, severity and environmental conditions displaced individuals may have to find an alternative indoor location until safe to return. Campus interior assembly points, generally adjacent to, or near the primary building will be used as an interior assembly point as illustrated in the table.

#### Campus Interior Assembly Points: Administrative Buildings

<b>Building</b>	<b>Primary Assembly Point</b>	<b>Secondary Assembly Point</b>
Alumni Foundation	Clinical Science	Taylor Center
Andreas Observatory	Student Union	Morris Hall
Armstrong Hall	Student Union	Morris Hall
Carkoski Commons	Crawford Hall Lobby	McElroy Hall Lobby
Centennial Student Union	Memorial Library	Morris Hall
Center Renewal Energy CORE	Wiecking Center	McElroy Hall Lobby
Clinical Science Building	Ford Hall	Taylor Center
Dining Center	Carkoski Commons	Memorial Library

<b>Building</b>	<b>Primary Assembly Point</b>	<b>Secondary Assembly Point</b>
Ford Hall	Clinical Science	Tafton South
Highland North	Morris Hall	Trafton South
Highland South	Taylor Center	Morris Hall
Hubbard Building	North Parking Lot	Adjacent Business
Memorial Library	Student Union	Armstrong Hall
Morris Hall	Armstrong Hall	Student Union
Myers Fieldhouse	Taylor Center	Trafton South
Nelson Hall	Armstrong Hall	Wissink Hall
Pennington Hall	Morris Hall	Highland South
Performing Arts Center	Trafton East	Nelson Hall
Taylor Center	Myers Fieldhouse	Clinical Science
Trafton East	Performing Arts	Nelson Hall
Trafton Center	Armstrong Hall	Ford Hall
Trafton North	Wissink Hall	Trafton East
Trafton South	Ford Hall	Clinical Science
Utility Plant	Dining Center	Memorial Library
Wiecking Center	Performing Arts	McElroy Hall Lobby
Wigley Administration	Morris Hall	Student Union
Wissink Hall	Nelson Hall	Trafton North

Evacuation plans may need the use of transportation to move or relocate occupants to safe areas. Transportation options may include:

- Campus Shuttles
- City of Mankato Transit System
- Mankato Area Public Schools ISD 77:
  - Palmer Bus Company
  - Yaeger Bus Service
- Private transportation carrier(s)

**B. Shelter In Place**

“Shelter in Place” means to make a shelter out of the place you are in. Individuals will Shelter in Place based on the severity and location of the emergency or event. Upon receiving notification to Shelter in Place, people should seek shelter immediately in the nearest indoor facility or safe area. This recommendation may last from a few minutes to a few hours depending on the severity of the emergency.

Situations that might require Sheltering in Place to be implemented include:

- A public disturbance, such as a demonstration that has escalated to a violent level
- Explosives, whether intentional or accidental
- Chemical or biological contaminants released accidentally or intentionally into the air
- Mobility Limitations: fully sprinkled campus buildings in fire emergencies may allow disabled individual(s) a safe area if no imminent threat is present

Some types of outdoor or off-campus incidents may make evacuation more dangerous than staying indoors based on environmental conditions. Basic safety tips when caught outdoors:

- Get inside as quickly as possible
- Stay low, get as close to the ground as possible
- Cars are better than nothing
- Avoid bodies of water
- Do not stand underneath a natural lightning rod (tree, pole, etc.)

Finding safe areas or shelter or leaving the area might take too long or put you in harm's way. In such a case it may be safer for you to stay indoors than to go outside. Shelter in Place announcements are different than "take shelter" messages that may be associated with tornado warnings. Shelter in Place announcements will be communicated via one or more means, and may include: email, text message, phone call, loudspeaker, siren, or public loudspeaker.

