

University of Virginia
Materials Science and Engineering
Building #0270
116 Engineers Way
Charlottesville, Virginia 22904

Building Emergency Plan



UNIVERSITY
of
VIRGINIA

Prepared By:

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BUILDING EMERGENCY PLAN

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Safety Committee representative. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits
- Proper procedures for notifying emergency responders about an emergency in the building or work area
- Additional responsibilities (such as being a roll taker or floor monitor)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

I. BUILDING INFORMATION

Building Name: Materials Science and Engineering

Building Coordinator: Barry V. Baber

Building Coordinator Campus Address: 116 Engineers Way, Charlottesville Va 22904

Building Facility Number: 0270

Building Coordinator Telephone No.: 982-5661 Fax No: 982-5660

E-Mail: bvb7q@virginia.edu

Alternate Building Coordinator: Department Chairman

Alternate Building Coordinator Campus Address:

Alternate Building Coordinator Telephone No.: Fax No: E-Mail:

Description of Building:

4 story Research and teaching facility with (*) 30,584 square feet of working space.

This includes machine shop and utilities in the basement and office, classroom and research space on floors 1 thru 3.

*(The penthouse @ 777 sq.ft. includes equipment for the fume hoods and distilled water supply.)

A central "core" area is located on floors 1 thru 3 which contain various chillers, vacuum pumps, hydraulic pumps and electrical for all labs.

DEPARTMENTS AND PERSONNEL

Please refer to the latest revised MSE Phone list

BUILDING SAFETY COMMITTEE

<u>Position and Name</u>	<u>Phone No and Room No.</u>		
Chair: Barry V. Baber	982-5661		B004
Vice-Chair: R.P Gangloff, ex-officio	982-5782		119
Members: R. White	982-5657		117
C.T. Wright	982-5685		214
B. Bragg	982-5645		319
P.W. Schare	982-5662		B007
Thornton Hall and Mechanical Eng. Representatives			
Fred (Tommy) Eanes	982-2399	Mec.	B006
Cathy Dukes (Eng.Physics)	924-1059	Thorn	B111
MSE Graduate Rep: Noah Budianski	982-5790		309

BUILDING EMERGENCY STAFF

The Materials Science and Engineering "Building Emergency Staff" will be those listed on the Building Safety Committee. This will enable one representative for all floors and buildings associated with MSE. This plan will be available on the Materials Science and Engineering website. Copies will also be available in the main office.

CRITICAL OPERATIONS FOUND IN THIS BUILDING

There are no critical operations in (*) Materials Science and Engineering for which an employee is required to remain in the building during an emergency.

(*) (MSE) MATERIALS SCIENCE AND ENGINEERING WILL CONSIST OF , IPM THORNTON HALL, IPM MECHANICAL ENGINEERING AND ENGINEERING PHYSICS, THORNTON HALL.

MEDICAL AND RESCUE DUTIES FOR EMPLOYEES

No Materials Science and engineering employee has been assigned medical or rescue duties specific to emergency situations at Materials Science and Engineering. Employees who have proper training in emergency situations may volunteer to assist in such emergencies.

II. EMERGENCY PROCEDURES

IMMEDIATE EMERGENCY NOTIFICATION

LIFE-THREATENING EMERGENCY NUMBERS :

911 from a public or campus telephone, or 9+911 from a campus phone

Poison Control number: 924-5543

NON-LIFE-THREATENING EMERGENCY NUMBERS:

<u>Department</u>	<u>Phone Number</u>
University Police (From an Internal Phone)	924-7166 Emergency # 9+911
Environment, Health & Safety	982-4911
Poison Control Center	924-5543
Facilities Management (24hr service desk)	924-1777

<u>Medical Facilities</u>	<u>Phone Number</u>
Dept. of Student Health	924-5362
U.Va Hospital Emergency Room	924-2231

<u>Emergency Information</u>	<u>Phone/FM-AM Dial Numbers</u>
WINA Radio 1070	1070 AM
WVIR channel 29 (NBC)	(NBC) Channel 4 cable Channel 29 UHF

BUILDING ALARM(S)

This building has an alarm located on each floor. If you hear an alarm please go the nearest exit.

Fire Alarm pulls are located near each exit on each floor. If a fire emergency or other such emergency occurs please pull the nearest fire alarm. Exit the building and call the authorities from a safe location.

If you are on the elevator and the doors do not open. Pick up the internal phone, this will automatically ring to Facilities Management Help desk.

If you are outside the elevator and someone is believed to be stuck on the elevator and you hear the elevator alarm (sounds like a bell), call Facilities @ 924-1777

EMERGENCY NOTIFICATION PROCEDURES

When you call 911 (or any other emergency number) from a campus location to request emergency assistance, call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

EMERGENCY ASSEMBLY AREA: (EEA)

Following an evacuation of the building, everyone should gather at a safe location to make sure all are out of the building and accounted for. Please proceed to the designated **EEA (Emergency Assembly Area)**. This area will be determined based on the type of emergency.

