Important Phone Numbers:

**Campus Emergencies**
412-396-2677 (COPS)

**Campus Safety** *(Non Emergency)*
412-396-6002

**Facilities Management**
412-396-6011

**Special Student Services**
Contact for questions about general services for students with disabilities.

Adam Wasilko, Director
wasilkoa@duq.edu
412-396-6657

**Environmental Health & Safety**
Contact for questions about evacuation procedures.

Paula Sweitzer, Director
sweitzerp@duq.edu
412-396-4763

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**How to use a fire extinguisher if it is safe to do so:** PASS

P- Pull the pin
A- Aim the nozzle or horn
S- Squeeze the lever and carry handle together
S- Sweep from side to side

**Evacuation Options**

**Horizontal Evacuation** - Use of the building’s exits to the outside ground level.

**Stairway/Vertical Evacuation** - Use of the steps if possible to evacuate to ground level exits.

**Stay in Place Approach** - Unless danger is imminent, with an exterior window, a telephone, and a solid or fire resistant door. Keep in contact with Public Safety by reporting your directional location or by signaling from a window with a cloth or other visible object. This option is more appropriate for sprinkler protected buildings or where there is not any “area of refuge” nearby.

**Area of Refuge** - Go to a designated area of refuge away from obvious danger. Floor marshals will then notify Public Safety or First Responders of your location.

**Self-Appointed Peer** - Classmates, friends, teachers, etc., whom have agreed to offer assistance during an emergency evacuation procedure. It is recommended that more than one person for each location is secured and given an explanation on how to assist you.
Emergency Procedures for Persons with Disabilities

At Duquesne University, safety is of paramount importance. As a person with a disability, you must become familiar with emergency procedures, evacuation routes and the people to contact in an emergency.

If you have a disability that may affect your evacuation from a campus building:

- Be proactive and create your personal emergency plan based on your situation.
- Learn all the exit routes and areas of refuge of all locations you go on campus.
- Inform your resident assistant, floor marshals and teachers of any disabilities that may prevent you from exiting a location during an emergency evacuation procedure.
- Appoint friends/peers who are willing to assist you during an emergency.

Please visit [www.duq.edu/ehs](http://www.duq.edu/ehs) for comprehensive information about Duquesne University’s emergency plan. If you want to review your personal evacuation plan with an Environmental Health and Safety employee, please call 412-396-4763.

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**GENERAL EVACUATION PROCEDURES**

*WHEN THE ALARM SOUNDS*

1. Remain calm.
2. Turn off equipment and appliances, if possible.
3. Close, but do not lock doors and windows, if possible.
4. Proceed to the nearest exit. If you are able, use the stairs. DO NOT use the elevators unless authorized by official emergency responders.
5. Report to gathering point and check in with your floor marshal.
6. Do not return to the building until you have been instructed to do so by the person(s) in command.

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**FOR PERSONS WITH RESTRICTED MOBILITY/WHEELCHAIR USER**

Move to an area of refuge. Your appointed peer should alert the emergency responders of your location. If you are alone, call the campus emergency number (412-396-2677) and inform them of your exact location. Only trained professionals (emergency responders) should conduct stairway evacuation of wheelchair users.

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**PERSONS WITH HEARING IMPAIRMENTS**

If you do not hear audio emergency alarms, ask your appointed peer to advise you of when an emergency alarm sounds. Instructions can be given by signing or writing a short explicit note.

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**PERSONS WITH VISUAL IMPAIRMENTS**

Since the emergency evacuation route is likely to be different from the commonly traveled route, if you have a visual impairment, ask your appointed peer to guide you through the evacuation route.

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**FOR PERSONS WITH RESTRICTED MOBILITY/NON-WHEELCHAIR USER**

If you have mobility impairments, but are able to walk independently, negotiate stairs if you can do so with minor assistance. If danger is imminent, you should wait until the heavy traffic has cleared before attempting the stairs.