### **C. Relocation**

Relocation of spectators, participants, and staff may be in the best interest of the community. The determination to relocate will be made by University Administrators, University Security, and/or event Managers depending on the size and scope of the emergency and available time to implement the plan. The relocation site will vary based on risk assessment, availability of resources, and public safety considerations. Communicating and disseminating information to the campus community is accomplished by emergency notification using StarAlert, Alertus, CodeRed (Blue Earth County/City of Mankato emergency notification system), and campus public messaging sites.

### **D. Warnings, messages and signage:**

Campus notifications can occur directly to the event/venue location, or be disseminated to the campus community using StarAlert messaging sent out by University Security.

Emergency campus notifications include:

- Public Address System: broadcast to event spectators & participants
- StarAlert Emergency text, email, and phone alerts - Sent by Univ Security
- VoIP Phones: (Voice over Internet Protocol). Can act as emergency broadcast system to alert the campus to emergencies. Phones located in many classrooms and offices to call for help and receive audible emergency messaging.
- Alertus: Alerting system initiated with the StarAlert system that displays across campus computers.
- Messages posted to MSU Website: <https://www.mnsu.edu>
- Messages posted to MSU Social Media pages (Facebook, Twitter feed, etc.)
- Campus Radio Station KMSU: 89.7 FM Mankato

### **E. Campus Department Procedures:**

#### **1. Athletic Events:**

Weather-related decisions are determined by Minnesota State Mankato athletics game management staff until the start of the game, at which time jurisdiction for the game is handed off to the game officials (referees). Throughout the course of the game, the referees will continue to work quite closely with campus Athletic Administrators, and they will depend on University staff for up-to-date weather reports, forecasts, warnings, watches, etc.

Decisions on public safety for athletic events will also rely on the head/lead athletic trainer, who is charged with the responsibility of using lightning detection equipment to help make decisions about when it is necessary to remove teams (and spectators) from the venue/field/building area.

The Director of Athletics and/or designee, will be responsible for reviewing protocols and procedures relative to severe weather when the referees arrive at the event. If the Athletic Department determines to suspend play and evacuate players and fans from Blakeslee Stadium, or other athletic venue, the Athletic Department will follow pre-determined game procedures. Game officials will notify both head coaches and the teams will be evacuated to a designated safe area. The Athletic Department will work with the home and visiting team. This may require some level of traffic control as players and coaches cross Stadium Road.

If an event venue evacuation is needed, the Athletic Dept will notify fans that the game is suspended and could at some point be resumed, pending weather and field conditions. This decision would be made by the game officials in consultation with local game management representatives in the Athletic Department based on current and potential risk assessment. Venue attendees should be communicated on where to go and safe area locations.

## **2. Fine Art Events:**

Throughout the event the program Director will work with University staff for up-to-date weather reports, forecasts, warnings, watches, etc. The Director will be responsible for reviewing protocols and procedures relative to severe weather or hazardous situations and communicate to staff and the public. Depending on the situation, input and assistance may come from University Administration, University Security, University Facilities, and the Mankato Dept of Public Safety.

Situations may require shelter-in-place for safety purposes. Sheltering may include remaining indoor at the venue location or moving to the tornado shelter located in the lower level basement and restrooms. If an evacuation is needed, the event Director will notify staff and occupants of a suspended, or cancelled event depending on conditions and the safety of the occupants, with a safe area location.

In emergency situations, Fire alarms can be activated (pulled) to initiate an emergency exit plan that communicates by audible horns and strobes to alert building occupants of an immediate safety action requirement. Fire alarms provide immediate notification to First Responders from University Security and Mankato Dept of Public Safety.

### **A. Department of Theatre & Dance:**

Weather related and hazardous incident decisions are determined by the event Director, and/or designee. The Director will communicate with the event staff and may include the Production Stage Manager (PSM), Assistant Manager, and Front House Manager, for input and direction on emergency decisions. Ushers assigned to the event may be used to communicate and direct patrons as needed.

The Director should determine in tandem with the Managing Director and department chair if an event should be cancelled due to weather or other unforeseen circumstances. Such information should then be communicated to the Director of Public Relations in the department. During normal operating hours without a scheduled performance event, and the Managing Director and Chair are not present in the building, the incident should be reported to University Security or 911 emergency.