Fire and Chemical disasters:

Exit the building and proceed to the courtyard of Thornton Hall.

WEATHER RELATED EMERGENCY:(HURRICANE, TORNADO)

If necessary, please go to the basement of the building, stay away from windows and doors.

GENERAL EVACUATION PROCEDURES

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- 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.
- Proceed to the designated Emergency Assembly Area (EAA), **Thornton Hall Courtyard**, and report to your supervisor or advisor.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

EVACUATION PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds.

Emergency Information

Locations

- | | |
|--|---|
| • Posted evacuation diagrams including routes and fire alarm pull stations | • Base of stairways, elevator landings and inside public doors. |
| • Maps to the Emergency Assembly Area (EAA) | • Posted at Stairway exits and main bulletin board. |

FIRE PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds.

If there is a fire in your work area:

- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation (See "emergency Notification Procedures" above).
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (see "General Evacuation Procedures" in Section II).
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.

- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated EAA.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If there is a fire in your building:

- Follow evacuation procedures as soon as you hear the fire alarm sound (see "General Evacuation Procedures" in Section II).

FIRE PREVENTION PROCEDURES

To prevent fire, this building must maintain a good housekeeping policy, which includes:

- Storing flammable and combustible materials in an approved manner
- Avoiding accumulation of flammable and combustible materials in work areas

The Building Coordinator (Barry Baber) works with the Campus Fire Marshall at EH&S to ensure that there is no excess accumulation of flammable and combustible materials in this building.

The Building Coordinator also works with Facilities Management to maintain fire extinguishers, fire alarm systems, and fire sprinkler systems in this building and to keep them in good working condition.

POTENTIAL FIRE HAZARDS

Please read your Environmental Health and Safety Lab Manual.

Following are the potential* fire hazards identified in Materials Science and Eng:

- Combustible materials (e.g. paper, cardboard, wood, etc.)
- Flammable/combustible gases in laboratories
- Flammable/combustible solids in laboratories
- Flammable/combustible liquids in laboratories

*Fire hazards are controlled by proper storage and housekeeping procedures.

EARTHQUAKE PROCEDURES

In case of an earthquake:

INSIDE THE BUILDING:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, and then leave the building.
- If it is safe to do so, stabilize any laboratory procedure that could lead to further danger. (For instance, turn off Bunsen burners or electrical equipment.)

OUTSIDE THE BUILDING:

- Move away from trees, signs, buildings, and electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire and smoke.
- Proceed to the Emergency Assembly Area if safe, or proceed to a pre-designated alternate assembly area. Check in with your supervisor or advisor to let them know that you are all right (see "General Evacuation Procedures" above this section).
- Stay alert for further instructions.

CIVIL DISTURBANCE/DEMONSTRATION PROCEDURES

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police at 911.

If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the location designated as your building's Emergency Assembly Area (EAA) and wait for additional instructions and information (see "General Evacuation Procedures" above).

CRIMINAL OR VIOLENT BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at 9+911. (or 911 from a cell phone)

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

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 University Police immediately at 9+911 (911 from cell phone). Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 9+911 if no one has called. Follow “Emergency Notification Procedures” above.

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.
- Take notes. Ask questions:
 - 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?
- Observe the caller's:
 - 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 University Police and submit your notes from the telephone call or the bomb threat (letter or note) to University Police.
- Follow University Police’s instructions.

If you are told by emergency responders to evacuate the building (see "General Evacuation Procedures" above):

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

HAZARDOUS MATERIALS PROCEDURES

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call Environment Health and Safety @ 982-4911. If you believe the spill may be life threatening than call the Police/Fire Dept. @ 9+911. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous material user, you should be trained by your supervisor or EH&S on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a user you spill a hazardous material or materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you require assistance to clean up the spill:
During normal business hours (8 AM-5 PM, M-F), you can call Environment, Health & Safety (EH&S) directly (982-4911).
During off-hours, call University Police (9+911). University Police will call EH&S.
- If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call University Police and Environmental Health and Safety(EH&S).

UTILITY FAILURE

In the event of a major utility failure, notify Facilities Management at 924-1777
Before 8:00 AM and after 4:30 PM or on weekends and holidays, notify the University Police at 9+911.

Evacuate the building if the fire alarm sounds and/or upon notification by the police (see "General Evacuation Procedures" above).

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building (see "Evacuation Procedures" above).

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency telephone to call for assistance.

If the elevator phone does not work, turn on the emergency alarm (located on the control panel) to signal your need for help.

FLOODING/PLUMBING FAILURE

If flooding occurs (due to a plumbing failure or other problem):

- Cease using all electrical equipment.
- Notify the Building coordinator and Facilities Management @ 924-1777. If necessary, evacuate the building (see "General Evacuation Procedures" above).

