

AMERICAN BAPTIST SEMINARY OF THE WEST

**HOBART HALL
2606 DWIGHT WAY**

BUILDING EMERGENCY PLAN

Updated 2/23/2011

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BUILDING EMERGENCY PLAN

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Safety Committee representative. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits
- Proper procedures for notifying emergency responders about an emergency in the building or work area
- Additional responsibilities (such as being a roll taker or floor monitor)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

I. BUILDING INFORMATION

Building Name: Hobart Hall, 2606 Dwight way

Building Coordinator: Gary Cooper

Building Coordinator Campus Mailing Address: 2606 Dwight Way
Telephone No.: 510-841-1905 ext.305 Fax No: 510-841-2446 E-Mail: gcooper@absw.edu
Cell Phone No.: 510-812-4317

Alternate Building Coordinator: Alan Roselius

Alternate Building Coordinator Campus Mailing Address: 2606 Dwight Way
Telephone No.: 510-841-1905 Fax No: 510-841-2446 E-Mail: aroselius@absw.edu

Description of Building:

4 stories plus basement with classrooms on the first floor – administration offices on the second floor – faculty offices on the third floor – commons on the fourth floor plus studio apartment – offices and maintenance shop on the ground floor

EAA* Location: Main parking lot next to Benvenue Apartment House

EMA* Number and Location of EMA assembly area: People's Park

*see definitions in Appendix A

BUILDING EMERGENCY STAFF

<u>Responsibility/Name</u>	<u>Department, Telephone No.</u>
Roll Taker: Alan Roselius	• Maintenance Office, 841-1905 ext.305
Roll Taker: Gary Cooper	• Maintenance Office, 841-1905 ext.305

CRITICAL OPERATIONS FOUND IN THIS BUILDING

There are no critical operations for which an employee is required to remain in the building during an emergency.

MEDICAL AND RESCUE DUTIES FOR EMPLOYEES

No employee has been assigned medical or rescue duties specific to emergency situations at 2606 Dwight Way.

UNIQUE HAZARDS FOUND IN THIS BUILDING

These items may need to be inspected and possibly stabilized after an emergency:

<u>Hazard</u>	<u>Location (Room, Department)</u>	<u>Responsible Person/ telephone number</u>
• Elevator	Hobart Hall	• Gary Cooper, 510-812-4317

II. EMERGENCY PROCEDURES

IMMEDIATE EMERGENCY NOTIFICATION

LIFE-THREATENING EMERGENCY NUMBERS :

911

NON-LIFE-THREATENING EMERGENCY NUMBERS:

<u>Department</u>	<u>Phone Number</u>
Berkeley Police Dept.	981-5900
University Police	642-6760
Environment, Health & Safety	642-3073
Gary Cooper	cell: 812-4317

<u>Medical Facilities</u>	<u>Phone Number</u>
Alta Bates Medical Center, 2450 Ashby Avenue Open 24 hours, 7 days a week	204-1303

<u>Emergency Information</u>	<u>Phone/FM-AM Dial Numbers</u>
Berkeley Radio Station (City of Berkeley)	1610 AM
KALX Radio Station (UC Berkeley)	90.7 FM
U.C. Berkeley Campus Emergency Information Line <i>(Activated in emergency situations only)</i>	642-4335

BUILDING ALARM(S)

This building has two alarm sounds.

- The evacuation alarm is a bell. (e.g., horn, whistle, bell, bull horn) When you hear the evacuation alarm, leave the building. Follow evacuation procedures (see section below).
- The elevator alarm is a bell and is not as loud. When you hear the elevator alarm, notify Main office staff and call Gary Cooper at 812-4317

EMERGENCY NOTIFICATION PROCEDURES

When you call 911 (or any other emergency number) to request emergency assistance, you will be connected to the Berkeley Police Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Emergency Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds.

Emergency Information

- Posted evacuation diagrams including routes and fire alarm pull stations
- Maps of Emergency Assembly Area (EAA)

Locations

- Base of stairways, elevator landings and inside public doors.
- Base of stairways on first floors.

