

Employee Copy

Emergency Evacuation Policy

Institute of Community Inclusion
University of Massachusetts Boston
20 Park Plaza, 13th Floor
Boston

Purpose:

The purpose of this policy is to inform all employees of the policies and procedures related to emergency evacuation of the ICI offices located at 20 Park Plaza in Boston.

Contents:

- Saunders Real Estate Corporation 20 Park Plaza Emergency Procedures
- ICI Emergency Procedures Supplement
- Personnel related Policies and Procedures
 - Orientation/training
 - Requests for evacuation assistance
- Emergency Evacuation Personal Support Plan
 - Personal Support Plan Form
 - Materials to assist with self-assessment and development of plan

All employees are required to read through this packet in its entirety and retain a copy for future reference.

PARK 20 PLAZA EMERGENCY PROCEDURES

Park 20 Plaza has established procedures that will promote your safety and well-being in the event of an emergency. Please familiarize all your personnel with the following procedures and retrain as necessary as your staff changes.

If anyone in your organization will require assistance in evacuating Park 20 Plaza, please advise the Building Management Office in advance and as well, contact the on-duty security officer at the time of the emergency. They will advise Emergency Service Personnel immediately upon their arrival at the Building and will in turn dispatch the necessary parties to your location within the Building.

BOMB THREAT

Should anyone receive a bomb threat, he/she should immediately contact the Boston Fire Department and the Boston Police Department by dialing the emergency number, 911, or 536-1500. Then please notify the Park 20 Plaza Management Office at (617) 728-2765. If the bomb threat is received after our business hours, please contact the on-duty security officer at (617) 338-6499. Should an evacuation of the premises be initiated, follow the procedures noted below in the category, Fire Alarm System.

Note the location of the stairwells as they relate to your premises. Making all of your personnel familiar with these procedures will contribute to a safe and orderly evacuation of Park 20 Plaza should this ever become necessary.

Any questions regarding these emergency procedures should be directed to the Building Manager in the Park 20 Plaza Management Office.

FIRE ALARM SYSTEM

Whoever first discovers a fire, regardless of its location within Park 20 Plaza, should immediately contact the City of Boston Fire Department by dialing the emergency number, 911, or (617) 536-1500. Next, they should alert the Park 20 Plaza Management Office by calling (617) 728-2765. If the fire should occur after our business hours, contact the on-duty security officer at (617) 338-6499. If an alarm is received, the following sequence of events will occur:

1. Park 20 Plaza is equipped with monitoring devices throughout the common areas of the building on each floor that are wired to the main fire alarm control panel. The main fire alarm control panel is connected directly to the Boston Fire Department and will transmit an instantaneous alarm notification. The Boston Fire Department will respond. If a smoke detector, heat detector or other monitoring device is activated, horn/strobe and strobe only devices will activate throughout the building. Strobe only devices are located in all Ladies and Men's restrooms.

FIRE ALARM SYSTEM (CONTINUED)

2. The public address system will deliver exit instructions. This system enables the Boston Fire Department and the 20 Park Plaza Management Office to communicate with all building occupants. You should listen for appropriate instructions, which are transmitted via the speaker function of the horn/strobe devices located throughout the building.

The following information will be transmitted throughout 20 Park Plaza from the public address system via the horn/strobe devices as soon as the fire alarm system is activated for any reason.

1. An audible alarm tone will repeat (6) times.
2. The following message will be transmitted:

Attention please. The signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway and leave the floor. While the reports are being verified, occupants on other floors should await further instructions.

This message will be repeated one additional time throughout the Building. If the message is repeated more than two times on your floor, please evacuate the Building.

Should an evacuation of 20 Park Plaza be required, please exit in an orderly manner via one of the two exit stairwells. The Park Plaza stairwell (near the Ladies Room) will discharge at the main lobby; the Columbus Avenue stairwell (located near the freight elevator) will discharge at the receiving area and then to Columbus Avenue. You should exit the Building immediately and assemble outside until the Boston Fire Department has determined that the Building is safe for re-entry. Please congregate across the street from both 20 Park Plaza entrances, as emergency personnel will require unrestricted access to the Building.

In the event the above described evacuation procedure cannot be safely followed, you may be instructed by the Boston Fire Department to proceed to the roof. Access to the roof is only available from the Park Plaza stairwell and this evacuation route should be taken only upon specific instructions from the Boston Fire Department.

