

UNIVERSITY OF CALIFORNIA SAN FRANCISCO

**EVACUATION POLICY
FOR PEOPLE WITH DISABILITIES REQUIRING REASONABLE ACCOMMODATION**

The following general guidelines have been adopted by UCSF to assist Departments in planning for the evacuation of people with disabilities that might require special assistance.

- Department Emergency Coordinators should request persons at the work site who feel they may need special assistance during an evacuation to **self-identify and notify** appropriate key departmental personnel, and document the person in the Emergency Action Plan (EAP).
- Departments will annually update their work site Emergency Action Plan to reflect the number of self-identified persons with disabilities that might require special assistance during an evacuation, and the location where they typically spend the majority of their working time.
- The Department Emergency Coordinator will work with members of the department to develop a workable evacuation plan that will meet the needs of those who might require accommodation during an evacuation.
- The evacuation plan will identify the location of rescue assistance areas in the building (see “Guidelines” below), where people unable to exit because of stairs, may await evacuation assistance from emergency personnel.
- It is recommended that each department establish a buddy system in which volunteers and volunteer alternates are recruited and paired with persons with self-identified disabilities having special evacuation needs. It is the responsibility of the Department Emergency Coordinator to identify those volunteer “buddies” in the work site Emergency Action Plan.
- Volunteer “buddies” and their alternates should become familiar with the special evacuation needs of their special needs “buddies”, and the plan for alerting and assisting them, if an evacuation is ordered.
- The volunteer “buddy” should immediately notify the police or fire personnel of their special needs “buddy’s” location. This information will be used to assist emergency response personnel in locating and assisting disabled personnel following an emergency.

GENERAL EVAUCATION GUIDELINES

- DO NOT use elevators, unless authorized to do so by police or fire personnel. If the situation is life threatening, call 9-911 from a campus telephone, 476 6911

from a cell phone, or 911 from a non-campus or pay phone.

- All emergency exit corridors and smoke tower stairwells are resistant to fire and smoke for approximately two hours. These are the safest areas during an emergency evacuation. Disabled persons are advised to proceed to them. Rescue personnel are instructed to check all exit corridors and stairwells first for any stranded persons.
- If possible, check the evacuation route for obstructions before assisting the person to the exit.
- If people with mobility impairments cannot exit on their own, be transported via an evacuation chair, or be safely lifted by two persons familiar with utilizing the fireman's carry technique they should be moved to a safer area (e.g., fire-exit or "Emergency Exit" enclosed stairwells, into an adjoining building behind the fire doors). All emergency exit stairwells are fire rated. Notify police or fire personnel immediately about any people remaining in the building, and their locations. Police or fire personnel will decide whether the location is safe, and will evacuate when necessary or if possible.
- In the event the disabled individual cannot or refuses to be evacuated and is moved to a safer area, the Buddy and disabled individual should assure communications can be maintained with the disabled individual during the emergency:
 - Exchange cell phone numbers and program into address-book before an emergency. Test and make sure they will connect (communicates) between the EAA and stairwell.
 - Provide the Buddy and disabled individual with hand-held 2-way radios. Test and make sure they will connect (communicates) between the EAA and stairwell.
 - Buddy to provide cell phone or radio channel of the disabled individual to the Emergency Coordinator.
 - Check in with the individual at every 30 minutes until rescued.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, **and an evacuation chair is not available**, it may be necessary to evacuate them using a two person fireman's carry technique. **DO NOT** evacuate disabled in their wheelchair. This is standard practice to ensure the safety of disabled people and volunteers. **Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.**

For the Deaf and Hearing Impaired:

- Deaf and hearing-impaired persons may not hear audible fire alarms. Use an alternative warning system.
- Get the attention of a person with a hearing disability by touch and eye contact, or by turning the light switch on and off. Do not use the light switch method if you smell natural gas in the area. Clearly state the problem. Be prepared to write a brief note to advise of the situation and evacuation instructions.
- Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps.

For Mobility Impairments:

- Persons who self-identify as mobility impaired for the EAP and for whom Buddies have been assigned, should be offered the option to have an evacuation chair installed in the nearest fire exit stairwell with training in its use and operation for the disabled individual and Buddies for emergency evacuation. (Refer to “Evacuation Chair Use Agreement” and “Evacuation Chair Training Agreement”).
- Planning and fire drill training for persons who self-identify as mobility impaired for the EAP and for whom Buddies have been assigned, but declines to have an evacuation chair and training provided, shall include evacuation to a fire exit stairwell (if not working on a ground floor) to await evacuation by emergency responders (Fire, EMS, Police).
- If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move, and lifting them may be dangerous to their well-being. Non-ambulatory persons needs and preferences vary. 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.

When not to evacuate (shelter-in-place):

- When the danger is outside and you are unable to evacuate to an area far enough (i.e. hazardous material spill).
- Close all doors and windows; turn off all HVAC systems.
- WarnMe, UCSF emergency notification system will send voice and text message with instructions to shelter-in-place to all UCSF E-mail accounts and any self-registered mobile devices (registered at www.warnme.ucsf.edu)
- Outdoor warning sirens or horns will alert people (San Francisco tests the system and can be heard every Tuesday at Noon).
- Keep everyone indoors until given the all clear.

SUMMARY

- Know your department staff. Encourage individuals with disabilities to self-identify with the EAP Emergency Coordinator for emergency planning purposes.
- Prepare a personal evacuation plan for anyone requiring special assistance in an evacuation, i.e., staff, students, patients, and visitors. Plan for what they would do, who will assist them, use of evacuation chairs if indicated, and where they should go to wait for assistance. Include this information in the work-site Emergency Action Plan.
- Prepare any disabled staff for emergency evacuations in advance.
- Department staff should be invited to volunteer to assist people with disabilities in an emergency. Identify these volunteer “buddies” and their back-ups in the Department Emergency Action Plan. In the absence of a volunteer, assign Floor Wardens and alternates to serve as Buddies.
- Train staff to be aware of the special needs of people with disabilities and how to offer assistance.
- Identify rescue assistance areas in your building, for any people unable to use stairs and who have declined use of an evacuation chair to await evacuation assistance from emergency personnel.
- Refer to the website <http://access.ucsf.edu/> for information on UCSF building accessible attributes (TDD-text telephones, automatic doors, ramps, accessible restrooms, parking, etc.).