

APPENDIX J

SAMPLE EMERGENCY EVACUATION PLANS

EMERGENCY INFORMATION FOR FACULTY AND STAFF: HOW TO ASSIST STUDENTS WITH DISABILITIES

CLASSROOM / BUILDING EVACUATION

Faculty and classroom staff are responsible for the safe exit of students from their classroom in an emergency. In other campus areas, classified and administrative staff are needed to assist as required.

- ASK IF ANY STUDENTS NEED ASSISTANCE.
- Ensure that students with disabilities have adequate help, especially those with communication, vision or mobility impairments. Ask students how best to help.
- Make sure students are aided, if necessary, to their destination. Students may need assistance to their car, bus stop or campus assembly area.
- Staff from Security or Special Education will be available at the established assembly areas listed below and will be able to assess and respond to further needs.
- If the nature of the emergency requires it or a student needs additional help, students with disabilities should gather at these assembly areas:

Days: Adapted Physical Education Classroom

Nights/Weekends: Security Office/lower level Campus Center

Earthquake: Football Field

Alternate to APE Classroom: Security Office/Lower level Campus Center

TO ASSIST VISUALLY IMPAIRED PERSONS

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- Guide the student (or provide someone to do so). Students will take the guide's arm below the elbow and will follow.
- Tell the student where you are as you walk.
- Advise of any obstacles in the path.
- When you have reached safety: Orient the person to where he/she is. Ask if any further assistance is needed before leaving.

TO ASSIST DEAF / HARD OF HEARING. PERSONS

- If you must get a person's attention:
 - Flash room lights
 - Wave your arms
 - Tap person's shoulder
- Gesture what is happening and what to do **OR**
- Write on board or paper: (EXAMPLE: FIRE - out back door, turn right, go down, NOW)
 - Nature of emergency
 - Evacuation route

TO ASSIST DEAF / HARD OF HEARING PERSONS

PRIORITY IS TO INDIVIDUALS WITH RESPIRATORS, WHEN FUMES OR SMOKE ARE PRESENT

- ALWAYS ask students first if they have special needs, advice or requirements.
- Individuals using wheelchairs can be pushed or accompanied to safety.
- Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential.
- Call Security, Disabled Students Services or other trained college personnel and wait for help before transferring a person from a wheelchair or transporting a person on a stairway, unless the situation is imminently life threatening.
- Wheelchairs for emergency use are located in the _____ Building, A.P.E. Classroom, and Health Services.
- Special evacuation chairs may be used for stairway evacuation or to transport injured or non-ambulatory persons. These are mounted near the stairwells in the Learning Center, _____ Building, and by the Pool Deck.

Disabled Students Services: Ext XXXX

Campus Security: Ext. XXXX