

## **Fire Emergency Procedures for Handicapped Individuals**

**Personnel safety is extremely important to the College and the University. According to the safety officers on campus in cases of fire or other evacuation needs, persons with disabilities may need assistance in leaving the building. The elevators are programmed to lock down during an emergency. In the case of an emergency, individuals with disabilities should follow these steps:**

- 1. Determine the stairwell farthest from the event, if known.**
- 2. If phone service is available, contact MSU Police prior to leaving the work area and inform them of your stairwell location.**
- 3. Proceed immediately to the stairwell.**
- 4. As you are proceeding to the stairwell, inform others leaving the building of your location.**

**Individuals leaving the building should be aware of those with disabilities that may need assistance. Once emergency personnel have arrived, informants should notify these first responders to handicapped individuals' locations.**

**Thompson Hall has a water sprinkler system located in the ceiling. Once fire and/or smoke have activated these sprinklers, they will remain active until the system is turned off by MSU Physical Plant personnel.**

**Please be aware of your surroundings and locate the exits in case of an actual emergency. Also be aware of those who work near you that may need assistance.**