Under NO circumstances are the passenger or freight elevators to be used by anyone until the Boston Fire Department has given permission to do so.

3. The elevators will return to Floor One once Emergency Service Personnel determine the Building is safe for re-entry. During the time, restrict all activity to either of the 2 exit stairwells.

SPRINKLER SYSTEM

20 Park Plaza is equipped with a state of the art wet sprinkler system. The distribution system is located throughout the Building, including all tenant and common areas. You will notice white sprinkler head covers located within the ceilings of your premises. If a sprinkler head is activated for any reason, the sprinkler head cover will drop from its ceiling location, the sprinkler head will lower and water will begin to flow. This will automatically trigger the sprinkler system control panel, which is connected directly to the Boston Fire Department via our fire alarm control panel. Once the sprinkler system control panel is activated for any reason, the Boston Fire Department will respond.

If the sprinkler system is activated the following sequence of events will occur via the fire alarm system:

The public address system will deliver exit instructions. This system enables the Boston Fire Department and 20 Park Plaza Management Office to communicate with all building occupants. You should listen for appropriate instructions, which are transmitted via the speaker function of the horn/strobe devices located throughout the building.

The following information will be transmitted throughout 20 Park Plaza from the public address system via the horn/strobe devices as soon as the fire alarm system is activated for any reason.

1. An audible alarm tone will repeat (6) times.
2. The following message will be transmitted:

Attention please. The signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway and leave the floor. While the reports are being verified, occupants on other floors should await further instructions.

This message will be repeated one additional time throughout the Building. If the message is repeated more than two times on your floor, please evacuate the Building.

Should an evacuation of 20 Park Plaza be required, please exit in an orderly manner via one of the two exit stairwells. The Park Plaza stairwell (near the Ladies Room) will discharge at the main lobby; the Columbus Avenue stairwell (located near the freight elevator) will discharge at the receiving area and then to Columbus Avenue. You should exit the Building immediately and remain outside until the Boston Fire Department has determined that the Building is safe for re-entry. Please congregate across the street from both 20 Park Plaza entrances, as emergency personnel will require unrestricted access to the Building.

SPRINKLER SYSTEM (CONTINUED)

In the event the above described evacuation procedure cannot be safely followed, you may be instructed by the Boston Fire Department to proceed to the roof. Access to the roof is only available from the Park Plaza stairwell and this evacuation route should be taken only upon specific instructions from the Boston Fire Department.

Under NO circumstances are the passenger or freight elevators to be used by anyone until the Boston Fire Department has given permission to do so.

FIRE PREVENTION

Our staff takes precautionary measures to protect against fire hazards in service rooms and common areas. We need your help in the office areas to protect against fire. Please note the following recommendations.

- ◆ Please do not leave any office equipment running when not in use.
- ◆ Do not throw lit smoking material into a wastebasket. Never empty ashtrays into trash cans while the ashes are still warm.
- ◆ Do not smoke in areas where large amounts of paper are stored.
- ◆ Keep charged fire extinguishers in your suite and have them inspected regularly.
- ◆ Smoking in the elevators or the common areas is strictly prohibited.
- ◆ Store flammable or combustible supplies properly in metal cans or safety containers.
- ◆ Extension cords or cube taps in lieu of permanent wiring are not allowed by Massachusetts Electric Code.
- ◆ Keep all office equipment and cords in good repair.
- ◆ Do not use equipment other than standard office equipment without the prior written consent of Park 20 Plaza Management Office. The wiring in Park 20 Plaza was designed to carry a normal electrical load. An additional load may result in heat generation, which can cause fire.
- ◆ Never use water to try to extinguish electrical, oil, gasoline or grease fires.
- ◆ Please report what you consider to be potential fire hazards throughout 20 Park Plaza to 20 Park Plaza Management Office.
- ◆ Any cable run through the ceilings must meet electric codes regarding smoke hazard. Any such cable must be approved of in writing, in advance of its installation by the 20 Park Plaza Management Office.

FIRE PREVENTION (CONTINUED)

- ◆ Please notify the on-duty security officer at (617) 338-6499 of any employees on your staff that will require assistance in exiting the building in the event of emergency. They will, in turn, notify the appropriate emergency service personnel upon their arrival at 20 Park Plaza.

