Information

ADA Evacuation

Effective

January 27, 2005

Applicability

This policy applies to the University Community (administrators, faculty, staff, and students).

Administrative Authority

Senior Associate Vice President for Operations

Responsible Unit

Office of the Fire Marshal

University of Louisville Department of Public Safety

2126 S. Floyd Street

Louisville, KY 40208

Phone: 502.852.FIRE (3473)

Email: Michael.long.1@louisville.edu

History

Revision Date(s): August 20, 2024; April, 17, 2025

Reviewed Date(s): February 29, 2016; September 14, 2021; December 04, 2024

Categories

Reason for Policy:

The process of safely negotiating an emergency evacuation route can often present difficulties to building occupants who are physically challenged. This policy was devised to enhance the personal safety of persons with disabilities who may require the assistance of others in the event of an emergency evacuation. The purpose for developing the ADA evacuation list is to provide another opportunity for persons experiencing temporary or permanent disabilities to receive assistance during emergency situations.

Statement:

Whether the impairment is temporary or permanent, a specific evacuation plan of action tailored to the occupant's special needs should be developed and practiced. The names of transient students and visitors should not be included on an Americans with Disabilities Act evacuation list except upon their request.

Related Information:

Occupant participation is voluntary and under no circumstances shall an individual be required to have their name placed on the ADA Evacuation Assistance List. Students living in residence halls should coordinate their evacuation plan with University Housing and Resident Experience - Stevenson Hall 101 (502-852-6636) that maintains the ADA List for University Housing and Resident Experience. Non-resident hall students, faculty, or staff may contact the Disability Resource Center - Stevenson Hall 119, (502-852-6938) to request their name be added to the list.

Building evacuation signals are required by law to be observed by all occupants to participate.

Definitions:

Individual with Disabilities: An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activity, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

Procedures:

At the beginning of each academic semester, the ADA list is updated by University Housing and Resident Experience and/or the Disability Resource Center and forwarded to the University of Louisville Fire Marshal for file and further dissemination. A copy of the ADA list is placed inside of specific fire alarm panels where students live, or where faculty/staff work by the University Fire Marshal.

Confidential information appearing on the ADA list will include the individual's name, building/room location, telephone number, and physical condition/special needs (see sample below).

Responsibilities:

Ultimately, each individual is responsible for his or her own personal safety, and planning ahead is advised.

The BEC has voluntarily accepted primary responsibility to provide assistance to building occupants during an emergency, while keeping their own personal safety in mind.

BECs have been designated to assist disabled occupants to predetermined safe locations during an emergency evacuation.

Preplanning for the emergency is paramount to achieve safe and efficient evacuation outcomes. Emergency equipment, egress routes, and designated safe areas of refuge from adverse weather, earthquake, and active shooter are monitored by the BEC.

Forms/Online Processes:

SAMPLE ADA LIST:

Date: January 20, 2015

Building Name: University Towers Apartments

Persons Needing Special Assistance During Building Emergencies

Doe

Jan

UTA-1001

Wheelchair/Crutches

502-000-0000

Lock

John

UTA-111

Blind w/Dog

270-256-5000

Aloha

Flowers

UTA-605

Psychological

502-213-3215