

International House



Building Evacuation Plan

Effective August 8, 2023

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TERM DEFINITIONS

Building Emergency Plan (BEP):

Is a document which consists of emergency information and procedures and activities for preparing for emergencies, as well as roles and responsibilities for building occupants.

Building Coordinator (BC):

The Building Coordinator has primary authority and responsibility to ensure the implementation of the BEP and to ensure the health and safety of the buildings staff and residents. This is accomplished by communicating the emphasis on healthy & safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Safety Coordinator (SC):

An employee who assists department management to coordinate, implement, and document the department's safety program. This includes maintaining the department's IIPP, and ensuring department employees are trained on their buildings BEP. Assisting in the coordination of required health and safety training. Serving as liaison with EH&S and other campus safety resources on issues. Maintaining copies of Safety Committee minutes and other safety-related records.

Safety Committee:

The Safety Committee has the ongoing responsibility to maintain and update the IIPP, to assess departmental compliance with applicable regulations and policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions.

Injury & Illness Prevention Program (IIPP):

A department's written program for identifying and addressing workplace hazards. A main component is an active department safety committee.

Campus Alerting and Warning System:

The Alerting and Warning System (AWS) is a network of sirens and communication links that warn and inform the campus community of what to do in an emergency or disaster. This includes dangers resulting from natural or technical hazards such as chemical spills, flooding, fires, storms, power outages, transportation incidents, and other public safety incidents. The campus has four hazard warning sirens strategically located to cover the main campus and adjacent campus facilities. The University of California Police Department activates these sirens. Depending on the incident, sirens and/or public address announcements may be transmitted over this system.

INTERNATIONAL HOUSE BUILDING EVACUATION PLAN (BEP)

As a building occupant, it is your responsibility to be familiar with this plan. If you have questions, consult your Building Coordinator, Safety Coordinator, or Safety Committee representative. As you read this document, pay particular attention to:

- Evacuation routes, exit points, and the location of your Emergency Assembly Area
- When and how to evacuate the building
- Locations of emergency equipment, supplies, and materials, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency
- Your emergency responsibilities, if you are assigned any, such as being a floor monitor
- Potential fire hazards in your building
- Potential exposure to hazardous materials or processes in and around your work area, and means of protecting yourself in the event of an emergency

Building Coordinator (BC): Mark Cassettari

Address: 2299 Piedmont Ave

Cell Phone: 510-439-8940

Email: markcassettari@ihouseberkeley.org

Resident Building Coordinator (RBC): Hawk Anderson

Address: 2299 Piedmont Ave

Cell Phone: 510-813-4964

Email: hawkanderson@ihouseberkeley.org

Safety Coordinator (SC): Regina Parker

Address: 2299 Piedmont Ave

Cell Phone: 510-612-5613

Email: reginaparker@berkeley.edu

Resident Assistant (On-Duty)

Cell Phone: 510-282-0092

Safety Committee:

Mary Cinko (Custodial Manager)

Carol Akl (Edmonds Associate)

Shannon Ferguson (AV Technician Lead)

Sam Sturdivant (Dining Supervisor)

Evacuation Assembly Area (EAA): International House Parking lot on the north side of the building next to Memorial Stadium.

Emergency Management Area (EMA) Number: Core Campus - EMA 9 - Witter Field

Floor Monitors: A floor monitor is a building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building. Also assigned to notify via radio (Channel #1) once they have arrived at the EAA that assigned area is “All Clear”.

