The Guidelines for Emergency Evacuation and Preparedness for persons with Disabilities is intended to prepare the university community for emergency situations. Although, this information may be used by you as a guide, it is your responsibility to familiarize yourself with the university’s policies and procedures in this area.

PERSONS WHO ARE HEARING IMPAIRED/DEAF

Telecommunications devices are available in numerous locations on the University Park Campus and the Biscayne Bay Campus. Pay TTYS are usually located on the first floor telephone banks. See our list of TTYS below or check our website at www.fiu.edu/ehs.

PERSONS WHO ARE VISION IMPAIRED/BLIND

Think about how you might communicate with emergency personnel. Be certain to request mobility training through the Lighthouse for the Blind, or other similar agencies, so you are thoroughly familiar with the campus environment. Practice evacuation routes with your mobility trainer.

PERSONS WHO USE WHEELCHAIRS

1) Become familiar with the layout of the building in which you work, take classes and reside. Know the rescue areas for each building.

2) Familiarize yourself with the emergency evacuation signal.

3) Communicate directly with Public Safety from rescue areas using emergency communication devices.

4) You may want to practice evacuation routes and the Evacu-Trac device with your buddy. Please contact Environmental Health & Safety / Risk Management, Disability Services or Public Safety to arrange a practice session.

5) Wheelchair accessible telephones are located at most public phone sites.

6) FIU does not provide wheelchairs for rental purposes; however, you may contact the Office of Disability Services (ODS) if you need to borrow a wheelchair in case of an emergency.

THE EVACU-TRAC

This emergency evacuation assistance device is designed to provide safe evacuation from multi-story building for people with mobility limitations. Evacu-Tracs are typically located in stairwells, although not all stairwells will have an Evacu-Trac.

HOW TO OPERATE THE EVACU-TRAC

1) Grasp and lift handle. When the handle is upright, lift the leg support pads while pushing outward on the handle.

2) Evacu-Trac automatically locks in the open position with a "click.”

3) Lower kick-stand and transfer passenger.

4) Fasten safety straps securely.

5) Raise kick-stand.

6) Keep both hands on the handle when the kick-stand is raised.

ON THE STAIRS...

1) Press down on the handle and pivot Evacu-Trac on rear auxiliary wheels to turn on a flat surface.

2) Position the Evacu-Trac at the top of stairs with passenger facing the stairs.

3) Push forward until front auxiliary wheels are over the top step.

4) To descend stairs, grasp the brake lever. Descent speed can be reduced by using light pressure when grasping the brake lever.

5) When approaching the base of the stairs, let go of the brake lever.

6) When the handle is upright, lower kick-stand and remove the passenger.

7) Grasp and lift handle. When the handle is upright, lift the leg support pad while pushing outward on the handle.

8) Fasten safety straps securely.

9) To stop on the stairs, let go of the brake lever.

10) When approaching the base of the stairs, in order to move forward, lower kick-stand and remove the passenger.

11) For persons who are vision impaired/blind...

GUIDELINES FOR EMERGENCY EVACUATION & PREPAREDNESS

The Guidelines for Emergency Evacuation and Preparedness is designed to provide you with the information you need to be prepared for an emergency. Although this information is being made available to you, it is your responsibility to familiarize yourself with the University’s policies and procedures in this area.

FOR PERSONS WITH DISABILITIES

We can be contacted at:
Office Phone:
Employee Name:
Check Division:
Human Resources
Finance
Enrollment Services
University President
University Advancement
Student Affairs
Auxiliary Wheels
Leg Support Pad
Footrest
Rear Track Roller
Brake Lever Handle
EVACU-TRAC
Emergency Evacuation Assistance Devices are available in multi-story buildings at UP, BBC, EDC & the Wellness Center.

For more emergency information, call 305.348HELP or 305.348.4357 or visit www.fiu.edu/ehs
EARLY NOTIFICATION OF INCLEMENT WEATHER CONDITIONS FOR EMPLOYEES WITH DISABILITIES

[PARTICIPANT REGISTRATION FORM (PRF)]

Employee Name: ____________________________________________
Department: ________________________________________________
Contact Numbers: ___________________________________________
Office Phone: ______________________________________________
Home Phone: ________________________________________________
Beeper: ____________________________________________________
Cell: _______________________________________________________
Office Locations (Building and Room Number): ___________________
E-mail Address: _____________________________________________
Disability: __________________________________________________
Social Security Number: ___________________________ Date: __________

Check Division:

☐ Academic Affairs  ☐ Sponsored Research
☐ Administration  ☐ Student Affairs
☐ Enrollment Services  ☐ University Advancement
☐ Finance  ☐ University President
☐ Human Resources  ☐ UTS

Changes to the above information should be reported to the EOP office.

