EMERGENCY EVACUATION PROCEDURES

EMERGENCY NUMBERS

(Please keep posted)

Fire 911
Medical 911
City Police 911

Georgia State University Campus EMERGENCY DIAL: 1-3333 (404-413-3333)
University Police Main Number (Communications): 404-413-2100
Georgia State University – Police Department Location: 15 Edgewood Ave.
Atlanta, GA 30303

Develop Personal Evacuation Instructions
Assistance required during an evacuation should be written down on a card and carried by the individual with disabilities at all times. The card should instruct others on the best ways to assist and the number of persons needed to help.

Develop a “buddy system”
Prepare for emergencies in advance by establishing a primary and an alternate “buddy” for each class or office location. A “buddy” could be a classmate, instructor, supervisor, or co-worker. An individual’s personal evacuation instructions should be shared with their “buddies”. A “buddy” will assist individuals with disabilities to an evacuation assembly area outside the building or to a safer area within a building (e.g. stair landing, room away from imminent danger, another wing, opposite end of corridor). A second person should immediately notify emergency personnel where an individual is located. Police or Fire/Rescue personnel will decide if individuals are safe where they are or evacuate them as necessary. A “buddy” should stay with an individual until the emergency is over.

If an individual with a disability is alone during an emergency, they should contact the University Police and provide their present location. The University Police can be contacted by a cell phone, a campus emergency telephone, or an office telephone.
Know Your Environment
Become familiar with emergency exits, evacuation routes in campus buildings, and campus evacuation assembly areas. Elevators are not to be used as an emergency exit unless instructed by emergency personnel. Determine the building exit nearest your classroom or office. In the event that this exit is blocked, be familiar with alternate exits.