Key Responsibilities

- Encourage occupants to evacuate
- Visually evaluate assigned area
- Provide reasonable assurance that occupants have left the building

Tasks During Evacuation

- Walk assigned area
- Vocally encourage evacuation
- Visually evaluate assigned area
- Direct people to calmly proceed to exits
- Open doors & loudly encourage evacuation
- Provide reasonable assistance only if requested
- Usher building occupants to Emergency Assembly Area (EAA)
- Report information to BC in EAA
- Assist BC as requested

Area #1	Front Desk/Lobby/Great Hall	Front Desk Coordinator
Area #2	Executive Office/Library/Bancroft Lobby/RSM	Chory Banez
Area #3	Administration (HR/Finance/Dev Com)	Jary Lau
Area #4	Housing Operations (CILP/Catering)	Emily Goulart
Area #5	Edmonds Café / Public Restrooms	Manager/Supervisor on Duty
Area #6	Events (Spaces on 2 nd Floor/Hospitality Office)	Events Person on Duty
Area #7	Physical Operations/Mailroom/Laundry	Mary Cinko
Area #8	Dining/Heller Patio/Severe	Manager/Supervisor on Duty
Area #9	Hall of History/Auditorium/Rec Room	Events Person on Duty
Area #10	Isolation Area	Resident Services Manager

IMPORTANT PHONE NUMBERS

Campus telephone numbers for life-threatening emergencies:

From any office campus public phone: 911

From your cell phone: (510) 642-3333

Telephone numbers for non-life-threatening emergencies:

University Police (UCPD): (510) 642-6760

EH&S: (510) 642-3073

Facilities Services: (510) 642-1032

Custodial Services: (510) 642-6515

Medical Facilities:

Tang Center Urgent Care (**UC Berkeley Employees**)

2222 Bancroft Way

(510) 642-3188

8:00 AM to 5:00 PM Monday – Friday

9:00 AM to 5:00 PM Saturday

Closed Sundays and holidays

US Healthworks – Concentra (**501c3 Employees**)

2850 Seventh Street Suite 100

Berkeley, CA 94710-2703

510.845.5170

8:00am – 5:00pm Monday - Friday

Where to Get Information During a Large-Scale Emergency:

Campus emergency information line: 1-800-705-9998

Campus emergency web site: <http://emergency.berkeley.edu>

Campus radio station: KALX 90.7 FM

City of Berkeley emergency radio station: 1610 AM

UC Berkeley WarnMe: <https://warnme.berkeley.edu/>

What to Do When You Hear Campus Warning Sirens: Sirens are tested at noon on the first Wednesday of each month. If you hear the sirens at any other time:

- **SHELTER:** Go inside your office, a nearby building, or your car and shelter inside to avoid exposure.
- **SHUT:** Shut doors and windows. Building ventilation systems should be shut off if possible.
- **LISTEN:** Go to one of the information sources listed above for campus emergency information.

I. EMERGENCY PROCEDURES:

Emergency Notification Procedures:

When you call 911 (or 642-3333 from a cell phone) or any other emergency number to request emergency assistance, you will be connected to the Police Dispatch. Call from a safe location, remain calm and be prepared to give the dispatcher as much information about the emergency as you can (what the emergency is, where it is, if there are injuries and how serious, etc.) The dispatcher will ask questions so do not hang up until you are told to do so. The dispatcher may also give you instructions.

Medical Emergency:

If you are injured or have a medical emergency in the workplace, call 911 or (642- 3333) from a cell phone immediately if you are able. If you are unable to use the phone, verbally call for help. Anyone that hears you should summon help by calling 911 (642-3333) from a cell phone.

If you witness an injury or medical emergency in the workplace, immediately assist the injured if it is safe for you to do so. Then call 911 (or 642-3333) from a cell phone as soon as possible from a safe location. Become familiar with emergency notification procedures.

Evacuation Procedures:

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel or a campus issued message. Occupants should be familiar with two evacuation routes from their work site location. When evacuating your building or work area:

- Stay calm; do not rush or panic.
- Safely stop your work.
- If safe, gather your personal belongings; take prescription medications with you.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Pay attention to emergency staff for additional evacuation instructions.
- Proceed to the designated EAA and report to your Floor Monitor.
- Wait for any instructions from emergency responders.
- Do not re-enter the building until the emergency responders instruct you.

