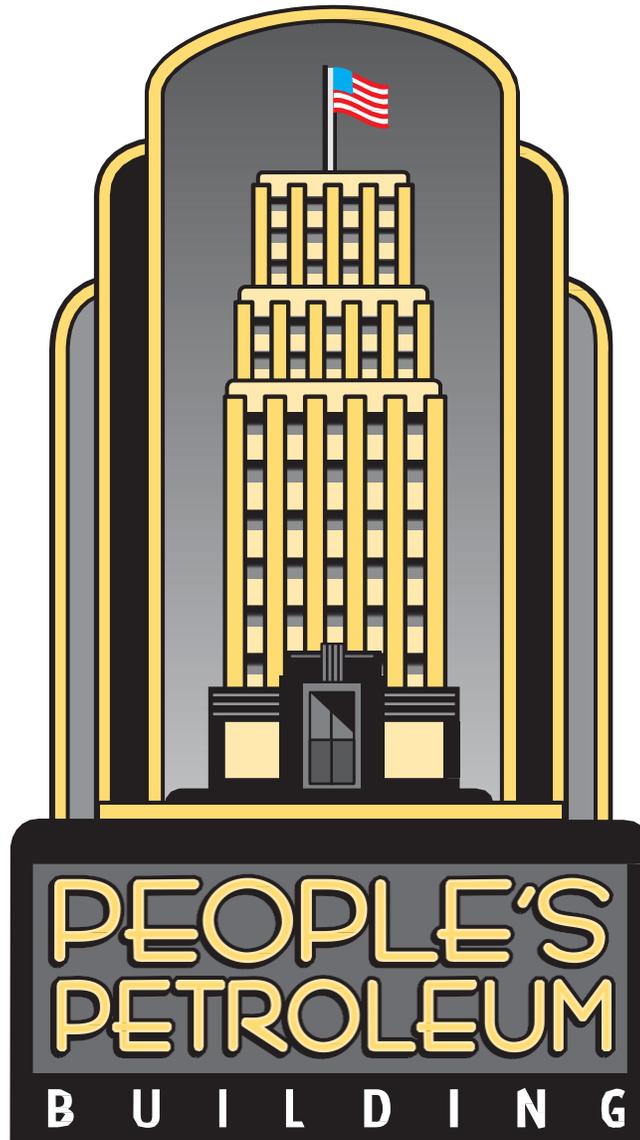


# EMERGENCY ACTION PLAN

102 North College Avenue  
Tyler, Texas 75702

September 24, 2012



*Prepared By:*

*B. Garnett Brookshire  
President*

# TABLE OF CONTENTS

## I. BUILDING INFORMATION

- Contact Information
- Description of Building
- Critical Operations Found in This Building

## II. EMERGENCY PROCEDURES

- Immediate Emergency Notification
- Building Alarm(s)
- Emergency Notification Procedures
- General Evacuation Procedures
- Evacuation Procedures
- Fire Procedures
- Fire Prevention Procedures
- Severe Weather Procedures
- Earthquake Procedures
- Civil Disturbance/Demonstration Procedures
- Criminal or Violent Behavior
- Explosion or Bomb Threat Procedures
- Utility Failure
- Elevator Failure
- Flooding/Plumbing Failure
- Gas Leak
- Ventilation Problem

## III. EMERGENCY PREPAREDNESS

- Supplies
- Training and Documentation
- Drills
- Securing Building Contents

## APPENDICES

- Appendix A Evacuation Policy for People with Disabilities
- Appendix B Emergency Preparedness Guidelines  
For People with Disabilities

# BUILDING EMERGENCY PLAN

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, please contact the Building Management Company. 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 stations 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: People's Petroleum Building

Building Management Company: Bergfeld Realty Co.

Building Management Contact: Jo Adams or Andy Bergfeld

Building Management Telephone No.: (903) 592-1032

E-Mail:

Jadams@bergfeldrealty.com

or

Abergfeld@bergfeldrealty.com

Alternate Building Contact: B. Garnett Brookshire

Alternate Building Contact Telephone No.: (903) 617-6579

E-Mail:

Garnett@peoplespetroleum.com

### **Description of Building:**

15 story Office/Retail building

This includes equipment/utility room and vault room in the basement and office, retail and restaurant space on floors 1, 2 & Mezzanine.

\*(The motor room above 15<sup>th</sup> Floor contains elevator motors and infrastructure)

A central "core" area is located in basement, which contains various chillers, vacuum pumps, hydraulic pumps, boilers and electrical systems which all supplies the building.

