



Department of Emergency Management
University Police

Emergency Operations Plan
Annex S
Emergency Evacuation Plan for
Access and Functional Needs

2019

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Guidelines for Persons with Disabilities

The following information is designed to offer guidance in designing an emergency evacuation plan that takes into account persons with disabilities who may be in the building. It is applicable to buildings that have both offices and classrooms in them. It will need to be modified to address unique aspects of some buildings and the personnel located in those buildings. These procedures, regardless of the type of emergency, do not provide for all possible emergency scenarios. Please take time to read and become familiar with its contents. Administrators, Faculty and Staff are responsible for directing evacuation from their work areas, depending on the building and circumstances. The designated Building Marshals and other appropriate personnel should be familiar with this Emergency Evacuation Plan.

Evacuation of persons with disabilities should be given the highest priority in all emergencies. In an emergency situation, it is important that students, faculty and staff are familiar with the needs of those with disabilities.

Guidelines for Persons with Disabilities in Emergencies

Individuals with disabilities are encouraged to convey their needs to each instructor at the beginning of the semester. This approach should also be used if you are an employee with a disability in letting supervisor and co-workers know of any specific needs you might have if required to evacuate.

It is good practice for everyone to become familiar with the buildings they frequent, its exits and evacuation areas. Directional signage should be followed to exits and identified evacuation areas. Here are some additional recommendations:

- a. Establish a buddy system and alternate for each class. Individuals with disabilities should prepare for an emergency ahead of time by working with a classmate, instructor, supervisor, or co-worker for possible assistance if needed in the event of an emergency.
- b. If assistance is not immediately available, individuals with disabilities should remain near the stairwell landings and elevator lobbies and continue to call for help until evacuated.
- c. People who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting the attention of others. However, there are apps available that can be used to make a loud whistle noise or even to permit your SMART phone to provide a strobe type light effect.
- d. Be familiar with alarm signals.
- e. When evacuation is required, leave non-essential items in the room to avoid wasting time.
- f. If necessary, wait for rescue & remain calm.
- g. If you suspect a fire is behind a door; cover your hand to provide protection, then test the door by touching it. If it is hot Do NOT use the door as an exit. Try to find an alternate route for an exit.
- h. Elevators: Do NOT use elevators unless authorized to do so by first responders. Elevators could fail during a fire, earthquake or flood.
- i. DO NOT re-enter a building until permitted by emergency personnel.

Guidelines for Persons assisting in Emergencies

- Evacuation of persons with disabilities should be given the highest priority in all emergencies.
- Attempting to use a rescue evacuation med sled or evacuation chair should only be done if you have completed training on these devices (training can be scheduled via the campus Emergency Manager – Robert Williams rwilliam@csusm.edu or call 760-750-4503.
- Visually check on people with disabilities during an evacuation, determine if they have an established "buddy system," and assist with their safe evacuation if possible.
- Always ASK someone with a disability how you can help before attempting any rescue method or giving assistance. Ask whether there are any special considerations or items that need to come with the person.
- If the situation is life threatening, call 9-1-1 immediately.
- Do NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

Disability Specific Recommendations

1. BLINDNESS OR VISUAL IMPAIRMENT

- a. Most persons with visual impairments will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.
- b. Tell the person the nature of the emergency and offer to guide them by offering your left/right elbow (this is the preferred method when acting as a "Sighted Guide"). Do NOT grasp a visually impaired person's arm, offer your arm for assistance.
- c. Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used, if there is debris or a crowd.)
- d. As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, and narrow passageways.
- e. When you have reached the designated Emergency Evacuation Zone, orient the person to where they are and ask if any further assistance is needed.
- f. Some individuals may have guide dogs that maybe disoriented during the emergency, and may require additional assistance. Guide dogs should always be evacuated with their owners and never separated.
- g. White canes and other mobility aids should NOT be left behind if possible.

