



## Faculty Emergency Evacuation Letter Student Accessibility Resources (SAR)

A student in your class has identified as a person with a disability that may need assistance with emergency evacuation. Faculty members who have students with disabilities in their classes should discuss the evacuation of these persons ahead of time. Please see below for the proper procedures for evacuation. For additional details, please refer to the [Emergency Management Plan](#).

When evacuation of a building is necessary due to a fire, bomb threat, hazardous materials accident or other emergency evacuations, an alarm system is activated or orders to evacuate are given.

- **Immediately evacuate the building** through the doorways marked by the nearest exit signs. Evacuate the building in an orderly manner, without running or crowding. A disorganized evacuation can result in confusion, injury and property damage.
- **Be familiar with the location of primary and alternate exits and the various evacuation routes available.** Floor plans with escape routes, alternate escape routes, and exit locations are posted throughout the buildings.
- **Do not use elevators.** Evacuate premises via the nearest stairwell or grade level exit.
- **Evacuate immediately**, resisting the temptation to locate personal belongings or asking for details about the situation. Remember, things can be replaced--people cannot.
- **Assist individuals with a disability** or others who may need help.
- Fire alarms and smoke detectors are to alert building occupants. If smoke or fire is detected, **call the campus police from a campus phone at ext. 8911 or 817-515-8911 from an outside phone.** Whenever possible, activate the nearest fire alarm and close the door upon leaving a room.
- **Proceed to a predetermined assembly area.** A head count or roll call is necessary to account for all personnel.

If you have any questions concerning this situation, please contact your campus SAR Coordinator or the Health Services Office.

Thank you for your support in providing these services.