A complete set of evacuation diagrams for this building are included on the website

https://ihouse.berkeley.edu/sites/default/files/international_house_diagram.pdf and posted in each area.

Look for the appropriate evacuation diagram(s) for your floor showing the directions for evacuation to the building exits. After you exit your building, proceed to the EAA.

1. FIRE PROCEDURES:

A building occupant is required by law to evacuate the building when the fire alarm sounds. If you see a fire and the alarm is not sounding, immediately notify the fire department by pulling the hand pull at the alarm station. Call 911 (or 510-642-3333 from a cell phone) from a safe location to provide details of the situation.

- Evacuate the building as soon as the alarm sounds and proceed to the EAA.
- On your way out, bring your evacuation back-pack and warn others.
- Use stairs only; do not use elevators.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Enter the building only when instructed to do so by emergency responders.

2. EARTHQUAKE PROCEDURES: The Hayward Fault runs directly under the east side of our campus. Earthquake preparedness is a necessity of being part of the I-House community.

If You Are Indoors:

- DROP to the floor immediately
- Take COVER under sturdy furniture, or near an interior wall, and protect your head
- HOLD ON until the shaking stops

If You Are Outdoors:

- Move away from buildings, power lines, and trees
- DROP, COVER, and HOLD ON
- Use arms to cover head from falling debris
- If driving, pull over in a clear area

Other Tips:

- Stay away from windows
- Stay away from things that can fall on you
- Don't run outside, or to another location to get under a table
- Don't stand in a doorway (it's not safe for shelter)
- Don't use elevators

After the Earthquake

- When the shaking stops, exit the building and go to an EAA or open space
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)

Check for injuries

- Account for friends and colleagues
- Visit berkeley.edu, listen to [KALX 90.7 FM](http://KALX90.7FM.com), or call 800-705-9998 for updates
- Be prepared for aftershocks and falling debris
- Do not re-enter buildings until allowed by emergency personnel
- Stay calm and reassure others

If Trapped Under Debris

- Signal for help; do not yell because you may inhale dust
- Tap on a metal object, use a whistle or other noise maker to get attention
- Do not light a match due to potential gas leaks; use a cell phone's flashlight if available

3. DEMONSTRATION/ CIVIL DISTURBANCE PROCEDURES:

Most demonstrations are peaceful and if one is conducted near or in your building, carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call Police for assistance. If protestors enter your building, let them. Try to carry on business as usual. If the noise becomes too great, or the crowd too large, feel free to close and lock your office doors and/or windows.

Do not close your building unless the Police advise you to. If it becomes necessary to evacuate, follow directions from Police. Proceed to the EAA and wait for additional instructions.

4. CRIMINAL OR VIOLENT BEHAVIOR:

International House is committed to promoting and maintaining a safe environment for its employees. Threatening, intimidating, or violent behavior will not be tolerated in the workplace. Assist in making the work place a safe place by being alert to suspicious situations or persons and reporting.

If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call UCPD as soon as possible.

5. RECOGNIZING & REPORTING WORKPLACE VIOLENCE:

Workplace violence can start as small incidents like negative remarks and inappropriate behavior, but can then escalate to physical or psychological violence. Violence includes any form of intimidation, bullying, stalking, threats, physical attacks, domestic violence, and property damage.

Support our zero-tolerance policy towards workplace violence by immediately reporting concerning behavior to your supervisor, preferably in writing, and also to Human Resources. Remember to report all instances of violence, no matter how minor.

6. CONFRONTING A POTENTIALLY VIOLENT PERSON

- Be composed, don't hurry, and don't raise your voice
- Be empathetic and show your concern, and do not joke or be sarcastic
- Ask the person to sit down (sitting is a less aggressive position)
- Offer positive outcome statements, such as "We'll work on getting this resolved"
- Offer positive feedback for continuing discussions, "I'm glad you're telling me how you feel"
- Remain out of arm's reach and do not touch the person
- Limit eye contact

Instructions for Securing in Place:

There may be situations when a location should be secured to prevent entry. This will usually be due to the possible presence of a violent intruder. If a secure-in-place or lockdown order is given employees should follow these procedures to ensure their safety.