We can be contacted at:
Office of Equal Opportunity Programs
University Park, PC 215, Miami, FL 33199
Telephone: 305.348.2785
Fax: 305.348.3459
E-mail: osborne@fiu.edu
Website: http://www.fiu.edu/~eop
Please return this form to EOP.

GENERAL PROCEDURES FOR EMERGENCY SITUATIONS:

1) Do not hesitate to ask for help.
2) It is a good idea to arrange to have a friend (buddy) to assist you prior to any emergency situation.
3) Please try to remain calm.
4) Treat every alarm as an actual emergency.
5) Do not use elevators.
6) Use the emergency communication devices on route to the rescue area to contact Public Safety if necessary.
7) Follow exit signs to nearest safe stairwell.
8) If you need assistance exiting, wait for emergency personnel who have been instructed and trained to assist people with disabilities.
9) It may be necessary to leave your wheelchair behind when you need to transfer to Evacu-Trac. A wheelchair may be available once you safely exit the building.
10) Do not re-enter building until emergency personnel have authorized safe return to the building.
11) For medical emergencies contact Public Safety. (emergencies only)
12) Health professionals can be contacted in the Health Care & Wellness Center. Hours of operation are 9 am to 5 pm.
13) Report unsafe building conditions, security threats or danger to Public Safety, the Department of Environmental Health & Safety, and Risk Management or to Facilities Management / Operations.

EMERGENCY COMMUNICATION DEVICES ARE AVAILABLE IN:

• College of Health
• Charles Perry Building
• University Health Services
• Viertes Haus
• Parking Garage One

OFFICE OF EQUAL OPPORTUNITY PROGRAMS
Office of Disability Services
305.348.2401
BCC: 305.919.5620

Environmental Health & Safety
305.348.2826
BCC: 305.919.5559

Public Safety
305.348.4868
BCC: 305.919.5555

Facilities Management
305.348.4868
BCC: 305.919.5555

University Health Services
305.348.2401
BCC: 305.919.5620

The alternate format (raised & braille) is available upon request.

GUIDELINES FOR EMERGENCY EVACUATION & PREPAREDNESS FOR PERSONS WITH DISABILITIES

FOR PERSONS WHO ARE VISION IMPAIRED/BLIND

1) Know where exits are located and practice evacuating the building.
2) Be thoroughly familiar with the campus environment. Practice evacuation routes and the exit signs in this area.
3) Think about how you might communicate with emergency personnel. Be certain to request mobility training through the Office of Disability Services or Public Safety to arrange a practice session.
4) You may want to practice evacuation routes and the exit signs in this area.
5) Follow exit signs to nearest safe stairwell.
6) Do not hesitate to ask for help.
7) Do not enter building until emergency personnel have authorized safe return to the building.
8) For medical emergencies contact Public Safety. (emergencies only)
9) Health professionals can be contacted in the Health Care & Wellness Center. Hours of operation are 9 am to 5 pm.
10) Report unsafe building conditions, security threats or danger to Public Safety, the Department of Environmental Health & Safety, and Risk Management or to Facilities Management / Operations.

FOR PERSONS WHO ARE HEARING IMPAIRED/DEAF

1) The emergency evacuation signal (flashing light/strobe) in public areas on the Florida International University campuses is being made available to you, it is your responsibility to familiarize yourself with the emergency evacuation signal.
2) Although this information is being made available to you, it is your responsibility to familiarize yourself with the emergency evacuation signal.
4) The emergency evacuation signal (flashing light/strobe) in public areas on the Florida International University campuses is being made available to you, it is your responsibility to familiarize yourself with the emergency evacuation signal.
6) The guidelines for emergency evacuation and preparedness are contained in this area.
7) HIREハウスされる
8) FOR PERSONS WHO ARE HEARING IMPAIRED/DEAF

The alternate format (raised & braille) is available upon request.