FIRE PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds.

If there is a fire in your work area:

- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation (See "emergency Notification Procedures" above).
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (see "General Evacuation Procedures" in Section II).
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated EAA.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If there is a fire in your building:

- Follow evacuation procedures as soon as you hear the fire alarm sound (see "General Evacuation Procedures" in Section II).

FIRE PREVENTION PROCEDURES

To prevent fire, this building maintains a good housekeeping policy, which includes:

- Storing flammable and combustible materials in an approved manner
- Avoiding accumulation of flammable and combustible materials in work areas

The Building Coordinator works with the City Fire Prevention Division to ensure that there is no excess accumulation of flammable and combustible materials in this building.

Custodial services are provided to this building by California Empire Building Maintenance, phone: 510-232-6901

A schedule of custodial services in this building may be obtained by contacting Gary Cooper. The maintenance department is responsible for maintaining fire extinguishers, and fire alarm systems in this building and to keep them in good working condition.

POTENTIAL FIRE HAZARDS

Following are the potential* fire hazards identified:

- Combustible materials in recycling areas (e.g. paper, cardboard, wood, etc.)

*Fire hazards are controlled by proper storage and housekeeping procedures.

EARTHQUAKE PROCEDURES

In case of an earthquake:

INSIDE THE BUILDING:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, and then leave the building.
- If it is safe to do so, stabilize any laboratory procedure that could lead to further danger. (For instance, turn off Bunsen burners or electrical equipment.)

OUTSIDE THE BUILDING:

- Move away from trees, signs, buildings, and electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire and smoke.
- Proceed to the Emergency Assembly Area if safe, or proceed to a pre-designated alternate assembly area. Check in with your roll taker(s) to let them know that you are all right (see "General Evacuation Procedures" above this section).
- Stay alert for further instructions.

CIVIL DISTURBANCE/DEMONSTRATION PROCEDURES

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the Berkeley Police at 911.

If a disturbance seems to threaten the occupants of the building, report it immediately to the Berkeley Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the location designated as your building's Emergency Assembly Area (EAA) and wait for additional instructions and information (see "General Evacuation Procedures" above).

CRIMINAL OR VIOLENT BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify Berkeley Police as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved

- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify Berkeley Police at 911.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

EXPLOSION OR BOMB THREAT PROCEDURES

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the Berkeley Police immediately at 911. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911 if no one has called. Follow “Emergency Notification Procedures” above.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call Berkeley Police and submit your notes from the telephone call or the bomb threat (letter or note) to police.

- Follow Berkeley Police's instructions.

If you are told by emergency responders to evacuate the building (see "General Evacuation Procedures" above):

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

HAZARDOUS MATERIALS PROCEDURES

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call 911 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous material user (user), you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a user you spill a hazardous material or materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you require assistance to clean up the spill:
notify Gary Cooper or Al Roselius at 841-1905 ext.305 or 812-4317 • If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call Berkeley Police.

UTILITY FAILURE

In the event of a major utility failure, notify Gary Cooper at 510-812-4317. Evacuate the building if the fire alarm sounds and/or upon notification by the police (see "General Evacuation Procedures" above).

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building (see "Evacuation Procedures" above).

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency telephone to call for assistance.

If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to signal your need for help.

FLOODING/PLUMBING FAILURE

If flooding occurs (due to a plumbing failure or other problem):

- Cease using all electrical equipment.
- Notify Gary Cooper at 510-812-4317.
- Notify BerkeleyPolice at 981-5900. If necessary, evacuate the building (see "General Evacuation Procedures" above).