Choose a room & secure the room

- No or few windows
- Exterior doors and windows close completely and can be locked
- Lock and block doors
- Close window shades, turn off lights
- Stay low and away from doors and windows

Additional Notes

- Silence cell phones
- Do not congregate in one portion of the room
- Hide under desks or behind furniture
- When first responders arrive, follow instructions and keep hands visible.
- Avoid yelling and pointing.

7. EXPLOSION OR BOMB THREAT PROCEDURES:

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the Police immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if safe and directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs only; do not use the elevators.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes. Pay attention to details.

Ask as many questions as possible:

- When will it explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- Where did you leave it? /
- Did you place the bomb?
- Who is the target?
- Why did you plant it?
- What is your address?
- What is your name?

Listen to the caller's voice. See if you can identify:

- Speech patterns (accent, tone)
- Emotional state (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender

Write down other data:

- Date and time of call
- How threat was received (letter, note, telephone)
- Call the Police and relay the information from the bomb threat telephone call or bomb threat letter.
- Follow the Police's instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items.
- If you are told by emergency responders to evacuate the building, see "Evacuation Procedures" above.

8. SUSPICIOUS PACKAGE

A suspicious-looking box, package, object, or container in or near a work area may be a bomb or explosive material. When identifying a suspicious package look for odd marking, too much postage, no return address, heaviness, excessive tape or string, visible wires, oily or discolored wrappings, strange odors and powdery substances.

Never Handle a Suspicious Package

- Don't interact with the package in any way
- Leave the area, close doors, and warn others to avoid the area
- Call 911 (510-642-3333 via cell near campus)
- Wash exposed skin with soap and water
- If evacuated due to a bomb threat remain calm, leave doors open and lights on.
- Do not activate building's fire alarm.

If there is an explosion:

- Take cover under sturdy furniture to protect against falling glass and debris.
- Call 911 (510-642-3333 via a cell phone near campus).
- If injured, seek medical care immediately
- Move away from the hazard site to a safe location. Never use elevators.
- Do not re-enter until allowed by emergency personnel

9. HAZARDOUS MATERIALS RELEASE PROCEDURES:

If a hazardous material is released or spilled near you and you are not a user nor knowledgeable about hazardous materials, call Police immediately and move away from the release area.

If you are a hazardous material user and you cause a release of a hazardous material, you should know the emergency procedures for cleaning up a hazardous spill. All hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs. If you have not been trained and don't know what to do, leave the area and warn others. When you are at a safe location, call BC.

Utility Failure:

- In the event of a major utility failure, notify BC - RBC or one of the Floor Monitors for that area.
- Evacuate the building if the fire alarm sounds and/or upon notification by Police.
- Do not panic; evacuate in an orderly manner, proceed to the EAA and wait for further instructions.

Elevator Failure:

If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.

Flooding, Plumbing or Steam Line Failure:

If your building has a plumbing failure, a flood, or a steam line failure:

- Cease using electrical equipment.
- Evacuate the building if necessary and proceed to the EAA.

Natural Gas Release or Leak:

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible.
- Call BC – RBC

Ventilation Problem:

If you smell odors coming from the ventilation system:

- Immediately notify BC/RBC/FM
- If necessary, cease all operations immediately.
- If necessary, evacuate the building and proceed to the EAA.
- If smoke is present, pull the fire alarm, then call Police from a safe location.

Power Outage:

- Fume hoods do not operate during a power outage and many laboratories should not be used until ventilation is properly restored.
- Turn-Off and unplug all electronics to avoid damage if the power surges when it returns.
- Avoid downed power lines
- If dependent on electric life-sustaining equipment, switch to an alternate power source or relocate.
- Prevent carbon monoxide poisoning; do not use a grill, camp stove, or generator indoors.

