

EVACUATION POLICY FOR WHEELCHAIR DEPENDENT STUDENTS

The following procedure will be utilized in the event of the need to evacuate the building:

1. The alarm is sounded.
2. The teacher will remain with the wheelchair dependent student until a staff member with a radio is present; then the teacher may rejoin his/her class outside.
3. The staff member with the radio will remain with the student and be in contact with an Administrator. Those two people will decide upon a safe location for the student to be taken to, one near a stairwell if possible.
4. The staff member with the radio will be in contact with the Administrator as to that location upon arrival.
5. The Administrator will alert Fire Department personnel as to the student's and staff member's location.
6. The Fire Department personnel will then be dispatched to evacuate the student from the building, if deemed necessary.

When Fire Department personnel state it is safe to return to the building, a Minuteman staff person will go to the First Aid Station and retrieve a manual wheelchair in order to return the student to his/her personal motorized wheelchair.

In the event of a catastrophic emergency or fire at the wheelchair dependent student's location, immediate evacuation will ensue with staff and/or students.

(Approved 11/26/01)

EXCEPTIONS TO WHEELCHAIR EVACUATION POLICY

In the event of a fire alarm sounding during the passing period, the wheelchair bound student will:

1. If on the cafeteria level, go to the First Aid Station.
2. If in the elevator, go down to the first floor and report to the First Aid Station.
3. If in between classes, go into the first classroom with a faculty member. The faculty member will pick up the phone and dial "0", tell the operator their name, location and that the wheelchair bound student is with them. The Operator will transmit that information over the radio. This will allow a radio carrying person to go immediately to the student's location.
4. If at lunch, go outside the building and make contact with any radio carrying staff member, who will then radio their location to Administration.

(Approved 2/15/05)