GAS LEAK

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify Gary Cooper at 510-812-4317. Notify BerkeleyPolice at 911, from a safe location.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

STEAM LINE FAILURE

In the event of a steam line failure:

- Notify Gary Cooper at 510-812-4317.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

VENTILATION PROBLEM

If odors come from the ventilation system:

- Notify Gary Cooper at 510-812-4317.
- If necessary, cease all operations and evacuate area (see "General Evacuation Procedures" above).
- If smoke is present, activate the fire alarm system by pulling the pull station and call 911 from a safe location.

III. EMERGENCY PREPAREDNESS

SUPPLIES

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area (EAA) when evacuating the building.

The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day; 3 days' supply recommended and replace quarterly)
- Food (keep airtight in pest-proof packaging and replace annually)
- Flashlight and extra batteries
- Utility knife
- Personal first aid kit with any special personal needs included
- Sturdy, comfortable shoes and clean socks
- Space blanket (a standard blanket is okay if space and weight permit)
- Light sticks
- Heavy duty work gloves
- Cash (some in quarters)

- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Customized items such as prescription glasses or contacts, medicine, etc.
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- A copy of the building roster

TRAINING AND DOCUMENTATION

Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, the Building Coordinator posts information in the building to ensure all occupants and guests can safely exit during an emergency.

The Department Safety Coordinator (DSC) and Department Safety Committee make the Building Emergency Plan and other safety information (as necessary) available to department employees. Training is initially required upon work assignment to the building. All department employees should get annual refresher training on the contents of the Building Emergency Plan for buildings they work in.

Other trainings recommended for building occupants are CPR, first aid, and fire extinguisher training. For information on CPR and first aid training, call OEP (642-9036). The department can request fire extinguisher training from EH&S.

DRILLS

Building evacuation drills are optional. If your building wishes to have a drill, the Building Coordinator is responsible for conducting the drill and documenting it..)

SECURING BUILDING CONTENTS

Experts claim that more than 90 percent of earthquake-related injuries do not come from collapsing buildings but from objects inside the building which fall on people (or from windows shattering and causing lacerations). Also, these objects will be damaged themselves, leading to expensive replacement costs after the quake. Therefore, it is in your best interest to spend a little effort now to prevent this from happening. You will need to physically secure shelves, computers, wall hangings, equipment, etc. In most cases, as a part of your department's General Safety Inspections (required by their written Injury and Illness Prevention Program), the following items are checked. However, you may conduct your own inspection of your work area.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall (even a 3-ring binder, if thrown with force, can cause significant injury)
- Freestanding objects that do not have a high enough base: height ratio to be "fallproof" (e.g., a tall filing cabinet)

- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors, or plants
- Cupboards or cabinets without secure "automatic" latches
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
- Heavy, breakable items not on the lowest possible shelves
- Water heaters which are not strapped to the wall
- Doorways that might be blocked by falling objects

For more information about securing falling hazards, please contact your Department Safety Coordinator or Building Coordinator.

APPENDICES

APPENDIX A: ACRONYMS AND TERMS

Acronym	Meaning
BC	Building Coordinator
DSC	Department Safety Coordinator
EAA	Emergency/Evacuation Assembly Area
EMA	Emergency Management Area
EH&S	Environment, Health & Safety
OEP	Office of Emergency Preparedness

Term	Definition
Building Coordinator	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares building response plans and coordinates education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Building Coordinator position description.
Building Emergency Plan	A document which consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Emergency Staff	The occupants of the building (in both volunteer and appointed positions) who work on building safety issues, such as members of the Building Safety Committee, Role Takers, Floor Monitors and the Building Coordinator.
Building Safety Committee	A group composed of members of each department in the building, generally chaired by the Building Coordinator, charged with building emergency preparedness or overseeing building safety concerns.