### **B. Department of Music & Entertainment Industries:**

Weather related and hazardous incident decisions are determined by the event Director, generally identified in the Music Dept as the Performance Series Director, and/or their designee. The Director should determine what action, if any, will be taken, or if the event will be postponed or cancelled. The Director will communicate to staff and occupants of the facility the appropriate course of action.

### **3. Centennial Student Union Events:**

The Centennial Student Union (CSU) encompasses various campus activities, businesses, offices/departments, and hosts multiple campus and public events. Larger venues include the CSU Ballroom, Ostrander Auditorium, Conference rooms, and the Maverick Bullpen. The CSU Director, or designee, will work with University staff for up-to-date weather reports, forecasts, warnings, watches, etc. The Director will be responsible for reviewing protocols and procedures relative to severe weather or hazardous situations and communicate to staff and the public.

During business hours the most senior position on duty will be in charge of CSU operations, and will be identified by seniority as the CSU Director, Associate Director, or Building Events Coordinator. If a senior position is unavailable, a student employee Building Manager will be on duty covering CSU operations. The Director(s) and Building Manager utilize a cellular phone along with an analog radio for communicating with various CSU staff/departments.

During emergency situations the CSU public address (PA) system will sync with VoIP phones (Voice over Internet Protocol) and broadcast emergency notifications throughout the building. Directors and Building Manager have access and training in using the PA system to disseminate public information. If safe to do so, CSU staff will assist building occupants get to safe areas. Tornado shelters are in the lower level of the CSU in the Maverick Bullpen area.

CSU Emergency Response Guide:



CSU Emergency  
Response Guide (2).p

### **4. Residential Life Communities:**

Severe weather shelter areas and fire evacuation routes are posted inside each residence hall room. The room location and evacuation path are customized for each room. The posting is placed on the interior side of each student room door.

Residential Life student staff members (Community Advisors, or CAs) encourage students to comply during evacuation events. Residents are not directed to rely on their CA during emergencies, as any given CA may not be in the building during an emergency. CAs are not directed to 'clear the floor' during evacuation events as such a responsibility, properly carried out, may jeopardize the student staff member's safety by delaying their own evacuation.

Students who use a wheelchair or other device to assist with mobility will determine whether they need evacuation assistance based on their location at the time of the emergency. Persons with a disability are encouraged to work with Accessibility Resources and develop an

evacuation plan based on their needs. We recognize that students may not be in their assigned rooms during an evacuation emergency. Residents seeking evacuation assistance should call University Security to state their location and to request assistance as needed. Security will coordinate with First Responders to respond to all evacuation assistance requests.

#### **F. Serious Emergency Incident:**

For incidents that pose an immediate threat to the health or safety of the Minnesota State Mankato community, the University sends out emergency notifications. University Security has the primary responsibility to receive and disseminate alert and warnings which affect the University. University Security will send initial emergency messages to the campus community by either text, email, and/or phone messages using StarAlert. University Security is empowered to initiate emergency messaging without administrative approval if an imminent threat requires immediate activation.

#### **Tornado/Severe Weather Shelters: (see map appendix B)**

- **Blakeslee Stadium:** Grounds shop west bleachers/Taylor Center basement, corridors and stairwells
- **Highland Complex:** Otto Recreation Center restrooms/locker rooms, Myers Field House restrooms (at no time should any portion of the open arena and/or concourse areas be utilized as shelter locations)
- **Highland North:** Highland North West corridor and locker rooms (additional locations in Highland Complex and Trafton)
- **Outdoor Recreation Fields:** West building between women's soccer and softball fields. Inside hallway and restrooms
- **Performing Arts and Andreas Theater:** Basement, restrooms, and Andreas Theater basement
- **Student Union and Addition:** Basement includes bowling alley, billiards, table tennis, game room (*Secondary shelter for after-hours* is the NW corner stairwell)
- **Taylor Center:** Basement, corridors and stairwells (at no time should any portion of the open arena and/or concourse areas be utilized as shelter locations)