Additional tips for fire safety:

- ◆ Before entering the hallway, place your hand on the door to see if it is hot, (if the door is hot, do not open it) and check for smoke filtering into the premises from the corridor.
- ◆ If smoke is evident, keep low to the ground and crawl to the designated Exit stairwells.
- ◆ Remember to close all doors behind you as they act as a barrier to spreading fire and smoke.

MEDICAL EMERGENCY GUIDELINES

If an employee has a medical problem, call the Boston Fire Department Life Squad at 911 and also inform the on-duty security officer at (617) 338-6499 and the 20 Park Plaza Management Office so that emergency service personnel will be directed to the proper location upon arrival at the building.

POWER FAILURE GUIDELINES

In the event of a general power failure, turn off all electrical equipment except lighting. Emergency lights located in the common areas and stairwells will automatically activate. The 20 Park Plaza Management Office will report the cause and estimated duration of the power failure as soon as possible.

ICI Emergency Procedures Supplement

Calling for help:

Many ICI phones have a button that has been programmed to dial 911. This button is marked by a red label on your phone. In case of a fire, bomb threat, medical emergency or other situation that requires emergency services call 911 by pushing this button. (If you dial 9-1-1 instead of using the pre-programmed 911 button on your phone you will reach UMass Boston Campus Police.) If your phone does not have this red pre-programmed button label, you should dial 11-911 to report an emergency.

Immediately after informing 911 of the emergency call or have someone else call the security desk (617) 338-6499 and inform them of the situation. This number should be posted on your phone.

Evacuation Procedures:

- The **alarm system** is described thoroughly in the Saunders Real Estate Corporation Emergency Procedures information included in this packet. Please review this packet thoroughly. Ask questions. The first time an alarm is experienced the procedure may feel confusing.
- The alarm system automatically activates **strobe lights** throughout the building. Because strobe lights can trigger seizures in individuals who have a pre-existing seizure disorder, these individuals may need to move to an alternative location while awaiting evacuation instructions. The strobes are not visible in the following rooms when the door is closed:

Rooms with no interior window

Room 3	(Drew Glazier)
Room 39	(Howard Spivak)
Room 35	(Supply Closet)
Room 19	(Rick and Erin) - Strobe located directly outside the door
Room 20	(Storage room)
Room 21	(Boston Ready Team))
Room 66	Currently Vacant)
Room 67	(Currently Vacant)
Room 80	(Jen Bose)

These rooms have been marked with the symbol at right.

**THE ROOM BEHIND THE
DOOR IS A NO STROBE ZONE**



**THE ROOM BEHIND
THE DOOR IS A
STROBE FREE ZONE.**

- **If evacuation is needed** please follow these steps:
 - ✓ Emergency escape routes are posted in the conference rooms and individual offices.
 - ✓ Take your building access card with you when you leave.
 - ✓ Leave your office promptly, close open windows and close the door behind you.
 - ✓ Proceed to the nearest stairway or to a specific stairway as instructed.
 - ✓ Unless otherwise instructed, employees who require evacuation assistance should plan to evacuate using the Columbus Ave. stairwell (next to the freight elevator). This stairwell is wider and will make evacuation easier.
 - ✓ Check with your colleagues to insure that all offices in your area are vacated as you proceed to the stairwell. Notify the Evacuation Coordinator once you have completed a sweep in your area.
 - ✓ If you have agreed to provide support to a specific employee who requires evacuation assistance, follow their evacuation plan.
 - ✓ If you have agreed to provide evacuation support, but are not assigned to a specific employee, proceed to Conference Rm. 11C and check in with the Evacuation Team Leader. If your assistance is not needed evacuate the building.
 - ✓ Upon evacuating the building proceed to the Transportation Building. All ICI staff are to cluster near the *Bank of America* ATM machine. Please check in immediately with the ICI staff member who has the staff list.
 - ✓ It may be difficult for persons using evacuation chairs to get to the Transportation Building. Evacuation chair teams should find an appropriate location within safe proximity, such as the Motor Mart Garage Lobby. Once situated, someone from each chair team should call the Roll-Call phone to report their location.

