

UNIVERSITY OF CALIFORNIA SAN FRANCISCO

**EVACUATION GUIDELINES
ACCESS AND FUNCTIONAL NEEDS REQUIRING REASONABLE ACCOMMODATION**

The following general guidelines have been adopted by UCSF to assist Departments in planning for the evacuation of UCSF access and functional needs (AFN) population 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 AFN persons 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 AFN 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 911 from a campus telephone, 476-6911 from a cell phone, or 911 from a non-campus or pay phone.

- Generally, exit stairways are resistant to fire and smoke for approximately two hours. These are the safest areas during an emergency evacuation. AFN persons are advised to proceed to exit corridors and stairwells. 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 AFN persons in their wheelchair. This is standard practice to ensure the safety of AFN 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 [UCSF Committee on Disability Inclusion](#) .

EVACUATION CHAIR USE AGREEMENT

A limited number of Evacuation Chairs are available for placement in UCSF buildings in which a student, faculty, staff or affiliate works. Priority for placement of an evacuation chair will be for individuals with permanent mobility disabilities which may prevent safe and timely self-evacuation from the building by stairs. Upon approval of a request, UCSF PD Homeland Security Emergency Management Division (HSEM) will arrange for and cover the cost for mounting of the evacuation chair¹ to the emergency stairwell wall which the Emergency Action Plan Emergency Coordinator has identified as the nearest fire exit.

REQUESTING EVACUATION CHAIRS: Departments requesting placement of an Evacuation Chair are to submit the Evacuation Chair Request form (see attached) to HSEM at eap@police.ucsf.edu or Mail Box 0238. The request is to be signed by the Departments EAP approval authority (refer to EAP).

A current and complete UCSF Emergency Action Plan (EAP) must be on file with HSEM or submitted with the request listing the person with disability in the EAP and the designation of two or more Buddies (See UCSF EAP: "Other Staff Assignments" section).

TRAINING AND PRACTICE: Each buddy is to sign the Evacuation Chair Training Agreement (see attached) and complete the on-line UCSF EAP Evacuation Chair training before a chair will be issued. The requesting Department agrees to have the Buddies practice maneuvering the evacuation chair down the designated fire exit stairwell quarterly and annual during fire drills. To gain confidence in the evacuation chairs safety and stability, the disabled individual should be encouraged to participate at least once to assure proper fit of the chair and descent of at least one flight of stairs. Ideally they will participate in the quarterly practice sessions with the buddies.

LOCATION OF EVACUATION CHAIR: Evacuation chairs will be mounted to the wall of the nearest rated fire exit stairwell on the upper floor of the building where the disabled individual works. The EAP Emergency Coordinator is to identify the location on the Evacuation Chair Request form.

WEIGHT LIMITATIONS: The Evacuation Chairs have a 300 lb. weight limit. It is important for the safety of the mobility disabled individual and the Buddies who will operate the evacuation chair that the department verify with the disabled individual that their weight does not exceed 300 lbs.

EQUIPMENT RETURN: Once the disabled individual no longer works at the assigned work area covered by the EAP, the Department is to notify HSEM so the chair may be removed and reissued.

EQUIPMENT THEFT OR DAMAGE: In the event the Evacuation Chair is missing from its designated location, the EAP Coordinator shall notify UCPD to report a possible theft by calling 467-1414 or on-line at www.police.ucsf.edu – Report a Crime (http://police.ucsf.edu/report_crime/start-report.html).

Anytime the EAP staff notice damage to breakage or experience a mechanical problem, they are to notify HSEM and place an "Out of Order" sign on the Evacuation Chair.

MAINTENANCE: HSEM will maintain an annual equipment inspection and maintenance program per manufacturer's owner's manual.

¹ Based upon available supply. If none available, your home Department may be responsible for purchasing and installing.

Evacuation Chair Request Form²

Department*	
Location*	
Requestor Name	
Requestor E-mail	
Requestor Phone	
Date	
Type of mobility disability (check):	
• Individual uses wheelchair	
• Individual uses cane or walker	
• Mobility impairment does not require assistive device, but cannot use stairs.	
Individual's weight 300 lbs. or less	
Location of nearest fire exit stairwell	
Number of floors to descend	
Name of individual needing evacuation chair	
Name of Buddy	
Name of Alternate Buddy	
Name of EAP Emergency Coordinator ("SAA" if Requestor)	
To be signed by the EAP Approver:	
On behalf of the above department, I agree to abide by the terms and conditions of the Evacuation Chair Use Agreement	
Name & Title	
Signature	
HSEM Acknowledgement	
HSEM Director's Approval/Date	
Equipment Serial #	
Equipment Installation Date	
Equipment Return (HSEM Use only)	
Date request to remove received	
Date equipment removed	

* Department name and location must match the EAP. EAP must be completed online via UCSF MyAccess, UC Ready.

² Assure EAP on file with UC Ready documents individual requiring special assistance and designation of buddies. If not, submit updated EAP with request.

Evacuation Chair Training Agreement

Persons with disabilities which may prevent or impair a timely and safe evacuation from a building via a designated fire exit stairwell may be evacuated utilizing a specially designed evacuation chair with the assistance of one or two assistants AKA Buddies. If no evacuation chair is available, or trained Evacuation Chair operators (Buddies) are not available, the disabled person is to be moved to a fire exit stairwell and the EAP Emergency Coordinator is to be notified of the individuals name and location so that professional rescuers may evacuate the disabled individual.

The UCSF Police Department purchased the Garaventa Evacu-Trac CD7 evacuation chair (Evacu-Trac) for the following reasons:

- It requires only one person to safely evacuate a disabled individual via a stairwell.
- It is equipped with a speed governor to prevent a rapid decent.
- It will only move down the stairs by grasping a break release which if the grasp is inadvertently released will cause the chair to stop.
- It requires minimal training to learn to operate.
- It quickly unfolds for emergency use requiring no assembly of parts.

As a designated EAP Buddy or Alternate Buddy for an individual with a mobility disability, before operating the Evacu-Trac you must agree to the following:

1. Review the Evacu-Trac CD7 Operator Training Video available at <https://learningcenter.ucsfmedicalcenter.org/>, and type **evacu-trac** in the search field.
2. Read the "Evacu-Trac Owners Manual" available at www.police.ucsf.edu [Preparing for Emergencies, Emergency Action Plan, Forms](#)
3. Contact eap@police.ucsf.edu if you have any questions on the operation of the Evacu-Trac
4. Practice unfolding and setting up the Evacu-Trac quarterly
5. Practice using the Evacu-Trac with your fellow Buddy and descending at least one flight of stairs quarterly including during the annual fire drill and/or,
6. If the individual with the disability to whom you are assigned agrees, practice assisting them into the Evacu-Trac, and descending at least one flight of stairs annually or more. They should be encouraged to review the training video as well.
7. Notify eap@police.ucsf.edu of any Evacu-Trac mechanical problems.
8. Coordinate schedules with your other Buddy so someone is available to assist the disabled individual during vacations/absences, or notify the EAP Emergency Coordinator during periods in which a Buddy will not be available during vacations/absences.
9. Notify your EAP Emergency Coordinator if you leave the department so a replacement can be found.

Name	
Signature/Date	
Department*	
Location*	

* Department name and location must match the EAP.