1.2.4.1 Faculty and Staff with Disabilities

Individuals with special needs and/or a disability who may need assistance during an evacuation or other emergency are encouraged to self-identify and discuss with staff in advance who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

Employees should self-identity any disabilities (even temporary) to the Suffolk University Emergency Manager. The Emergency Manager will notify the Suffolk University Police Department (SUPD) and the Floor Warden. Notification by disabled individuals to the Emergency Manager is a voluntary recommendation. Individuals with a disability, even temporary, or who become mobility impaired, are strongly advised to notify. Individual evacuation plans can be developed with the Emergency Manager, consistent with individual requirements.

In the event of a reported emergency in the building, it may be that evacuation is not always necessary for persons with disabilities. The individual with disabilities should contact SUPD at extension 8111 or 617-573-8111 for information and instructions.

SUPD and/or the Floor Warden will notify the emergency response personnel of any disabled individuals.

Transporting of individuals with a disability up or down stairwells should be avoided without the assistance of emergency response personnel. Unless immin

Reviewed by	Date
Incident Support Team Emergency Manager	7/1/2015 1/11/2021