



Emergency Evacuations

All University of New Hampshire at Manchester classrooms and common areas are equipped with fire alarms, strobe lights, sprinklers, and an emergency announcement system. Faculty and staff should familiarize themselves with the location of the emergency exits and areas of refuge. Faculty of students with disabilities should speak with these students about evacuation procedures (see specific instructions below) at the beginning of the semester. At the sound of the alarm, everyone in the building should move calmly to the nearest exit leave personal belongings behind use stairs, not an elevator (inoperable during an emergency)

Emergency Exits and Areas of Refuse

400 Commercial Street (University Center)

First Floor: Six (6) exits, all on river side of the building:

- Room 104 (Center for Academic Enrichment)
- Outside Room 116
- Main Entrance/Exit
- Outside Library Entrance
- Two(2) Within Library

Second Floor: Five (5) exits, both sides of the building:

- Rear of Student Services Suite
- Front of Student Services Suite
- Room 264
- Main Stairwell to Commercial Street
- Faculty Suite, center of suite on river side

Third Floor: Four (4) exits, both sides of the building:

- Science Labs
- Before Room 366
- Main Stairwell to Commercial Street
- Auditorium – a fire escape on river side, through vestibule

286 Commercial Street (Admissions, Education, Graduate & Professional Development)

Fourth Floor Suite 1: two (2) exits, both sides of building:

- Front Entrance/Exit, Stairway to Exit on Riverside Admissions Office, Stairway to Exit on Commercial Street Side

Fourth Floor Suite 2: four (4) exits, both sides of building:

- Main Entrance/Exit Near Room 1, Stairway to Exit on Riverside Exit near Room14, Stairway to Exit on Riverside Exit near Room 8, Stairway to Exit on Commercial Street Side Room 7, Stairway to Exit on Riverside

Emergency Evacuation of Persons with Disabilities

Wheelchairs

Ask the person their preferred method of assistance. Unless there is imminent danger, the best approach is to help the person get to an area of refuge and wait until trained emergency personnel arrive to assist. A second person should notify a UNH staff member or the emergency personnel that someone needs help and identify the location. Lifting a person with mobility impairment by non-trained personnel may further endanger the person. In an extreme situation where the person must be evacuated immediately, determine whether the person wants to be evacuated in the wheelchair. If so, remember:

- move the person downstairs in a forward-facing position
- lock footrests, armrests, etc. and fasten any seatbelt
- be aware that some people have no upper trunk or neck strength
- remove heavy battery packs, if necessary

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If the person prefers to be removed from the chair prior to evacuation, consult the person about:

- whether to move extremities or not
- whether to move forward or backward down stairs
- whether a seat cushion or lighter chair should be used
- if there is aftercare needed upon evacuation
- wheelchairs and other mobility aides should be retrieved and returned to the owner as soon as possible

Other Mobility Aides (Canes, Crutches, Walkers)

- ask the person what their preferred method of assistance is, as they may be able to negotiate stairs with minor assistance
- stay with the person to help avoid any danger that may arise from the heavy traffic during an evacuation

Hearing Impairments

- the University Center is equipped with fire alarm strobe lights
- additional instructions can be given by writing a short, explicit note

Visual Impairments

- tell the person the nature of the emergency
- offer your arm for guidance
- as you walk, tell the person where you are and where obstacles are
- when you reach safety, orient the person to the location and ask if further assistance is needed