IF YOU GET TRAPPED
KEEP THE DOORS CLOSED
Seal cracks and vents if smoke comes in. If you are trapped in a room, open the windows — from the top to let out heat and smoke and from the bottom to let in fresh air. If the window only opens from the bottom, open the window and stay on the floor away from the window.

SIGNAL FOR HELP
Hang an object out the window (jacket, tablecloth, etc.) to attract attention. If there is a phone in the room, dial 911 or call the University Police and report you are trapped. Be sure to give your room number and location.

Report any problems with fire alarm equipment to Facilities Management’s Customer Service Center at (404) 651-0700.

IMPORTANT TELEPHONE NUMBERS

Fire or Ambulance
9-911

University Police
(404) 651-3333 — Main Campus
(404) 651-1555 (TDD)
(404) 206-5900 — University Village

Disability Services
(404) 463-9044 (voice)
(404) 463-9048 (TDD)

Auxiliary Services (Vehicle Parking)
(404) 651-2150

Student Housing Office
(404) 463-9052

Facilities Management
(404) 651-1054

Georgia State University
Safety and Risk Management
34 Broad Street, Suite 1200
Atlanta, Georgia 30303-3083
(404) 651-2170

EMERGENCY EVACUATION PROCEDURES FOR THE MOBILITY-IMPAIRED

Georgia State University
Safety and Risk Management
Fire Safety and Prevention
(404) 651-2168
GUIDELINES FOR MOBILITY IMPAIRED INDIVIDUALS

The intent of this document is to provide a guideline for evacuation procedures. Faculty, staff, and students should familiarize themselves with those facilities that they may occupy while on campus. Ultimately, it is your responsibility to preplan for an emergency.

Persons with mobility impairments are permitted to stay in a building during an emergency situation only if they are non-ambulatory, where elevator assistance is essential for their evacuation, and they are located either above or below the ground floor. All other persons need to evacuate the building in an emergency. Persons with mobility impairments must realize during an emergency that elevators cannot be used and should evaluate their situation to see if they can leave the building in a safe fashion. If required, sight impaired persons should seek assistance from other occupants of the building.

In an emergency situation — either the sounding of a fire alarm or a voice evacuation message, DO THE FOLLOWING:

1. Seek an area of refuge — preferably a room with an exterior window, a telephone, and a solid door.
2. Telephone the University Police at (404) 651-3333 or have someone call for you. Advise them that you are a person with a mobility impairment.
3. If you are telephoning, give your exact location — Building, Floor, and Room Number. If someone is telephoning for you, have them give YOUR exact location.
4. Give the telephone number from which you are calling.
5. If it is safe to do so, remain on the phone. If the situation around you changes for the worse, dial 911 or call the University Police back and give them updates on your situation.
6. If a telephone is not readily accessible, have someone advise the nearest police officer or fire fighter.
7. If you cannot access an area of refuge, you should go to an enclosed stairwell. Have someone advise a police officer or fire fighter of your location. If you do go to a stairwell, be sure to position yourself as to not block pedestrian flow or access to the stairwell.

Mobility-impaired persons may include:
- Persons using wheelchairs
- Persons using crutches, canes, etc.
- Persons recovering from surgery
- Pregnant women
- Cases of extreme obesity
- Anyone who is unable to evacuate a building using a stairwell

If a false or accidental fire alarm has been sounded, or if circumstances do not warrant it, persons who are mobility impaired will not usually be evacuated from the building. In the event of an extreme emergency, the fire department will be responsible for evacuating those persons from the building.

GUIDELINES FOR FACULTY AND STAFF

In an emergency situation — either the sounding of a fire alarm or a voice evacuation message — if you can safely do so:

- Faculty and staff members should make every reasonable attempt to ensure that mobility-impaired persons needing assistance receive help in evacuating.
- A non-ambulatory person either should remain in or be directed to an area of refuge, preferably a room with an exterior window and a telephone. If a room is not available, then they should be directed to an enclosed stairwell. The University Police should be called immediately and advised of the mobility-impaired person’s exact location. If a telephone is not readily accessible, please go to the front entrance of the building and advise a police officer or fire fighter of the location of the person(s).
- The responding police officers and fire department personnel will determine whether the circumstances warrant an evacuation of non-ambulatory persons remaining in the building.