- **Evacuation for employees in need of evacuation support**

Any employee who needs support in case of emergency evacuation should develop an evacuation plan. Each employee who needs evacuation support should discuss his or her needs with their supervisor and complete an evacuation plan. A copy of this plan should be given to the supervisor and to Melanie Jordan. Additionally, the employee needs to make sure that anyone responsible for providing support understands the plan and their role. If assistance is needed to develop a plan the employee should contact Melanie Jordan. See the Personnel Related Policies and Procedures for more details.

In some cases an employee's evacuation plan may include staying in the building if immediate health and safety risks do not exist. The following items apply to individuals for whom evacuation is not automatic.

- ✓ When the evacuation alarm sounds, individuals for whom evacuation is not automatic should communicate with the Evacuation Coordinator to determine whether immediate evacuation is needed.

- ✓ If the employee will remain in the building after the initial evacuation, the employee and those providing support should continually assess the level of risk. This can be done by observation of conditions on the 13th floor and by contacting building security and the fire department by regular phone or using the ICI cell phone. If more than one person is remaining in the building it is recommended that they stay together and coordinate their communication with emergency personnel and building management. The phone numbers for the ICI emergency cell phones are located on the staff telephone list.
 - ✓ Based on the risk assessment and feedback from building security and the fire department, the employee and those providing support should decide whether or not to evacuate and communicate that decision to building security and emergency personnel.
 - ✓ If an employee does not immediately evacuate it should be noted that the stairwell doors are one-hour fire rated doors.
 - ✓ It is recommended that the employee and support personnel remain in one location and notify building security and emergency personnel if there is a need to relocate.
 - ✓ In the event of an actual evacuation, evacuation chairs will be used to assist people who cannot walk down the stairs. ICI has four chairs that are stored in the hallway by the Columbus Ave Exit. Each person who needs an evacuation chair will have two trained assistants (unless extenuating circumstances dictate only one) to help them exit the building. Individuals who need to use an evacuation chair should transfer to a chair when the alarm initially goes off.
 - ✓ Once an alarm sounds evacuation chairs will be set up in room 11C. Anyone in room 11C when an alarm sounds should be prepared to move to another room on the floor until further instructions are received. Do not gather outside room 11C as this could block access to the stairwells.
- **Communication in case of evacuation**

Because evacuation itself can pose some risks for employees in need of evacuation support, some employees may await specific instruction from the Fire Department or security / building management prior to evacuating the building. The ICI has three cell phones available in case of emergency. All 3 phones are located at the reception desk. The phones are kept in two labeled black plastic boxes. These phones remain off unless they are in use. They are to be used for emergencies only. In case of evacuation an ICI staff member designated by the Evacuation Coordinator will take one phone with them as they evacuate (*First Responder Phone*). This staff member will locate building security and fire department personnel and tell them who will remain in the building. This staff member will maintain communication with employees who have not evacuated. The 2nd phone is to be kept with the employees who are not evacuating in order to maintain communication with building and emergency personnel (*Evacuation Chair Phone*). The 3rd phone will be assigned to the staff member exiting the building with the staff list (*Roll-Call Phone*). The numbers for these phones are included on the role call list.

- **Use of elevators**

The Saunders Real Estate 20 Park Plaza Emergency Procedures state "Under no circumstances are the passenger or freight elevators to be used by anyone until the Boston Fire Department has given permission to do so."

- **External defibrillator**

For emergencies requiring an external defibrillator, ICI has a unit which is stored on the wall directly next to the freight elevator, or you can contact Park Plaza security as they have access to the building's unit.

- **ICI Evacuation Team**

The ICI Evacuation Team is a group of volunteers who have agreed to serve in a coordinating role in case of evacuation. The ICI Evacuation Team is to report to the office supply closet (Room 35) as soon as the alarm sounds. While waiting for additional signals from the alarm system they begin preparing for evacuation, following the steps outlined on the checklist. All employees are expected to follow the evacuation procedures outlined and to cooperate with the ICI Evacuation Team.

An Evacuation Checklist is posted on the supply closet door. In addition, Emergency Evacuation Clipboards are located in the Evacuation Chair cabinet closet to the freight elevator. The clipboards include an Emergency Evacuation Checklist, up-to-date staff list, management team contact numbers, and a list of staff in need of evacuation support. These clipboards should only be accessed in case of a drill or actual emergency.

