



Evacuating Occupants with Disabilities

When a mobility impaired person(s) is in a building on a floor that is not accessible directly to the outside, the following procedures should be followed during an evacuation:

- Do not use the elevator. Emergency response personnel will be responsible for evacuating disabled persons.
- If necessary, move the person horizontally away from the danger, possibly into an adjoining building.
- Fire rated staircases may also be used as a refuge area.
- Building Safety Monitors or knowledgeable personnel must immediately report the location of disabled occupants to the Emergency Coordinator.
- The Emergency Coordinator will report to emergency response personnel any people remaining in the building and any other information pertinent to the situation.

Students, Staff, and Faculty can self-report any special evacuation needs to the Disability Access Office so that it is incorporated into the Facility Incident Notification System (FINS).

Disability Access Office
Richard A. and Susan F. Smith Campus Center
1350 Massachusetts Avenue, Suite 470
Cambridge, MA 02138
(617) 496-8707
doa@fas.harvard.edu