EMERGENCY EVACUATION & PREPAREDNESS FOR PERSONS WITH DISABILITIES

FOR PERSONS WHO ARE HEARING IMPAIRED/DEAF

1) The emergency evacuation signal (flashing light/strobe) in public areas on the Florida International University campuses is being made available to you, it is your responsibility to familiarize yourself with the emergency evacuation signal.
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The alternate format (raised & braille) is available upon request.

EMERGENCY COMMUNICATION DEVICES ARE AVAILABLE IN:

• College of Health
• Charles Perry Building
• University Health Services
• Viertes Haus
• Parking Garage One

OFFICE OF EQUAL OPPORTUNITY PROGRAMS
Office of Disability Services
305.348.2401
BCC: 305.919.5620

Environmental Health & Safety
305.348.2826
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Public Safety
305.348.4868
BCC: 305.919.5555

Facilities Management
305.348.4868
BCC: 305.919.5555

University Health Services
305.348.2401
BCC: 305.919.5620

The alternate format (raised & braille) is available upon request.
**Evac-Trac Locations at FIU**

**UNIVERSITY PARK**
- Green Library – GL
- 2nd Floor – Central stairwell
- Business Administration – BA
- 3rd Floor – East stairwell
- Chemistry/Physics – CP
- 4th Floor – Northwest stairwell
- Campus Support Complex – CSC
- 4th Floor – East stairwell
- Deuxieme Maison – DM
- 4th Floor – Hallway, near room 458A
- Engineering & Computer Science – ECS
- 3rd Floor – Main elevator lobby
- Graham University Center – GC
- 2nd Floor – Stairwell adjacent to freight elevator
- Pharmed Arena – PA
- 3rd Floor – Adjacent to Southwest doorway

**BISCAYNE BAY CAMPUS**
- Hospitality Management – HM
- 3rd Floor – Southeast stairwell
- Academic I – ACI
- 2nd Floor – West stairwell
- University Park
- Designated Evacuation Assembly Areas
  - Main Building – EC
  - Children’s Creative Learning Center – CCLC
- Deuxieme Maison – DM
  - 3rd Floor – Central stairwell
- Wolfe University Center – WUC
  - 2nd Floor – Stairwell near catwalk to LIB
- University Towers II – UT-II
- Viellos Haus – VH
- 3rd Floor – Southeast stairwell
- Campus Support Complex – CSC
- 3rd Floor – Central stairwell
- Executive Center – EC
- Engineering & Computer Science – ECS
- 2nd Floor – Southeast stairwell
- Night Center – NC
- 3rd Floor – West stairwell
- Holds University Center – WUC
- 2nd Floor – Southeast stairwell

**BISCAYNE BAY CAMPUS (Continued)**
- Visitor Relations – VR
- 10th Floor South Tower – West stairwell
- 5th Floor – Northeast stairwell
- 3rd Floor – West stairwell
- 2nd Floor – West stairwell
- Student Union – SU
- 3rd Floor – West stairwell
- John C. Haine – JCH
- 3rd Floor – West stairwell
- Technicians Building – TB
- 3rd Floor – West stairwell
- Student Union – SU
- 4th Floor – West stairwell
- Student Union – SU
- 1st Floor – East stairwell
- Student Union – SU
- 5th Floor – West stairwell
- Student Union – SU
- 2nd Floor – West stairwell
- Student Union – SU
- 4th Floor – Southwest stairwell
- Student Union – SU
- 1st Floor – West stairwell
- Student Union – SU
- 3rd Floor – East stairwell
- Student Union – SU
- 4th Floor – Southwest stairwell
- Student Union – SU
- 2nd Floor – West stairwell
- Student Union – SU
- 3rd Floor – West stairwell

**UNIVERSITY PARK**

**Designated Evacuation Assembly Areas**

**BISCAYNE BAY CAMPUS**

**THE ENGINEERING CENTER – EC**
- Main Building – EC
- 2nd Floor – West stairwell
- 3rd Floor – East stairwell
- People’s Bldg – PB
- 3rd Floor – Main elevator lobby
- Academic I – ACI
- 2nd Floor – West stairwell
- Academic II – AII
- 3rd Floor – Northwest stairwell
- Hospitality Management – HM
- 3rd Floor – Central stairwell
- Wolfe University Center – WUC
- 2nd Floor – Stairwell near catwalk to LIB
- University Towers II – UT-II
- Viellos Haus – VH
- 3rd Floor – Southeast stairwell
- Campus Support Complex – CSC
- 3rd Floor – Central stairwell
- Executive Center – EC
- Engineering & Computer Science – ECS
- 2nd Floor – Southeast stairwell
- Night Center – NC
- 3rd Floor – Central stairwell
- Holds University Center – WUC
- 2nd Floor – Southeast stairwell