- **Visitors**

ICI staff should be prepared to inform all visitors of ICI evacuation procedures and to assist them in following these procedures. When hosting training sessions or large meetings a general orientation to evacuation procedures should be given when introducing attendees to rest room facilities etc. A Guest Orientation Checklist is posted in each conference room. This checklist should be reviewed with guests at large meetings or training sessions. It is the responsibility of each ICI host to determine whether their guests have any evacuation support needs and to bring these to the attention of the Evacuation Team Coordinator. Additionally, when the alarm sounds the ICI host should briefly review the evacuation procedure with all of their guests to facilitate a smooth evacuation.

- **Off Hours Evacuation**

All staff that choose to work on site outside of normal business hours must assume responsibility for their own evacuation in case of an emergency.

If evacuation is needed outside of normal business hours the checklist posted on the supply closet should be used to insure safe evacuation of all employees. Any employee who is unable to evacuate off hours should contact security immediately by calling (617) 338-6499. If an emergency occurs off hours that results in personal injury or property damage the senior staff member on site is responsible for contacting a member of the ICI Management Team as soon as safely possible. Contact numbers for the ICI Management staff can be found on the “*Team Leader*” emergency clipboard located in the Evacuation Chair storage case.

The following are procedures for meetings, events, and trainings held during non-business hours:

- When you do the evacuation orientation at the beginning of your event, be sure to ask participants to alert you of special evacuation support needs when and if needed!

If the alarm sounds:

- Call Building Security (617-338-6499) to find out if it’s a real emergency.
 - If it is an emergency, evacuate the building using the nearest stairways. **DO NOT USE THE ELEVATORS!**
 - If Building Security does not answer the phone, assume that it is a real emergency and immediately evacuate the building using the nearest stairways. **DO NOT USE THE ELEVATORS!**
 - If it is not an emergency you may proceed with your event.

In case you need to evacuate the building:

- Be sure to do a sweep of the common areas (bathroom, kitchens etc.) as well as any areas you are using for your event.
- Conduct a head-count over at the Transportation Building, using the sign-in sheet /participant list for your event.
- 3 or more people usually assist evacuations.
 - Person A goes down to connect with building security and the Fire Dept.,
 - Person B leads everyone to the Transportation Building for a head count, and
 - Person C stays behind until the last person exits the floor.
- However, there is a possibility that you may be understaffed. If this is the case, we suggest that one person leads everyone to the transportation building while the other person stays behind until the last person exits the floor then they should proceed down to connect directly with Building Security for updates.
- If it becomes necessary to vacate the building, and there are person(s) who are unable to ambulate down the stairs, consult ASAP with security and emergency personnel about how to assist their safe and swift evacuation. Use the evacuation chairs only if you know how and if there are adequate helpers (2, ideally 3, to each evacuation chair). Make arrangements for them to notify you of their whereabouts once they have exited the building.

- ****Take and use the evacuation phones, which can be found on the Reception desk. Be sure and note which phone you and other evacuation assistant(s) have so that you can properly communicate with each other.**
- **Take your belongings with you, as you may not be allowed to re-enter the building.**

Only re-enter the building when you get the “okay” from building security

****Important Numbers:**

Evacuation Chair Cell # 617-922-2121

First Responder Cell # 617-293-2384

Roll-Call Cell# 617-212-8940

ICI Emergency Procedures Personnel Related Policies and Procedures

Orientation and Training

New Employee Orientation:

A copy of the ICI Emergency Evacuation Procedures packet will be provided to all new employees. Employees are required to review the packet and sign a form documenting that they have received and read the ICI Emergency Evacuation Procedures. Supervisors are responsible for reviewing this packet and getting answers to any questions that may be raised by new employees. Supervisors must also ask all new employees if they will need evacuation support.

Policy Distribution

A copy of the ICI Emergency Evacuation Procedures packet is available on the ICI Intranet. The packet will be redistributed to all ICI staff any time significant changes are made and updates will be posted on the ICI Intranet.

Training

Training on the Evacuation Procedures will be provided for an individual or group upon request. Additionally, any time significant revisions are made a number of training sessions will be scheduled.

Evacuation Chair training will also be scheduled at regular intervals. All ICI staff should attend these training sessions. Even staff who may not plan to operate the chair should be familiar with its use.