2. DEAFNESS OR HEARING LOSS

- a. Most structures on campus are equipped with visual (flashing light) evacuation strobes and persons with impaired hearing may need assistance identifying verbal instructions and emergency exists.
- b. Alternative warning techniques Two (2) methods of warning are:
 - i. Write a note stating what the emergency is and what the evacuation route is - i.e. "Fire - go out the rear door to Parking Lot".
 - ii. Turn the room lights on and off to gain attention - then indicate through hand gestures or writing (i.e. on a whiteboard) what is happening and where to go.
- c. Offer visual instructions for the safest route or directions by pointing toward exits or evacuation map.
- d. People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others. There are apps available that can be used to make loud whistle noise or even to permit your SMART phone to provide a strobe type light effect.

3. MOBILITY IMPAIRMENTS

- a. People with mobility-impairments should NOT be evacuated by untrained personnel unless the situation is life threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- b. If people with mobility impairments cannot exit, they should move to a safer area, e.g., the designated Emergency Assembly Point, most enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes.)
- c. Notify first responders immediately about any people remaining in the building and their locations.
- d. First responders will decide whether people are safe where they are, and will evacuate them as necessary.
- e. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary, only if you have had training, to evacuate them using an evacuation chair or med sled. Check with the Building Marshal for the availability of an evacuation chair if needed.

4. NON-AMBULATORY

- a. Most people who are non-ambulatory will be able to exit safely without assistance in most single story buildings.
- b. All multi story buildings may require persons to be assisted or evacuated. It may be necessary, only if you have had training, to evacuate them using an evacuation chair or med sled. Some people have no upper trunk or neck strength to assist in being carried out. Some people have minimal ability to move and lifting them may be dangerous to their well-being.
- c. Notify first responders immediately about anyone remaining in a building and their location.

- d. First responders will decide whether people are safe where they are, and will evacuate them as necessary.
- e. If at all possible, wheelchairs should not be left behind. Wheelchairs have many movable weak parts, which were not constructed to withstand the stress of lifting (e.g., the seat bar, footplates, wheels, movable armrests).
- f. Frequently, persons who are non-ambulatory can have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe is seriously in danger.
- g. Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty.
- h. If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to their preference with regard to:
 - i. Ways of being removed from a wheelchair
 - ii. The number of people needed for assistance
 - iii. If a seat cushion or pad should be brought along with them if they are removed from the wheelchair
 - iv. After-care. If a person is removed from the wheelchair (i.e. a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed
- i. The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility and should be given a high priority to be retrieved as soon as possible. Inform Emergency Personnel of the location of wheelchairs to be retrieved.

5. POWER OUTAGES:

- a. If an outage occurs during the day, persons with disabilities may choose to wait in the building for electricity to be restored. Move near a window where there is natural light and access to a working telephone. It is important to keep in mind that campus phones may not work in a power outage but a SMART phone might be operational. Building Marshals or other campus personnel should be notified if a person is stuck in a building due to a power outage. Make sure they know exactly where to find the person. Try and obtain the person's full name, cell phone number, provide a physical description and where they are located in the building.
- b. If an evacuation order has been issued or the outage occurs then call University Police at 911 to request evacuation assistance.

Evacuation Tips and Overview

Evacuation is difficult and uncomfortable for both the rescuers and the person being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

1. Building occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
2. Two or more trained volunteers, if available, should conduct the evacuation and relay teams established if the evacuation is more than three flights.
3. Always ASK people with disabilities how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them. Lifting a person may be harmful. Ask whether a seat cushion or pad should be brought along. Wheelchairs were not designed to handle the stress of lifting. Batteries may have to be removed and life support equipment could be connected.
4. Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going.
5. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Rest at landings if necessary.
6. A straight back chair or evacuation chair may require at least three strong people who can control the chair (if the person agrees to this method.)
7. Service animals should always be evacuated with their owners and never be separated.

Everyone needs to take responsibility for preparing for emergencies. Persons with disabilities should consider what they would do and whether they need to take additional steps to prepare.

