

Taking Responsibility for Your Safety

1. Carry on you at all times emergency information containing your critical health information, emergency contacts, and phone number for accessible transportation services.
2. Carry other critical supplies with you, such as medication and water, paper and pencil and/or pre-printed message, small flashlight, cell phone, etc.
3. Put an emergency contact number in your cell phone contacts under ICE (“in case of emergency”). Most emergency workers will know what that means.
4. Be prepared to quickly and clearly give emergency responders critical information on how they can assist you without causing injury. For instance:
 - *The traditional “fire fighter’s carry” is hazardous for me because of my respiratory condition. Carry me by....*
 - *I can manage steps independently. Please carry my other crutch and walk in front of me.*
 - *I’m blind. Let me take your left arm above the elbow and I’ll follow you out.*
 - *I have a psychiatric disability. In an emergency I may become confused. Help me find a quiet corner and I should be fine in about 10 minutes.*
5. Establish a buddy system and alternate for each class or working area. Choose people who are dependable and have the physical and emotional ability to reliably assist you. Be sure to have sufficient “buddies” to carry you downstairs, should that become necessary. (You can ask your instructors for assistance in selecting buddies.) Instruct these buddies on how to assist you in the event of an emergency.
6. Be sure that you know the best evacuation routes, locations of the exits and “Areas of Refuge” for the buildings you will be using.
7. Be sure you are familiar with the location of the Disability Assembly Area on the campus.
8. If assistance is not immediately available, you should remain in the designated Area of Refuge. Rescue personnel will first check these areas for those trapped. You should continue to call for help until rescued. Remain calm while you wait for rescue.
9. Do not re-enter a building until permitted by emergency personnel.
10. Persons using a power wheelchair should take the responsibility of scheduling battery recharging on a regular basis.

11. Those persons who cannot speak loudly to call for help should carry a whistle or noisemaker.
12. Be familiar with alarm signals.
13. Leave school materials in the room to avoid wasting time.
14. If you suspect a fire is behind a door, cover your hand to provide protection then test the door by touching it. If it is hot then do not use the door as an exit. Try to find an alternate route for an exit.
15. Do not use elevators unless authorized to do so by police or fire personnel.
16. If you have a personal attendant, family member or friend who cares for you, make arrangements before an emergency for him/her to check on you immediately after an emergency. Be sure that person has copies of your health information, class schedule, evacuation plans and other emergency documents.
17. Notify those mentioned above and your evacuation “buddies” when you are going out of town and when you will return...and vice versa.