### **VII. Disability Guidelines**

#### **A. Evacuation of People with Disabilities and Mobility Issues**

In cases of emergencies, those individuals with physical disabilities may need assistance with building evacuation. Evacuation of persons with disabilities will be given a high priority, but may require assistance from First Responders. First Responders can assist in the evacuation of disabled individuals when the person's location and physical limitations are identified by telephoning 911 or University Security. Individuals with accessibility limitations are encouraged to notify Accessibility Resources and establish an emergency protocol in advance.

#### **B. Areas of Refuge**

An area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. These areas should have direct access to an exit, be fire-resistant and protected from smoke, so people can wait safely for emergency responders. Minnesota State Mankato has three buildings with Areas of Refuge including: Clinical Science Building, University Dining Center, and Margaret Preska Residential Hall. Other campus venues were built to an earlier building code without incorporating Areas of



Refuge. The physical design of a campus building without an Area of Refuge area can utilize “Safe Areas” using the following criteria:

- Stairwell: must be enclosed
- Elevator lobby: elevator in the lobby must be equipped with standby power
- Horizontal exit: a fire-resistant wall that separates an area into two areas
- Interior side of an exit door: enclosed by fire-resistant, interior wall
- Exterior side of an exit door: exterior wall adjacent to the Area of Refuge must be fire-resistant.

Notification of a person’s location and limited mobility is needed by telephoning 911 or University Security (2111) to assist emergency personnel with evacuation. Campus hallway mounted telephones, along with classroom telephones, are located throughout campus buildings with direct access to Univ Security during an emergency.

### **C. Personal Evacuation Plans**

People with mobility or other concerns that would make independent evacuation difficult are encouraged to make alternative emergency evacuation plans. While emergency personnel are usually available to assist with evacuation, this may not always be the case. Every individual must quickly become familiar with the area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible safe areas. Accessibility Resources can assist students develop their own safety plan. Additional resources for developing a plan can come from asking supervisors, University Security, Human Resources, Facilities, and Environmental Health & Safety about evacuation plans.

This information provides a general guideline of evacuation procedures for persons with disabilities for fire and other building emergencies. Faculty, staff, students, and visitors must develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

### **D. Emergency evacuation plans should include:**

- Being familiar with evacuation options
- Seeking evacuation assistants who are willing to assist in case of an emergency
- Knowing building refuge location(s) or nearest stairwell
- Dissemination of plan to Univ Security, Residential Life, and faculty upon the student approval and request

Most campus buildings have accessible exits at the ground level floor which can be used during an emergency. In complexes like Trafton Hall, people can move into the unaffected wings of the building rather than exiting. However, in most campus buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in many buildings, they are automatically recalled to the ground floor, or stop working during a fire alarm.

### **E. Evacuation options:**

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:

- **Horizontal evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway evacuation:** Using steps to reach ground level exits from the building.

- **Stay in Place:** Unless danger is imminent, remaining in a safe room with an exterior window, a telephone, and a solid or fire-resistant door may be the best option. Wait for instructions from University Security via StarAlert messaging or contact University Security (507-389-2111) and report your location. This information will be forwarded to on-site emergency personnel, who will determine the necessity for evacuation.
- **Safe Areas/Area of refuge:** Go to a safe area away from obvious danger, use a volunteer/assistant/helper if necessary. The person or assistant will notify emergency personnel of the location of the person with a disability needing assistance. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas are stair enclosures. Other possible safe areas include fire rated corridors or vestibules adjacent to exit stairs. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by University Security or 911 emergency personnel. University Security will tell the individual their decision or relay the information to emergency personnel responding to the incident.