Emergency Contact Information

ICI maintains a staff list used to account for employees in the case of an evacuation. All employees are asked to provide a cell phone number that would be used only to locate them, if necessary, in the event of an evacuation.

Requests for Evacuation Assistance

Any employee who needs support in case of emergency evacuation should develop an evacuation plan. Each employee who needs evacuation support should discuss his or her needs with their supervisor and complete a personal evacuation plan. A copy of this plan should be given to the supervisor and to Melanie Jordan. Additionally, the employee needs to make sure that anyone responsible for providing support understands the plan and their role. If assistance is needed to develop a plan the employee should contact Melanie Jordan.

Employees should develop an *Emergency Evacuation Personal Support Plan* if they feel their ability to evacuate the building quickly and safely may be compromised by a temporary or permanent health condition or if the employee feels s/he may for any reason require assistance in following the ICI and Park Plaza Evacuation Procedures. When considering their need for evacuation support employees should take into consideration any temporary or permanent health related conditions as well as disability. For example, an employee with asthma may need an evacuation support plan because the presence of smoke could exacerbate this health condition and make it more difficult for the employee to walk down 13 flights of stairs.

Once a year all employees will be asked to review their need for a support plan and if they have a plan, to update it. Additionally, individual employees are responsible for updating their plans to reflect any changes in their support needs or changes in staff who have agreed to assist them.

Information provided related to disability or medical conditions during the support planning process or as part of the support plan is considered confidential and should be treated confidentially by all ICI employees. A list of employees who have support plans will be stored in the Emergency Clipboard for use by the Evacuation Team.

An Emergency Evacuation Personal Support Plan form is attached to this document along with materials that employees may find helpful in determining if they need a support plan and in the development of their support plan.

Ability Self-Assessment

Evaluate your capabilities, limitations and needs, as well as your surroundings to determine what type of help you will need in an emergency.

<i>Abilities/Preparedness</i>		
Yes	No	Do you know the location of all fire alarms and extinguishers?
Yes	No	Are you able to activate the fire alarms?
Yes	No	Can you operate a fire extinguisher?
Yes	No	Have you practiced?
Yes	No	Do you know the location of ALL exits?
Yes	No	Have you evaluated your ability to use them?
Yes	No	Have you determined how you may be of assistance to others in an emergency? (i.e. guiding people to and through darkened spaces and exits if you have no or low vision, offering calming and emotional support, etc.)
Yes	No	Have you anticipated how you will function if your service animal becomes confused, panicked, frightened or disoriented? A harness leash, pad protectors (for hot asphalt, hot metal stairs, broken glass) are important items for managing a nervous or upset animal. Be prepared to use alternative ways to negotiate your environment (i.e. sighted guides, members of your personal support network who can offer emotional support).
Yes	No	Do you keep critical carry-with-you supplies:
Yes	No	Essential medication?
Yes	No	Small flashlight?
Yes	No	Fully charged portable devices and extra batteries) such as a cell phone. Many people used cell phones and two-way pagers on 9/11/01 to alert authorities or to call loved ones.
Yes	No	Paper and pencil?
Yes	No	Customized, pre-printed message?
Yes	No	Emergency Health Information? It should communicate to rescuers what they need to know if they find you unconscious or incoherent or if they need to quickly help evacuate you (list of current medications, allergies, special equipment, names, addresses, and telephone numbers of doctors, pharmacies, family members, friends, and any other important information).
<i>☞ Evacuating a Site After Usual Business Hours</i>		
Yes	No	Determine your risks regarding being in the building after usual working hours when there are fewer people to provide emergency assistance? Is there a way you can make your presence known to others including personnel in the security or emergency control center, when in the building after hours? Do you know how to reach emergency personnel in case on an emergency?
<i>☞ Sight</i>		
Yes	No	Will you be able to evacuate independently without relying on the usual auditory cues (such as the hum of the copy machine near the stairs)? (These cues will be absent, if the electricity goes off or alarms are blaring).

