

# UNIVERSITY of HOUSTON

## EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES

### Planning – Preliminary Procedures

- Plan Ahead! Know the areas where you work and study. Is there ground floor access? If there is not and you normally use an elevator, you will need evacuation assistance.
- Practice your plan
- Write down emergency numbers and contacts
- Employees should discuss emergency concerns with their supervisor. Students should discuss concerns with their professor/instructor
- Find a friend/co-worker who is willing to assist during an emergency

### What to Do During an Emergency

- Call UHPD at 713-743-3333 or 911
- Report your name, location (room number or other area of building). If you are going to an emergency exit/stairwell, give the exact location
- Report your situation – what assistance do you require? (e.g. wheelchair use, breathing difficulties, blindness, etc)
- Ask others as they leave the building to inform emergency responders of your name, location and assistance needed

### Preparation for Emergencies

- Where are the entrances and exits on the floor you work, live, or go to class on? Your plan should include at least 2 exits!
- **Do Not Use Elevators** during an Evacuation unless instructed to do so by emergency responders