## **VIII. Evacuation for Persons with Disabilities**

### **A. Mobility Impaired - Non-Wheelchair**

Persons using mobility aids and/or wheelchairs should move to a safe area with their assistant when the alarm sounds, or Stay in Place and notify emergency personnel. The evacuation assistant should move to an area of safety outside the building and tell University Security the location of the person with a disability. If the person with a disability is alone, he/she should phone University Security or 911 with their present location and the safe area they are headed or located at. If the stair landing is chosen as the safe area, please note that many campus buildings have relatively small stair landings. Wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Persons with mobility impairments (crutches, canes, walkers, etc.), who can walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary. Options may include:

- Inquire if assistance is needed
- Ensure a clear path of travel
- No imminent danger: The person may choose to remain in the building or to be directed to safe area (stairwell) until First Responders arrive.
- Imminent danger: Use a sturdy chair, with or without wheels, to move the person, or help carry the person to safety.
- Notify emergency personnel immediately about any person(s) remaining in the building and their locations.

A person with a mobility disability may have to make personal evacuation choices in an emergency based on situational awareness and imminent threat level. Emergency response time by First Responders to assist mobility individuals can vary depending on the situation,

location, and available resources. Personal safety plans requiring emergency assistance should prepare and plan for interrupted or delayed First Responder response based on the size and scope of the incident. Individual emergency evacuation procedures should include:

1. *Coordinate with personal assistant or friend/designee to assist in leaving the building. If this is not an option/or available, then...*
2. *Stay in the current room/space and call 911 or Security (2111) and share your location and mobility restrictions*
3. *Go to the nearest set of stairs and call 911 or Security (2111) and share your location and mobility restrictions*
4. *Go to the nearest elevator and call 911 and share your location and mobility restrictions*

### **B. Mobility Aids: Wheelchair & Other Power-Driven Mobility Devices (OPDMD)**

People with disabilities have the right to choose whatever mobility device best suits their needs. Individuals with mobility, circulatory, respiratory, or neurological disabilities use many kinds of devices for mobility. Some use walkers, canes, crutches, or braces. Some use manual or power wheelchairs or electric scooters. A person seeking an accommodation should utilize University Accessibility Resources to ensure their needs and/or request is reasonable.

It is important to communicate with the individual before making the decision to physically assist them unless the person is unconscious or otherwise unable to communicate and danger is imminent. Consult the person as to their preference regarding the following:

- The number of people necessary for assistance
- Whether to extend or move extremities when lifting because of pain, catheter bags, brace, etc.
- Whether to carry the person forward or backward on the stairs

If an evacuation chair (EMS only) is not available, carrying options include using a two-person, lock-arm position (see the Lock-Arm Position drawing) or having the person sit in a sturdy chair preferably with arms. For level travel, an office chair with wheels could be utilized. The person should be secured in the chair when possible using a belt or rope. Trained emergency personnel should provide this type of assistance.

A person may choose to stay in a safe area or Area of Refuge rather than take medical risks in being moved. Unless danger is imminent, this request should be honored, and emergency personnel will continue to monitor the situation. If the person remains in a safe area the person should call University Security (507-389-2111) for assistance, or have someone who is exiting notify emergency personnel of their location.

### **C. Guidelines for Persons Assisting Disabled Occupants**

The following general guidelines have been adopted by the University to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. It is also important to know that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Before attempting to evacuate a person with a disability consider your options and the risk of injury to yourself and others. Do not make an emergency worse.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, identify someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Always **ask** someone with a disability how you can help **before** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques should be used to avoid injury to rescuers' backs (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift). Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary. Certain lifts may need to be modified depending on the person's disabilities.
- **Do not** use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call 911 or University Security at 507-389-2111.
- Check on people with disabilities during an evacuation. A "buddy system", where persons with disabilities pre-identify volunteers (co-workers/roommates) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation **only** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. (First Responders are trained in rescue procedures).

#### **D. Blindness or Visual Impairment**

Give verbal instructions to advise the safest route or direction using compass directions, estimated distances, and directional terms.