GAS LEAK

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify University Police at 9+911 and Facilities Management (924-1777), from a safe location.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

STEAM LINE FAILURE

In the event of a steam line failure:

- Notify Facilities Management at 924-1777 or the University Police by calling 9+911
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

VENTILATION PROBLEM

If odors come from the ventilation system:

- Immediately notify Facilities Management at 924-1777 and/or EH&S at 982-4911
- If necessary, cease all operations and evacuate area (see "General Evacuation Procedures" above).
- If smoke is present, activate the fire alarm system by pulling the pull station and call 9+911 from a safe location.

III. EMERGENCY PREPAREDNESS

SUPPLIES : (THIS IS VOLUNTARY AND NOT A MANDATORY PROCEDURE)

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area (EAA) when evacuating the building. All or just some of the following items can be contained in this kit.

The following supplies are recommended for your personal kit: (*critical items)

- Drinking water (1 gallon a day; 3 days' supply recommended and replace quarterly)
- Food (Keep airtight in pest-proof packaging and replace annually)
- *• Flashlight and extra batteries
- *• Utility knife
- *• Personal first aid kit with any special personal needs included
- Sturdy, comfortable shoes and clean socks
- Space blanket (a standard blanket is okay if space and weight permit)
- *• Light sticks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Customized items such as prescription glasses or contacts, medicine, etc.
- *• Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- *• A copy of the building roster

TRAINING AND DOCUMENTATION

Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, the Building Coordinator posts information in the building to ensure all occupants and guests can safely exit during an emergency.

The Department Safety Coordinator (DSC) and Department Safety Committee make the Building Emergency Plan and other safety information (as necessary) available to department employees. Training is initially required upon work assignment to the building. All department employees should get annual refresher training on the contents of the Building Emergency Plan for buildings they work in.

Other trainings recommended for building occupants are CPR, first aid, and fire extinguisher training. For information on CPR and first aid training, call Environmental Health and Safety @ 982-4911. The department can request fire extinguisher training from EH&S.

DRILLS

Building evacuation drills are optional (with the exception of the residence halls). If your building wishes to have a drill, the Building Coordinator is responsible for conducting the drill and documenting it.

SECURING BUILDING CONTENTS

Experts claim that more than 90 percent of earthquake-related injuries do not come from collapsing buildings but from objects inside the building which fall on people (or from windows shattering and causing lacerations). Also, these objects will be damaged themselves, leading to expensive replacement costs after the quake. Therefore, it is in your best interest to spend a little effort now to prevent this from happening. You will need to physically secure shelves, computers, wall hangings, equipment, etc. In most cases, as a part of your department's General Safety Inspections (required by their written Injury and Illness Prevention Program), the following items are checked. However, you may conduct your own inspection of your work area.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall (even a 3-ring binder, if thrown with force, can cause significant injury)
- Freestanding objects that do not have a high enough base: height ratio to be "fallproof" (e.g., a tall filing cabinet)
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors, or plants
- Cupboards or cabinets without secure "automatic" latches
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
- Heavy, breakable items not on the lowest possible shelves
- Water heaters which are not strapped to the wall
- Doorways that might be blocked by falling objects

For more information about securing falling hazards, please contact your Department Safety Coordinator, Building Coordinator.

APPENDIX A: UNIVERSITY OF VIRGINIA, MATERIALS SCIENCE AND ENGINEERING DEPARTMENT EVACUATION POLICY FOR PEOPLE WITH DISABILITIES

The following guidelines have been adopted to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- 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 9+911.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- 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.

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 safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - 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)

If you do not know the safer areas in your building, call the campus Fire Prevention Division at 642-4409 for a building survey.

- Notify police or fire personnel immediately about any people remaining 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.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police from a campus telephone to request evacuation assistance from the Fire Department.

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.

- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through Disabilities Services @ student health, 3-5189
- Two or more trained volunteers, if available, should conduct the evacuation.
- 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, volunteers and the people being assisted should discuss how any 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. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. 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.

Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. "Emergency Guidelines for People with Disabilities" is available from your Building Coordinator or Department Safety Coordinator.

APPENDIX B: EMERGENCY PREPAREDNESS GUIDELINES FOR PEOPLE WITH DISABILITIES

- Follow the guidelines in the Evacuation Policy for People with Disabilities. In particular:
 - Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
 - Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
 - Become familiar with alternate evacuation routes in buildings you use frequently.
 - Learn what may constitute a safe area in buildings you use frequently.

- If the "Emergency Info" guidelines do not apply to you, develop other strategies for your protection. For example, if you use a wheelchair and cannot duck and cover under a table:
 - Protect your head as much as possible.
 - Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
 - Engage the electronic brake or wheel locks on your wheelchair.

- Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider the following:
 - In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
 - Are there certain medications or support systems that you need?
 - Do you have access to another wheelchair if yours cannot be evacuated?

- Know your limitations and be aware of your needs in different emergencies.

- If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.

- Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.

- Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.

- If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you.