Guidelines for Building Marshals

Prior to an emergency, the Building Marshal should:

1. Develop a plan to communicate with University Police during the emergency and a plan to accommodate anyone who might be injured or trapped during an emergency.
2. Give University Police the location of individuals with disabilities who cannot be safely evacuated. Obtain the person's name, phone number and off campus contact person as well.
3. Determine a place for those evacuating the building to meet (Evacuation Zone). The Building Marshals need to know the location of the evacuation destination. For information on evacuation, zones please check our Emergency Management web page at www.csusm.edu/em or call University Police at 760-750-4567.
4. Know primary and alternate routes of evacuation.
5. Identify faculty and staff with disabilities who are permanently assigned to space on each Building Marshal's floor.
6. Develop a system of communicating with persons with hearing impairments who you know are typically located in your assigned building (hand signals or written instructions on cards or on your SMART phone).

In the event of an emergency, the Building Marshal's should:

1. Call 911 right away and give description and location of emergency.
2. Notify all individuals on the floor of the nature of the emergency, the direction they should go to evacuate and where to go once they have left the building. In the case of classrooms and lecture halls this responsibility falls to the instructor of each class. Instructors should be familiar with exit routes, alternate exit routes and evacuation zones.
3. If there is no immediate danger, consider leaving the person where they are, and immediately inform University Police and/or First Responders of the person's location, or call 911 for assistance. In a life-threatening situation, where immediate evacuation is necessary, the following options may be exercised:
 - a. Personally assist the individual down the stairs. Some crutch and cane users may be able to use the stairs and some may not. Please ask them.
 - b. In certain situations, a judgment call may be needed. For example, badly hurt individuals should not normally be moved, but there might be a greater danger to the individual if they are not moved, as in the case of a fire.
4. Once you have notified everyone on the floor to evacuate, notify University Police and/or First Responders of persons with disabilities or those with injuries who were not able to be evacuated. Provide a detailed description of the individual, their name, age, gender and their location. (provide a cell phone number if possible)
5. Do not stay in the building any longer than it is safe to do so.

Wait for further direction from University Police and/or First Responders before re-entering the building.

Evacuation Chairs

Building Marshals, CERT Team Member and Police Officers should be trained on the proper use of Campus Evacuation Chairs, currently located in the following:

<u>Building</u>	<u>Chair</u>	<u>Location</u>
Academic Hall	2	4th Flr North Stairwell , 3rd Flr Center Stairwell
Craven Hall	2	6th Flr Rotunda, 2nd Flr Rotunda
Kellogg Library	2	4th Flr, 5th Flr Center Stairwell
Markstein Hall	3	2nd Flr, 3rd Flr, 4th Flr Center Stairwell
Science Hall I	1	3rd Flr East Stairwell
Science Hall II	1	4th Flr West Stairwell
Social and Behavioral Science Building	3	2nd Flr, 3rd Flr, 4th Flr Center Stairwell
University Hall	1	4th Flr North Stairwell
Arts Building	No	Ground access throughout
Center for Children and Families	No	Ground access
Field House	No	Ground access
Foundation Classroom Building A	No	Ground access
Foundation Classroom Building B	No	Ground access
McMahan House	No	Ground access
Public Safety Building	No	Ground access
Sports Center	No	Ground access
Student Health and Counseling Services Building	No	Ground access
University Student Union	No	Ground access throughout
University Services Building	No	Ground access
Central Plant	No	Ground access
University Village Apartments	No	
Quad Apartments	No	

Med Sleds

Building Marshals, CERT Team Member and Police Officers should be trained on the proper use of Med Sleds currently located in the following areas:

Kellogg Library
Student Health and Counseling Services
University Student Union
University Village Apartments
Quad Apartments
Tunnels
All Patrol Vehicles

SUMMARY:

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Develop plans that cover regular working hours, after hours, and weekends.

Everyone needs to take responsibility for preparing for emergencies. Persons with disabilities should consider what they would do and whether they need to take additional steps to prepare.