

# Emergency Preparedness & Evacuation Checklist

All UC locations have building evacuation plans in place, outlining the processes for safely evacuating all occupants from campus buildings, including those with disabilities. However, not all individuals are able to self-evacuate and the development of additional procedures is necessary to support and assist these individuals with exiting a building during an evacuation.

The purpose and focus of these Guidelines are to provide best practices and ensure procedures are in place to support the safety of our 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.

Each campus should make solicitation of feedback from stakeholders with disabilities a standard part of their emergency planning process. These stakeholders should provide input on all emergency planning issues and processes including those outlined below.

## 1. DESIGNATED CAMPUS REPRESENTATIVE

- a.** Designate a trained, responsible campus representative\*
  - \*The designated representative is tasked with informing the University of California Office of the President (UCOP) of their campus's status by submitting a completed checklist. The verification of campus programs will take place every quarter to ensure conformance with the checklist elements. Once conformance is achieved, this verification will occur annually.
- b.** Ensure that individuals with disabilities are advised on how to request Individualized Emergency Evacuation Plans (IEEP) and the availability of other services.
- c.** Identify the department or person who will work with individuals with disabilities to develop an IEEPs.
  - I. IEEPs must identify the individual(s) assigned to assist an individual with a disability in the event of an emergency (including first responders, where appropriate).
- d.** Identify responsible individuals who will ensure:
  - I. All emergency-related communications (e.g., bulletins, alerts, evacuation instructions, etc.) are accessible under the ADA.
  - II. Requests for IEEPs are processed timely.
- e.** Test the effectiveness of the IEEP(s) once established during all building evacuation drills.
- f.** Ensure areas of "safe refuge" are clearly marked with code-compliant signage.
- g.** Ensure areas of "safe refuge" have open and obvious means and location of two-way communication devices and/or confirm alternate methods of emergency communication that conform with the ADA's effective communication requirement.
- h.** Ensure proper training on the use and storage of emergency evacuation chairs in all buildings where such chairs are located.

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- i. Ensure university personnel identified in IEEPs and first responders have adequate training in the following areas:
  - I. Operation of evacuation chairs
  - II. Communicating with evacuees in conformance with the ADA's effective communication requirement
  - III. Disability etiquette
- j. Develop an Emergency Evacuation Plan or update existing plans:
  - I. Identify and, if necessary, create clearly marked accessible evacuation routes in all buildings.
  - II. Confirm that all evacuation assembly areas are accessible and change the location of any that are not.
  - III. Evaluate the accessibility of all emergency warning and communication systems and remediate barriers as necessary.

## 2. DEVELOPMENT OF AN INDIVIDUALIZED EMERGENCY EVACUATION PLAN (IEEP)

- a. Ensure the name and contact of the department or person who will work with individuals with disabilities to develop an IEEP is prominently displayed on disability services and emergency planning websites and in information/handbooks for academic, housing, and employment accommodations.
- b. Ensure IEEPs identify the individual(s) assigned to assist an individual with a disability in the event of an emergency (including first responders, where appropriate).
- c. Discuss the process and options for evacuation during an emergency with individuals requesting an IEEP. Options may include the use of evacuation chairs and/or the need to stage in an area of refuge until first responders are on the scene, as appropriate.
- d. Ensure involvement of stakeholders with disabilities in the emergency planning process
- e. Ensure IEEPs include the provision of an emergency evacuation chair when requested.
  - I. Campuses must develop the processes to ensure:
    - a) Funding for chairs upon request.
    - b) Timely purchase and installation of chairs.
    - c) Clear communication with the requesting individual regarding the time to deployment of the requested evacuation chair, any delays, and the mechanism by which they will be evacuated in the interim should an emergency arise.

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- f.** Ensure IEEPS identify all of the following:
  - I. Area(s) of safe refuge in buildings requested by the individual.
  - II. The means and location of two-way communication, or other method of emergency communication, in areas of safe refuge identified by the IEPP.
  - III. An accessible path of travel to the designated waiting area as well as an accessible means of egress from the designated waiting area.

## 3. EMERGENCY EVACUATION CHAIRS (WHERE PROVIDED)

- a.** Ensure each multi-story building in campus housing has a minimum of one emergency evacuation chair per building and may require more than one upon request from multiple individuals.
- b.** Ensure high-traffic, multi-story buildings (libraries, student centers, classroom buildings, sports/entertainment venues, high-occupancy classroom buildings, etc.) have a minimum of one emergency evacuation chair. Campuses should endeavor to provide a minimum of one emergency evacuation chair per building.
- c.** Ensure emergency evacuation chairs are provided when requested by an individual.
- d.** Ensure that the Campus Fire Marshal and Building Official confirm the appropriate placement of the emergency evacuation chairs to ensure compliance with all relevant codes, including fire and building codes.
- e.** Establish clear procedures for managing, accessing, and/or deploying emergency evacuation chairs.
- f.** Maintain a list of individuals responsible for managing, accessing, and/or deploying emergency evacuation chairs.
- g.** Provide and maintain records of proper and regular training to the individuals responsible for managing, accessing, and/or deploying emergency evacuation chairs.
- h.** Provide and maintain records of ongoing maintenance of emergency evacuation chairs.
- i.** Build and maintain a list of the location (building, floor, stairwell, etc.) of all emergency evacuation chairs located on the campus.