

Emergency Preparedness & Evacuation Checklist

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

The purpose and focus of these Guidelines are to provide best practices and ensure procedures are in place to support the safety of our students, faculty, and staff with disabilities during an emergency evacuation. To help achieve this end, these Guidelines must be incorporated into campus emergency evacuation plans.

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

1. DESIGNATED CAMPUS REPRESENTATIVE

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

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

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

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

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

3. EMERGENCY EVACUATION CHAIRS (WHERE PROVIDED)

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

Emergency Preparedness and Evacuation Checklist (March 2024) Frequently Asked Questions

In March 2024, President Drake distributed the [Emergency Preparedness and Evacuation Checklist](#) to enhance UC's evacuation planning efforts for individuals with disabilities. This FAQ was developed to support the implementation of the checklist items. It will be updated as needed.

1. Are the items listed on the checklist required actions by UC locations?

Yes. The purpose and focus of the checklist are to provide best practices and ensure procedures are in place to support the safety of UC students, faculty, and staff with disabilities during an emergency evacuation. To help achieve this end, these Guidelines **must** be incorporated into campus emergency evacuation plans.

2. Do the items listed on the checklist need to be in-place by June 30, 2024?

No. By June 30, 2024, UC locations are expected to identify a designated representative and fill out the checklist indicating which items are currently in place. Following June 30, 2024, the verification of campus programs will take place every quarter to ensure conformance with the checklist elements. Once conformance is achieved, the designated representative submits an annual verification of conformance. Checklists should be emailed to UCOP Capital Asset Strategies Executive Director Lauren Friedman at lauren.friedman@ucop.edu.

3. Who is the designated representative? What are they responsible for?

The selection of the designated representative is at the discretion of each UC location. Locations are not expected to hire new staff for this role. The designated representative is tasked with filling out the checklist, submitting it to UCOP, and monitoring progress completion of the checklist items over time. The designated representative is not solely responsible for completing the checklist items. Locations are encouraged to take a collaborative approach to emergency preparedness for individuals with disabilities and should engage multiple campus units to implement and operationalize the checklist.

4. What is an Individualized Emergency Evacuation Plan (IEEP)?

An IEEP is a personalized evacuation plan developed in coordination with an individual with a disability and a designated campus department, committee, or team. Development of a plan is a voluntary process for individuals with disabilities. Individuals may decline to participate but should be informed of the option to develop a plan and the process to do so.

5. Is the checklist applicable to both Health (including patient care areas) and Campus locations?

The checklist does not apply to licensed patient care areas. Health locations should follow regulatory requirements related to evacuation for those areas. Non-patient care areas that meet the criteria identified in the guidance are subject to the applicable checklist action items.

6. Does this guidance apply to leased space/buildings?

The guidance applies to all University of California campuses and properties administered or occupied by the University of California (California Code, Health and Safety Code - HSC § 13146).

7. The checklist refers to “areas of safe refuge” and “designated waiting areas”, are these areas the same as an Area of Refuge as defined by the California Building Code?

No. These areas are not the same. An “Area of Refuge” has a specific definition and legal requirements per the California Building Code. Locations must follow the code requirements for identified Areas of Refuge, including requirements related to a two-way communication system. For the purposes of the checklist, an area of safe refuge and designated waiting area refer to other areas where an individual with disabilities can wait for evacuation assistance during an emergency.

For buildings that do not have code-defined evacuation waiting areas, UC locations should coordinate with their Designated Campus Fire Marshal to identify areas where people with disabilities can wait for evacuation assistance. These areas should be clearly marked with signage that identifies the location as a designated waiting area and provides information on how the individual can communicate directly with first responders (i.e., two-way phone or calling 911 via cell phone or another device). While the communication method at designated waiting areas does not have to be a built-in system or phone, there needs to be clear signage informing individuals how to reach first responders.

8. Buildings can have multiple emergency assembly areas. Do all of them need to be accessible?

No. However, UC Locations are encouraged to review any non-accessible emergency assembly areas to determine if alternate accessible areas are available. All buildings should have at least one accessible emergency assembly area identified in the building’s Emergency Action Plans.

9. The guidance states, “ensure emergency evacuation chairs are provided when requested by an individual” (Item 2c). How should individuals request emergency evacuation chairs?

Individuals with disabilities that limit self-evacuation may request evacuation chairs through the IEEP process, disability accommodation process, and/or other locally established process. UC Locations should take steps to ensure that requests for emergency evacuation chairs are routed to the correct departments/units. Multiple campus departments/units will likely be involved in the facilitation, evaluation and completion of the request process including Disability Access and Compliance, Disability Management, ADA Coordinators, Emergency Management, Designated Campus Fire Marshal, Student Affairs, and others.