The Office of Equal Opportunity Programs (EOP) realizes that individuals with disabilities may require additional time to prepare for and respond to challenges presented by inclement weather conditions such as hurricanes. To this end, we have developed an early notification program for employees who may wish to participate in this program. Employee participation is voluntary.

During emergency weather conditions participants will be provided directly with critical information. Notification will take place via: home, work, cell phone, and e-mail. Information will also be posted on the EOP website.

**Employees wishing to participate in the program should complete the registration form (on reverse side) and return it to the EOP office as soon as possible. The form is also posted on the EOP website.**

**Should you have any questions regarding this program, please feel free to contact us at 305.348.2785.**
Designated Evacuation Assembly Areas

UNIVERSITY PARK

- Green Library – GL
- 2nd Floor – Central stairwell
- 4th Floor – West stairwell
- Business Administration – BA
- 3rd Floor – East stairwell
- Chemistry/Physics – CP
- 4th Floor – Northwest stairwell
- Campus Support Complex – CSC
- 4th Floor – East stairwell
- Deuxieme Maison – DM
- 4th Floor – Hallway, near room 458A
- Engineering & Computer Science – ECS
- 3rd Floor – Main elevator lobby
- Graham University Center – GC
- 2nd Floor – Stairwell adjacent to freight elevator
- Pharmed Arena – PA
- 2nd Floor – Adjacent to Southwest doorway

THE ENGINEERING CENTER – EC

- Academic I – ACI
- 3rd Floor – Southeast stairwell
- Academic II – ACII
- 3rd Floor – Northwest stairwell
- Hospitality Management – HM
- 3rd Floor – Central stairwell

WOLFSUAN

- 7th Floor – South stairwell
- 71/2 Floor – North stairwell

Green Library – GL
- 2nd Floor – South stairwell
- 4th Floor – Northwest stairwell
- 5th Floor – South stairwell
- Panther Residence Hall – PH
- 4th Floor – Central stairwell
- University Towers – UT
- 3rd Floor South Tower – West stairwell
- 4th Floor South Tower – West stairwell
- Veritas House – VH
- 3rd Floor – North stairwell
- ZH Education Building – ZEB
- 3rd Floor – Northwest stairwell

Academic I – ACI
- 3rd Floor – Southeast stairwell
- Deuxieme Maison – DM
- 4th Floor – Hallway, near room 458A
- Engineering & Computer Science – ECS
- 3rd Floor – Main elevator lobby
- Pharmed Arena – PA
- 2nd Floor – Adjacent to Southwest doorway

THE ENGINEERING CENTER – EC

- Academic I – ACI
- 3rd Floor – Southeast stairwell
- Academic II – ACII
- 3rd Floor – Northwest stairwell
- Hospitality Management – HM
- 3rd Floor – Central stairwell
- Kevens Conference Center – KCC
- 3rd Floor – Southeast stairwell
- Library (North Campus) – LIB
- 3rd Floor – Central stairwell
- Wolfe University Center – WUC
- 2nd Floor – Stairwell near catwalk to LIB

Academic I – ACI
- 3rd Floor – Southeast stairwell
- Deuxieme Maison – DM
- 4th Floor – Hallway, near room 458A
- Engineering & Computer Science – ECS
- 3rd Floor – Main elevator lobby
- Pharmed Arena – PA
- 2nd Floor – Adjacent to Southwest doorway

THE ENGINEERING CENTER – EC

- Academic I – ACI
- 3rd Floor – Southeast stairwell
- Academic II – ACII
- 3rd Floor – Northwest stairwell
- Hospitality Management – HM
- 3rd Floor – Central stairwell
- Kevens Conference Center – KCC
- 3rd Floor – Southeast stairwell
- Library (North Campus) – LIB
- 3rd Floor – Central stairwell
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