

Emergency Preparedness and Evacuation Checklist (March 2024) Frequently Asked Questions

In March 2024, President Drake distributed the [Emergency Preparedness and Evacuation Checklist](#) to enhance UC's evacuation planning efforts for individuals with disabilities. This FAQ was developed to support the implementation of the checklist items. It will be updated as needed.

1. Are the items listed on the checklist required actions by UC locations?

Yes. The purpose and focus of the checklist are to provide best practices and ensure procedures are in place to support the safety of UC students, faculty, and staff with disabilities during an emergency evacuation. To help achieve this end, these Guidelines **must** be incorporated into campus emergency evacuation plans.

2. Do the items listed on the checklist need to be in-place by June 30, 2024?

No. By June 30, 2024, UC locations are expected to identify a designated representative and fill out the checklist indicating which items are currently in place. Following June 30, 2024, the verification of campus programs will take place every quarter to ensure conformance with the checklist elements. Once conformance is achieved, the designated representative submits an annual verification of conformance. Checklists should be emailed to UCOP Capital Asset Strategies Executive Director Lauren Friedman at lauren.friedman@ucop.edu.

3. Who is the designated representative? What are they responsible for?

The selection of the designated representative is at the discretion of each UC location. Locations are not expected to hire new staff for this role. The designated representative is tasked with filling out the checklist, submitting it to UCOP, and monitoring progress completion of the checklist items over time. The designated representative is not solely responsible for completing the checklist items. Locations are encouraged to take a collaborative approach to emergency preparedness for individuals with disabilities and should engage multiple campus units to implement and operationalize the checklist.

4. What is an Individualized Emergency Evacuation Plan (IEEP)?

An IEEP is a personalized evacuation plan developed in coordination with an individual with a disability and a designated campus department, committee, or team. Development of a plan is a voluntary process for individuals with disabilities. Individuals may decline to participate but should be informed of the option to develop a plan and the process to do so.

5. Is the checklist applicable to both Health (including patient care areas) and Campus locations?

The checklist does not apply to licensed patient care areas. Health locations should follow regulatory requirements related to evacuation for those areas. Non-patient care areas that meet the criteria identified in the guidance are subject to the applicable checklist action items.

6. Does this guidance apply to leased space/buildings?

The guidance applies to all University of California campuses and properties administered or occupied by the University of California (California Code, Health and Safety Code - HSC § 13146).

7. The checklist refers to “areas of safe refuge” and “designated waiting areas”, are these areas the same as an Area of Refuge as defined by the California Building Code?

No. These areas are not the same. An “Area of Refuge” has a specific definition and legal requirements per the California Building Code. Locations must follow the code requirements for identified Areas of Refuge, including requirements related to a two-way communication system. For the purposes of the checklist, an area of safe refuge and designated waiting area refer to other areas where an individual with disabilities can wait for evacuation assistance during an emergency.

For buildings that do not have code-defined evacuation waiting areas, UC locations should coordinate with their Designated Campus Fire Marshal to identify areas where people with disabilities can wait for evacuation assistance. These areas should be clearly marked with signage that identifies the location as a designated waiting area and provides information on how the individual can communicate directly with first responders (i.e., two-way phone or calling 911 via cell phone or another device). While the communication method at designated waiting areas does not have to be a built-in system or phone, there needs to be clear signage informing individuals how to reach first responders.

8. Buildings can have multiple emergency assembly areas. Do all of them need to be accessible?

No. However, UC Locations are encouraged to review any non-accessible emergency assembly areas to determine if alternate accessible areas are available. All buildings should have at least one accessible emergency assembly area identified in the building’s Emergency Action Plans.

9. The guidance states, “ensure emergency evacuation chairs are provided when requested by an individual” (Item 2c). How should individuals request emergency evacuation chairs?

Individuals with disabilities that limit self-evacuation may request evacuation chairs through the IEEP process, disability accommodation process, and/or other locally established process. UC Locations should take steps to ensure that requests for emergency evacuation chairs are routed to the correct departments/units. Multiple campus departments/units will likely be involved in the facilitation, evaluation and completion of the request process including Disability Access and Compliance, Disability Management, ADA Coordinators, Emergency Management, Designated Campus Fire Marshal, Student Affairs, and others.