10. INSTRUCTIONS FOR SHELTERING IN PLACE

In some cases, it may be safer to “shelter-in-place” than to evacuate. If a shelter-in-place order is given, building occupants should follow the following procedures:

Choose a room

- Small, interior room, with no or few windows
- Exterior doors and windows close completely and can be locked

Secure the room

- Lock all available doors
- Turn off all fans, heating and air conditioning systems.
- Block vents and openings with tape, plastic bags or clothing.
- Create a barrier between occupants and any hazardous contaminate.
- Don't inhale fumes; cover mouth with mask or cloth

Gather information

- Listen to KALX 90.7 FM for updates on the situation and the 'all-clear' message
- Listen and watch for air quality reports
- Be prepared to leave at a moment's notice

II. EMERGENCY PREPAREDNESS

1. Evacuation:

For a more efficient evacuation from your building, become familiar with the evacuation diagrams posted near stairs and elevators on your floor. Appendix E in this BEP also contains floor diagrams showing your evacuation routes and your building exits. Become familiar with them and practice the evacuation process to enable you to safely leave your building in a real emergency.

2. Supplies:

Be prepared for emergencies. One thing you can do is keep an emergency kit in your work area that is easy to carry when evacuating the building.

The following supplies are included in the Red Back pack kit:

- ❖ 1 - Hard Hat with Headlamp
- ❖ 1 - Reflective Vest
- ❖ 5 - pairs of Nitrile Gloves
- ❖ 10 - N95 Dust Masks
- ❖ 1 - pair of safety glasses
- ❖ 2 - 16.9 oz. bottles of Drinking Water
- ❖ 1 - LED Tactical Flashlight
- ❖ 1 - First Aid Kit
- ❖ 1 - Roll of Duct Tape
- ❖ 1 - Roll of Twine
- ❖ 1 - Motorola T100 FRS/GMRS Two Way Radios
- ❖ 1 - Leatherman Multi-tool (Blue)
- ❖ 1 - Emergency whistle with lanyard
- ❖ 1 - 8pk of Duracell AAA batteries
- ❖ 1 - Rain Poncho
- ❖ 1 - Emergency Blanket
- ❖ 1 - 2pk Hand Warmers
- ❖ 1 - Red Backpack with Numbered Tag

3. Training and Documentation:

OSHA regulations require training on the BEP for those with specific emergency duties. The Safety Coordinator (SC) is responsible for training the department employees on the BEP and keeping training records. It is the responsibility of the occupant to become familiar with the BEP and the evacuation routes and Emergency Assembly Areas (EAA). Emergency procedures and evacuation information should be visibly posted on each floor of the building. Annual "Hazardous Materials Spill Response" training is required for any employee that handles hazardous materials.

People with Specific Roles:

Before implementing the BEP, the Building Coordinator shall designate and train a sufficient number of persons to assist in the safe and orderly building evacuation, including alternate BCs and Floor Monitors. The BC is responsible for informing individuals of their specific evacuation responsibilities as identified in the BEP. Additional training is required by OSHA when the plan changes or an employee's responsibilities covered in the plan change.

4. Drills

Annual building evacuation drills are required for campus residence halls, high rise buildings, childcare buildings, and healthcare buildings. All evacuation drills are coordinated with the campus Fire Prevention Division within EH&S. The BC is responsible for coordinating with Fire Prevention for drill planning and documentation.

