

# **BOWIE STATE UNIVERSITY**

## **Emergency Guidelines for Individuals with Disabilities.**

The safety of individuals with disabilities is a shared responsibility. BSU is committed to developing and implementing procedures to assist individuals with disabilities during an emergency. Likewise, individuals with disabilities should create a personal emergency plan which addresses their needs before and during an evacuation.

Development of a personal emergency plan should include the following steps:

### **Step 1: Register**

Students with disabilities who need assistance during an emergency should register with Disability Support Services (DSS).

### **Step 2: Develop Personal Evacuation Instructions**

Assistance required during an evacuation should be written on a card. This card should always be carried by the individual with disabilities. The card should instruct others on the best ways to assist, and the number of people needed to help.

### **Step 3: 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, an instructor, or a supervisor. 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 the 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 with disabilities until the emergency is over.

If an individual with disabilities is alone during an emergency, they should contact the Police & Public Safety office and provide their present location. The Police & Public Safety office can be contacted by a cell phone, a campus emergency telephone, or an office telephone.

### **Step 4: 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. If this exit is blocked, be familiar with alternate exits.

## Step 5: Know Campus Telephone Numbers

### Police & Public Safety

301-860-4040 (from your mobile phone)  
2-4040 (from campus blue light emergency phone)

### Dean of Students

301-860-4769

### Disability Support Services

301-860-4085  
301-860-4520  
301-860-5133  
301-860-4067

### Housing

301-860-5000

## Step 6: Know Building Evacuation Areas

BUILDING	EVACUATION ASSEMBLY AREA
Center for Business & Graduate Studies	Parking Lot A
Center for Natural Sciences, Mathematics, and Nursing (CNSMN)	Center Quad
Charlotte Robinson Hall	Robinson Hall Upper Parking, Parking Lot M
Computer Science	Parking lot M or Robinson Hall
Facilities Management	Parking Lot N, O
Fine and Performing Arts Center	
Goodloe House	
James E. Proctor (JEP)	Parking Lot G
Leonidas S. James Physical Education Complex	Parking Lot J, I
Martin Luther King (MLK)	Henry Circle
Student Center	Parking Lot N, O
Theodore Mckeldin Gymnasium	Parking Lot H
Thurgood Marshall Library	Henry Circle or Lot G
William E. Henry (Administration)	Henry Circle, Center Quad
University Housing	
Alex Haley	Track
Christa McAuliffe	Parking Lot P, Q
Dwight Holmes	Track
EIC	
Goodloe	Parking Lot L
Harriet Tubman	Parking Lot G, H
Lucretia Kennard	Parking Lot G, H
Towers	Track

**How to register**

It is important for campus facilities to maintain a list of individuals with disabilities who may need assistance in case of an emergency. By registering, you may enable a more efficient response in the future. To register, complete the attached form and return it to the office of Disability Support Services.

I, \_\_\_\_\_, **have read and understand the Bowie State University Emergency Guidelines for Individuals with Disabilities.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Campus Emergency Response Registration for Individuals with Disabilities**

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Disability** \_\_\_\_\_

**Emergency contact (Name, Phone number)**

**Alternate Emergency Contact (Name, Phone number)**

**Special needs in case of campus emergency**

**Additional information (e.g. I spend a lot of time studying in the Thurgood Marshall Library)**

**For DSS use only**