## II. EMERGENCY PROCEDURES

### IMMEDIATE EMERGENCY NOTIFICATION

#### LIFE-THREATENING EMERGENCY NUMBERS :

##### **9-1-1 from a public phone**

Poison Control number: 1-800-222-1222

#### NON-LIFE-THREATENING EMERGENCY NUMBERS:

<u>Contact</u>	<u>Phone Number</u>
Building Management Company (Bergfeld Realty Co.)	(903) 592-1032
Alternate Building Contact (B. Garnett Brookshire)	(903) 617-6579
2 <sup>nd</sup> Alternate Contact (Deanna Oldham)	(903) 617-6579
Building Maintenance Supervisor (Fred Winters)	(903) 330-2427

<u>Medical Facilities</u>	<u>Phone Number</u>
Trinity Mother Frances	<b>FREE</b> 24-Hour Health Help Line (903) 531-5678 or (800) 535-9799 if outside Tyler
East Texas Medical Center	HealthFirst Call Center 800-648-8141

### BUILDING ALARM(S)

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

Fire alarm pull stations are located near each exit on each floor. If a fire emergency occurs please pull the nearest fire alarm. Exit the building and call 9-1-1 from a safe location.

If you are on the elevator and the doors do not open. Pick up the internal phone and dial the emergency contact numbers listed above.

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 emergency contact numbers listed above.

## EMERGENCY NOTIFICATION PROCEDURES

When you call 9-1-1 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? How many people are hurt?).
- 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: (EAA)**

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 **EAA (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 center of the Downtown Square across from College Avenue.

## 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), **center of Downtown Square across College Avenue**, 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. Do not leave the EAA without making contact with your supervisor.

## EVACUATION PROCEDURES

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

<u>Emergency Information</u>	<u>Locations</u>
• Posted evacuation diagrams	• Base of stairways, elevator landings and including routes and fire alarm pull stations 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 9-1-1 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. Do not fight fire if you will breath smoke or extinguish agent.
- 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.
- Use the back of your hand to feel 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 Management Company works with the Building Maintenance Supervisor to ensure that there is no excess accumulation of flammable and combustible materials in this building.

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

## SEVERE WEATHER PROCEDURES

### **Tornado Watch and Warning:**

Definitions of Tornado Watch and Tornado Warning:

A *tornado watch* is issued by the National Weather Service when tornadoes are possible in the area.

A *tornado warning* is issued when a tornado has been sighted or indicated by weather radar in the area.

Suggestions for pre-planning within buildings:

Pre storm:

- Identify and clearly post the location of safe sheltering areas throughout your facilities
- Review and update telephone tree information for staff working in your building

- Make sure all building or departmental NOAA severe weather radios are functioning and have back-up batteries
- Conduct tornado drills each tornado season (spring and fall).
- Inform all building occupants of actions to take in the event of a tornado warning
- Subscribe to a weather related Internet site that sends email weather updates for your zip code (examples include: Weather.com, Breaking Weather.com, WeatherBug, etc.)
- Contact the Tyler Fire Marshal's office at (903) 535-0007 if you need assistance with the emergency plan and safe sheltering areas within your building

When a tornado watch is issued:

- Monitor your NOAA severe weather radio for emergency broadcasts or severe weather updates
- Remind building occupants of the safe locations within your building
- Listen to a local television news station or radio to obtain up-to-date weather information

When a tornado warning is issued:

- Activate any emergency notification systems for your building (public announcements, telephone tree, etc.)
- Follow the instructions issued from the Outdoor Emergency Broadcast System – horns and sirens will sound if forewarning is provided due to a Tornado Warning in the local area.

Move to the safe sheltering areas in the building. If time permits, take a flashlight, first aid kit, and your NOAA weather radio so you can hear the —all clear announcement.

Sheltering during a storm if inside a building:

- Go to the basement or to an inside hallway at the lowest level of the building
- Take your personal belongings if time permits (laptops, purses, book bags, etc.)
- Secure your work computer if time permits (logoff and shut down to minimize damage and potential loss of data)
- Lock offices and secure sensitive or confidential items (financial records, etc.) when time permits
- Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums
- Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you

- Get under a piece of sturdy furniture (if available) such as a workbench, heavy table, or desk, and hold on to it
- Use your arms to protect your head and neck

Sheltering during a storm if outdoors or in a vehicle:

- Get inside a building if possible
- Follow the instructions of your bus driver if you are riding a city bus
- Lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors
- Be aware for the potential for flash flooding
- Use your arms to protect your head and neck

Post storm suggestions:

- Help injured, trapped, or persons with disabilities or special needs
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call 9-1-1 for help.
- Watch out for downed power lines and other damaged utilities when evacuating
- Turn on a radio or television to get the latest emergency information
- Stay out of damaged buildings. