

SMU Contacts and Links

SMU Police Department

Emergencies: Dial 911 from campus phone.
Dial 214-768-3333 from cell.

Non-Emergencies: 214-768-3388
<http://smu.edu/pd/>

Emergency Management

214-768-4090
<http://www.smu.edu/emergency/>

Institutional Access and Equity ADA/504 Coordinator

214-768-3601
<http://www.smu.edu/aa/>

Services for Students with Disabilities

214-768-4557
http://smu.edu/studentlife/OSSD_Facts.asp

Residence Life and Student Housing

214-768-2407
<http://smu.edu/housing/>

Building Managers

<http://smu.edu/ready/buildingmanagers.asp>

Accessibility Maps

<http://smu.edu/maps/accessibility.asp>

Services for Persons with Disabilities

www.smu.edu/disabilities/

The Emergency Procedures for Persons with Disabilities Brochure, all links to contacts and resources, additional information, and updates are available at: www.smu.edu/aao.

Please contact the Office of Institutional Access and Equity for questions and comments about this brochure.

Additional Resources

American Association of People with Disabilities
www.aapd.com

Center for Disability and Special Needs
Preparedness
www.disabilitypreparedness.org

Comprehensive Disability Resources
www.disabilityinfo.gov

National Council on Disability
www.ncd.gov

National Organization on Disabilities
www.nod.org

Texas Emergency Management
www.txdps.state.tx.us/dem

U.S. Department of Health & Human Services
Disasters and Emergencies
www.hhs.gov/disasters/

U.S. Department of Homeland Security
Ready Campaign
www.ready.gov

U.S. Department of Labor
Office of Disability Employment Policy
www.dol.gov/odep/



SMU's Statement of Nondiscrimination

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes non-discrimination on the basis of sexual orientation.

6/08

Emergency

Procedures

for

Persons with

Disabilities

Southern Methodist University

Emergency Procedures for Persons with Disabilities

Overview

Southern Methodist University strives to reasonably accommodate the needs of persons with disabilities, including during emergency situations. Emergencies may pose a variety of challenges to persons with mobility, visual, hearing, or mental impairments. The following instructions are intended to provide guidelines for emergency procedures to assist the University and the individual in developing an emergency plan. Ultimately, it is each person's responsibility to prepare for an emergency. All faculty, staff, and students should become familiar with the facilities that they occupy and develop a plan for emergencies. This document supplements information presented in SMU's Emergency Management Plan.

Considerations

Elevators cannot be used safely to exit a facility during an emergency and are typically programmed to cease operating when a fire alarm is activated. Persons who rely on the use of elevators must realize that during emergency situations the elevators cannot be used and should develop an alternative plan for leaving the building. Persons with disabilities may require special assistance, particularly when using stairways for evacuation.

A "buddy system" may be instituted by identifying several volunteers to assist the individual during an evacuation. Developing and practicing emergency plans will help minimize confusion and stress. All faculty, staff, and students should participate in University emergency drills.

KEYS TO SAFETY

AWARENESS & PLANNING



Update of Emergency Contact Information

In case of an emergency, SMU will attempt to communicate with you by sirens, police vehicle speakers, public address systems, bullhorns, text messages, phone calls, Building Managers or other means. Please be sure to keep all of your personal emergency contact information updated in Access.SMU.

Emergency Procedures

- In case of fire, do not use elevators.
- Do not panic and stay calm.
- Call 911 or 214-768-3333.
- For Evacuations: Exit the facility and proceed to the assembly area outside.
- For Shelter in Place: If you cannot exit the building, keep doors closed and seal cracks and vents if trapped by fire. Signal for help by hanging an object in the window. In case of severe weather, proceed to lowest level of the building, interior rooms, or hallways, and stay away from windows and glass.
- Use the buddy system when assistance is needed or wait for emergency responders.

Arrangements for Assistance

Arrangements for evacuation assistance should be made before an emergency occurs. All facilities on campus have been assigned a Building Manager responsible for informing and organizing building occupants to take appropriate action during an emergency. Persons with disabilities who require assistance to evacuate a building during an emergency should contact the facility's Building Manager as soon as possible to make their needs known. Please refer to the SMU Contacts and Links section in this brochure for a list of Building Managers.

Students should notify their professors or contact Services for Students with Disabilities for assistance during classes. Faculty should work with the student and the Building Manager to formulate an emergency plan. Students who reside on campus should inform the residential life staff to make individualized arrangements if needed.

If individuals self-identify and voluntarily disclose medical information, it will be kept confidential and be shared only on a need-to-know basis with safety personnel.

Practice Makes Perfect – Be sure to participate in all drills!

This document was developed by the President's Advisory Committee on the Needs of Persons with Disabilities, Institutional Access and Equity, Risk Management, SMU Police Department, Campus Planning and Plant Operations, Services for Students with Disabilities, and Residence Life and Student Housing with input from students and employees with disabilities.