

**The Lutheran University Association, Inc.,
d/b/a Valparaiso University**

**Emergency Evacuation Process and Policy
for Certain Disabled Members of the University Community**

Valparaiso University strives to protect the safety of its students, employees, and visitors with disabilities. This includes the safety of those people who are unable to evacuate a building on campus in the event of an emergency or to receive notice of that emergency because of their disability (whether permanent or temporary). Such disabilities usually include those related to physical mobility, vision, or hearing. In certain situations, they may also include mental disabilities that trigger severe anxiety in an emergency evacuation situation. This policy and process is primarily directed towards anyone who will be on campus for a long-term period of time and has a disability that will interfere with their ability to evacuate a building on campus in the event of an emergency or prevent them from receiving notice of that emergency.

The University uses various means to alert people of an emergency that requires evacuation of a building. The most common is a fire alarm, which, when activated, shuts off the building's elevators. Other means may be text messaging, e-mail, or the internet. These means will change as technology progresses. Upon the request of students or employees with a hearing disability, the University will equip a dorm room or office with a device or devices designed to alert the hearing impaired of an emergency.

A person with a disability who thinks they might be unable to evacuate a building in the event of an emergency must have a working cell phone on them at all times. Upon request, the University will supply a limited use cell phone to such disabled students and employees who do not have one. In the event of an emergency evacuation, if possible, consult the building's posted emergency evacuation map and move to the nearest location of safety. Use your cell phone and contact the Valparaiso University Police directly at 219-464-5430. If you call 911 from a cell phone, your call will be directed through the county then redirected to the VUPD and slow down your evacuation process. Announce your exact location and remain in place. A VUPD officer, officers, or other emergency personnel will arrive as soon as possible to aid in your evacuation. In the event you evacuate with the help of others in the interim, call the VUPD back to inform them that you no longer need assistance.

In order to assure you are covered by this policy and process, you must notify the proper person on campus and apprise them of your disability and need for any aid in or notification of an emergency evacuation. It would be preferable if this were done before you arrive on campus. Students or potential students must notify Disability Support Services and the Residential Life Office (if residing on campus). Employees must notify the Human Resource Office. Long term visitors must notify the person in charge of orchestrating their visit on campus. Those contacts will further educate you on this policy and process and make sure you are adequately prepared in the event you encounter an emergency evacuation while you are on campus.