Campus Emergency Operations	The headquarters for emergency responders and designated Center (EOC) representatives of campus essential services, where resources are allocated during a disaster. The EOC is located in Sproul Hall; the alternate site is Tang Center.
Department Safety Coordinator	An employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes updating the Injury and Illness Prevention Program as needed, ensuring that the Department Safety Committee meets at least quarterly, conducting periodic workplace inspections and ensuring department employees have and are trained on their Building Emergency Plan(s).
Department Safety Committee	<p>A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:</p> <ul style="list-style-type: none"> • Serve as a forum for department employees to report and discuss unsafe working conditions. • Identify employee needs for safety training and schedule training sessions accordingly. • Assist department management in prioritizing actions to address safety concerns. • Disseminate information about requirements concerning workplace health, safety, and environmental protection. • Ensure the department's written Injury & Illness Prevention Program (IIPP) is kept current and that all employees receive documented training on its contents.
EAA (Emergency Assembly Area)	A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.
EMA (Emergency Management Area)	EMAs are part of the overall campus emergency preparedness program for use in major disasters. If a building is evacuated, occupants should go to their EAA. In a disaster they may then be directed to the EMA assembly area.
Emergency Responder(s)	Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Berkeley Police, local fire departments, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.

IIPP (Injury and Illness
Prevention Program)

This is a department's written program for identifying and addressing workplace hazards. A main component is an active department safety committee.

Roll Taker

A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

APPENDIX B: RESOURCE LIST

A number of University programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community. A list of telephone numbers and web sites is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

American Baptist Schools of the West—Gary Cooper (510) 812-4317

University of California, Berkeley	642-6000
Main Campus Information Line/Web Site http://www.berkeley.edu	
The Chancellor's Immediate Office	642-2331
Information on campus policies http://www.chance.berkeley.edu/cio/	
Office of Emergency Preparedness	642-9036
Information on disaster preparedness http://www.berkeley.edu/oep	
Office of Environment, Health & Safety	642-3073
Information on various safety topics, including hazard evaluations and employee training http://www.ehs.berkeley.edu	
Office of Radiation Safety	643-8414
Information on radioactive materials and lasers http://radsafe.berkeley.edu:5016/	
Physical Plant - Campus Services (PP-CS)	642-1032
Installation and repair of facility safety equipment	
PP-CS Customer Service Representative	64X-XXXX
 - - - Insert your zone's customer service representative telephone number here.	
University Police	642-6760
Information on personal safety in the workplace http://www.berkeley.edu/ucpolice	
University Health Services	642-2000
Assistance on various topics, including psychological counseling, medical evaluations and treatment, ergonomic issues, work site wellness, and Workers' Compensation programs http://www.uhs.berkeley.edu	

APPENDIX C: UNIVERSITY OF CALIFORNIA, BERKELEY

EVACUATION POLICY

FOR PEOPLE WITH DISABILITIES

The following guidelines have been adopted by the Berkeley campus to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES:

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

MOBILITY IMPAIRMENT

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- 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.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,

- most enclosed stairwells
- an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES:

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people 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.

- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK disabled people 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.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- 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. 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. Be careful on stairs and rest at landings if necessary.

- Certain lifts may need to be modified depending on the person's disabilities.

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. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. "Emergency Guidelines for People with Disabilities" is available from your Building Coordinator or Department Safety Coordinator.

APPENDIX D: EMERGENCY PREPAREDNESS GUIDELINES FOR PEOPLE WITH DISABILITIES

(Developed by the Disabled Students' Program and the Office of Emergency Preparedness)

- Follow the guidelines on the "Emergency Info" poster or in the Evacuation Policy for People with Disabilities. In particular:
 - Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
 - Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
 - Become familiar with alternate evacuation routes in buildings you use frequently.
 - Learn what may constitute a safe area in buildings you use frequently.

- If the "Emergency Info" poster guidelines do not apply to you, develop other strategies for your protection. For example, if you use a wheelchair and cannot duck and cover under a table:
 - Protect your head as much as possible.
 - Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
 - Engage the electronic brake or wheel locks on your wheelchair.

- Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider:
 - In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
 - Are there certain medications or support systems that you need?
 - Do you have access to another wheelchair if yours cannot be evacuated?

- Know your limitations and be aware of your needs in different emergencies.

- If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.

- Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.

- Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.

- If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you.

(Effective November 1993)