Yes	No	Can you read the emergency signage in print or Braille?
Yes	No	Are there raised and Braille characters on signs that designate exits, direction to exits, information on exit routes, and floors designated by numbers or letters, including floor level designations provided in stairwells?
Yes	No	Is there emergency lighting along the escape route that will automatically light, if electrical service is interrupted?
Yes	No	If you wear contact lenses, what will you do if and when smoke, dust or fumes become painful or dangerous. Do you keep glasses with you?
Yes	No	Can you use the two-way communication devices installed in the elevators and areas of refuge/ rescue assistance?
Yes	No	Have you instructed your personal support network how to act as a "sighted guide" if needed?
Hearing		
Yes	No	Have you practiced having people communicate emergency information to you?
Yes	No	Does the building have two-way communication devices installed in the elevators and areas of refuge/rescue assistance?
Yes	No	Have you practiced using them in a non-emergency to make sure the system works?
Yes	No	Do you know the locations of text telephones or phones that have amplification?
Yes	No	Do emergency alarm systems have audible and visible features (visual strobes)?
Yes	No	If you are hard of hearing will you be able to hear over the sound of very loud emergency alarms? How will you understand emergency information and directions that are typically given verbally? (Hearing aids amplify background noise, so the sound of the alarms may interfere or drown out voice announcements). Instruct your support network to speak looking at you and to repeat critical announcements.
Yes	No	Will your hearing aids work if they get wet, for example from sprinklers?
Yes	No	Are the newer displays (television monitors or scrolling text signs) available throughout your site? Will they work if the power goes out?
Yes	No	Do you know all their locations?
Yes	No	Are portable devices (tactile/vibrating pagers) available for you to use?
Yes	No	Do you keep with you a small flashlight handy to aid in seeing visual cues during an emergency?
Yes	No	Have you determined how you will communicate with colleagues and emergency personnel if there is no interpreter or if your hearing aid(s) are not working?
Yes	No	Do you carry with you paper and pens?
Yes	No	Do you carry a pre-printed copy of key phrase messages with you such as "I speak American Sign Language (ASL)," "I do not write or read English well." "If I make announcements, I will need to have them written simply or signed."

☞ Deaf-Blind		
Yes	No	Do you have a personal support network? Since the usual alarms or flashing lights won't work, it is critical that you have a large personal support network
☞ Speech		
Yes	No	Have you determined how you will communicate with colleagues and emergency personnel, if you do not have your usual communication devices (augmentative communication device, word board, artificial larynx)?
Yes	No	Do you store copies of a word or letter board, paper and writing materials, pre-printed messages and key phrases specific to an anticipated emergency, in your wallet, backpack or purse?
Yes	No	Does your Emergency Health Information Card explain the best method to communicate with you (written notes, pointing to letters/words/pictures)?
☞ Memory, Judgment, Learning And Related Information Processing		
Yes	No	Have you practiced how to communicate your needs?
Yes	No	Have you anticipated the types of reactions you may have in an emergency and planned strategies for coping with these reactions? (There are a number of reactions that may occur or become more intense during an emergency. Such reactions include: confusion, thought processing and memory difficulties, agitation, paranoia, crying, fear, panic, anxiety, and shaking. Think through the types of reactions you may anticipate and plan strategies for coping with these reactions. Prepare your personal support network to assist you with these planned strategies).
Yes	No	Does your Emergency Health Information explain the best method to assist you?
☞ Assistive Device Users		
Yes	No	What will it take to get your wheelchair or other important assistive devices out of the building?
Yes	No	Have you informed your personal support network how to operate and safely move your equipment if necessary?
Yes	No	Have you labeled equipment, added simple instruction cards (laminated instruction cards for added durability) and attached them to equipment regarding how to operate and safely move?
Yes	No	Do you keep a copy of these instructions with you and have you shared copies with your personal support network?
Yes	No	If you are a manual wheelchair user, do you carry heavy gloves with you to protect hands from debris while pushing?
Yes	No	Have you thought through all your options if you are not able to be evacuated in your chair or other assistive device?
Physical / Mobility		
Yes	No	Can you operate a fire extinguisher?
Yes	No	Have you practiced?
Yes	No	Will extended handles make them usable for you?
Yes	No	Do you know the location of all exits and your ability to navigate them?
Yes	No	Do you know where all evacuation chairs are stored?
Yes	No	Have you practiced using them?