- Communicate nature and location of emergency
- Offer assistance: If accepted, offer your arm to assist with guiding
- Give other verbal instructions and information on where you're going, obstacles, and safety concerns (i.e. elevators cannot be used).
- Update and orient at a safe area, inquire if further assistance is needed before leaving

#### **E. Deafness or Hearing Impairment**

Give visual or written instructions to advise the safest route or direction.

- Alert individual: by touch and eye contact, turning lights on/off or wave arms to gain attention.
- Gestures and pointing directions or instructions
- Written notes or a brief statement with evacuation instructions
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

#### **F. Mental Disorders and Cognitive Disabilities**

A person with a mental disorder and/or cognitive disability prevents the person from using or accessing building features due to an inability to process or understand the information necessary to use those features.

The University evacuation process requires a person to be able to process and understand information to safely evacuate a building. Evacuation planning for people with a mental disorder

is essentially the same process as for those with other disabilities. Notifying the person of an evacuation may result in confusion based on the mental/physical health of the individual. A person(s) with a mental disorder may need assistance in evacuating to a safe location if instructions and directions are misinterpreted or not understood.

## **Appendix A: Glossary/Definitions**

### **Americans with Disabilities (ADA)**

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities and guarantees that they have equal opportunity to participate in mainstream American life. Passed in 1990, this federal law made it illegal to discriminate against a disabled person in terms of employment opportunities, access to transportation, public accommodations, communications, and government activities.

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

### **Five Titles of the ADA:**

#### **Title I: Equal Employment Opportunity for individuals with disabilities**

This title is designed to remove barriers that would deny qualified individuals with disabilities access to the same employment opportunities and benefits available to others without disabilities. Employers must reasonably accommodate the disabilities of qualified applicants or employees unless an undue hardship would result.

Web Link: [Title 1: Employment](#)

#### **Title II: Nondiscrimination on the basis of disability in State and Local Government Services**

This title prohibits discrimination on the basis of disability by public entities. The public entity is required to provide access to programs, services and activities provided by the state or local government, when viewed in their entirety.

Web Link: [Title 2: State and local government activities](#)

#### **Title III: Nondiscrimination on the basis of disability by Public Accommodations and in Commercial Facilities**

This title prohibits discrimination on the basis of disability by private entities in places of public accommodation. Examples include hotels, restaurants, golf courses, private schools, day care centers, health clubs, etc.

Web Link: [Public accommodations](#)

#### **Title IV: Telecommunications**

This title requires telephone companies to have developed interstate and intrastate telephone relay services in every state.

## **Title V: Miscellaneous Provisions**

The final title contains a variety of provisions relating to the ADA as a whole, including its relationship to other laws and its impact on insurance providers and benefits

### **Mental Illness or Disorders:**

Is a term used to describe mental health conditions that impact mood, thinking, and behavior. These disorders may interfere with a person's ability to relate to others and function on a daily basis.

Disorders have numerous wide-ranging diagnoses which can present various mental and physical symptoms that include:

- Mood disorders (depression, bipolar disorder, etc.)
- Psychotic disorders (schizophrenia, schizoaffective disorder, etc.)
- Anxiety disorders (generalized anxiety disorder, post-traumatic stress disorder, phobias, etc.)

### **OPDMD: Other power-driven mobility devices**

Defined as "any mobility device powered by batteries, fuel, or other engines... that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices... such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair". When an OPDMD is being used by a person with a mobility disability, different rules apply under the ADA than when it is being used by a person without a disability.

The University must allow people with disabilities who use any OPDMD to enter the premises unless a particular type of device cannot be accommodated because of legitimate safety requirements. In most circumstances, people with disabilities use ATVs and other combustion engine-driven devices/vehicles may be prohibited from indoor spaces, and restrictions in outdoor areas with heavy pedestrian traffic. A person seeking an accommodation needs to go through University Accessibility Resources to ensure the device and/or request is reasonable.

## **Appendix B: Tornado Shelters Locations**



Maps - Tornado  
Shelters.pdf