III. RESIDENT ASSISTANTS (RA) PROCEDURES

1. When the fire alarm rings after hours:

- The RA on duty is in charge, and needs to get back to the front desk **RIGHT AWAY**, (if reasonable possible), be sure to have the RA cell phone. Assist with directing people in the Great Hall to the EAA.
- All RAs must leave the building directly through the nearest fire exit, if in assigned room, bring your Evacuation back-pack, bang on resident doors along the way. Do not detour to check on anyone, or to go back to your room before leaving. Once outside, head to the EAA area and check in with the RA on duty using two-way radio in back-pack.
- The RA on duty is responsible for calling 911 and confirming that they know "I-House is having a fire alarm". All residents, staff and guest must evacuate the building

During the alarm, Resident Assistants are doing three main things:

- Coordinating and organizing -- this is the job of the staff member on duty at the time, who should stay at the front desk unless specifically instructed otherwise by fire or police officers.
- Keeping the front of the house clear, and the people moving to the parking lot -- the people in front of the house mostly do this, although people by fire exits should also be directing confused residents to the parking lot.
- Watching for security problems -- everyone should keep an eye out, but especially the people at the fire exits on the sides and back of the house.

The building is wide open during an alarm, and very vulnerable to theft. Report any suspicious activity -- people either entering during the alarm, or leaving in an unexpected way (carrying a bunch of DVD's or a TV, for example). If you don't have a radio, go to the person with a radio who is nearest to your position and discuss your suspicions with the coordinating staff member, who will ask police at the front desk for assistance.

After the fire alarm:

Go to the front desk and ask if you can assist re-arming the doors, or doing anything else. We have two fire door keys at the front desk, so two people should circle the building from different directions closing and re-arming the fire doors. Just like with the Great Hall door, one turn ends the alarm, and a turn in the other direction re-arms. Armed doors will have a red blinking light. If the door makes a beeping sound it means the battery is nearly dead -- arm it and report this with a repair request. If there's no flashing red light, the battery may be completely dead -- report this, too. Remember that the Program Office and Great Hall fire doors share a key, which is different from all the other ones.

If unable to leave the building, create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.

- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Call 9-1-1 (642-3333 if using a cell phone), or hang something out the window

In all emergencies, after an evacuation has been ordered:

- Evacuate people with disabilities if possible, to the accessible waiting area.
- Do not use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Check on people with special needs during an evacuation.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- 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.
- Evacuation Chairs for use when evacuating a person with a mobility disability are stored on every resident floor. Instructions for use are posted on the inside of the cabinet's door.
- There is also an Evacuation Chair in vending machine area across from Edmonds. Key to access this chair is located at the Front Desk. Instructions for use are posted on the inside of the cabinet's door.

3. Responses to Emergencies:

➤ **Blindness or Visual Impairment:**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

➤ **Deafness or Hearing Loss:**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact
- Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

➤ **Mobility Impairment:**

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a Designated Waiting Area (or alternative safer area).
- If people with mobility impairments cannot exit, they should move to a Designated Waiting Area (DWA), whose location is shown on posted floor plans by the elevator. If unable to safely reach/remain at a DWA, at least move to a safer area, examples: most enclosed stairwells an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
- Notify police or fire personnel immediately about any people remaining at a DWA or elsewhere in the building and their locations.

- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- Evacuation Chairs for use when evacuating a person with a mobility disability are stored on every resident floor. Instructions for use are posted on the inside of the cabinet's door.

IV. EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an Emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance:

- Knock on the door and then assist them to the accessible waiting area, if they can be guided. Advise them that authorized police or fire personnel will be there to assist them.
- Then proceed to the EAA area and notify Building Coordinator of the accessible area that has people waiting.
- If no one responds to the knock on the door, proceed to the EAA and notify via radio the room number of the person with disabilities was not present.
- Front Desk person, while be responsible for calling the person with disabilities to verify their location and notifying the Building Coordinator of the check-in. If they are needing assistance because they are still in the building, notify the Building Coordinator so that they can send authorized police or fire personnel to assist them.
- Evacuation Chairs for use when evacuating a person with a mobility disability are stored on every resident floor. Instructions for use are posted on the inside of the cabinet's door.
- There is also an Evacuation Chair in vending machine area across from Edmonds. Key to access this chair is located at the Front Desk. Instructions for use are posted on the inside of the cabinet's door.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, explain how lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. When using such devices, make sure the person is secured properly.
- Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.