Yes	No	Do you know where all, if any, rescue areas are located?
Yes	No	Can you reach and activate an alarm?
Yes	No	Will you be able to independently evacuate from the site? (What will it take)?
Yes	No	How long will it take?
Yes	No	Will you need someone to help with your balance and help you to walk down steps more quickly?
Yes	No	Would it be faster if you used an evacuation chair or were carried?
Yes	No	If you absolutely had to, could you bump down the stairs on your butt, crawl, etc? Will you need something to strap on to protect your butt? Gloves to protect your hands? Etc.
Yes	No	Have you tested this method?
Yes	No	Can you transfer in and out of evacuation devices independently, or with assistance?
Yes	No	Can you give quick instructions regarding how to safely transport you if you need to be carried?
Yes	No	Have you included any areas of vulnerability regarding how to safely remove you from your chair?
Yes	No	If you want to be lifted in your chair make sure this is realistic (How much does your chair weigh with you in it)?
Yes	No	Do you know where all the areas of refuge/rescue assistance are located? See Areas of Refuge/Rescue Assistance)
Yes	No	Do you know if your site has "evacuation elevators" and where they are located? (see Use of Elevators)
Allergies, Multiple Chemical Sensitivities (MCS)		
Yes	No	Do you carry supplies with you based on your worse days: Industrial respirator with gas-mist filters? Gloves? Inhaler? Nicotine gum for use in bargaining with rescuers or distraught people who will want to smoke cigarettes?
Yes	No	Does your emergency health information clearly explain your sensitivities and reactions, most helpful treatments, and treatments which are harmful? Be specific, as other conditions (disorientation, aphasia, panic) may be diagnosed and treated as something other than chemical sensitivity and you may not be able to describe your needs verbally.

Taken from

Kailes, June Isaacson. Evacuation Preparedness: Taking Responsibility For Your Safety: A Guide For People With Disabilities and Other Activity Limitations, 2002. Published and distributed by Center for Disability Issues and the Health Profession, Western University of Health Sciences, 309 E. Second Street, Pomona, CA 91766-1854, Phone: (909) 469-5380, TTY (909) 469-5520, Fax: (909) 469-5407, Email: evac@westernu.edu

The entire guide can be found at
<http://www.cdihp.org/evacuationpdf.htm>

Emergency Evacuation Personal Support Plan
(Complete and return to Melanie Jordan, ext. 7-4327, Rm. #61)

Name:

Date:

Office #:

Please describe your individual support needs in an emergency, along with a plan of action should evacuation from the building become necessary. Include details such as exactly what type of assistance you would want and who in particular will be involved:

The following persons have agreed to provide me with assistance in an emergency. By initialing here, I am indicating that I have adequately informed them of my needs, and their role in the event of an evacuation. Please initial here: _____

Update / revision #1

Date:

(Please note any changes in your personal assistance team, and/or plan, and indicate that supporters have been adequately updated / informed) Please initial here: _____

Update / revision #2

Date:

(Please note any changes in your personal assistance team, and/or plan, and indicate that supporters have been adequately updated / informed) Please initial here: _____

Establishing a Personal Support Network

A personal support network is made up of individuals who will check with you and assist in an emergency when needed. This network consists of people who are regularly in the same area as you.

Do not depend on any one person. Buddy systems (choosing and training one person to assist you in an emergency) that are commonly used have major weaknesses. To be effective, the person and the buddy must be able to make contact with each other quickly when the need arises. In many situations this can be unrealistic because: the person may be absent, traveling or on-the-road, or you may be at the site after regular hours when your buddy is not available. Consider identifying a minimum of three people to support you, since you cannot predict who will be available at any given time in the event of an emergency.

Choose people who are dependable and have the physical and emotional ability to reliably assist you. Usually, people will choose people they like, but sometimes these individuals do not have the qualities you really need for this type of assistance.

Know how you will instantly create a personal support team. In spite of your best planning, sometimes a personal support network must be created on the spot. Think about what you will need, how you want it done and what kind of people you would select if given a choice of people.

Adapted from:

Kailes, June Isaacson. *Evacuation Preparedness: Taking Responsibility For Your Safety: A Guide For People With Disabilities and Other Activity Limitations*, 2002. Published and distributed by Center for Disability Issues and the Health Profession, Western University of Health Sciences, 309 E. Second Street, Pomona, CA 91766-1854, Phone: (909) 469-5380, TTY (909) 469-5520, Fax: (909) 469-5407, Email: evac@westernu.edu

The entire guide can be found at <http://www.cdihp.org/evacuationpdf.htm>

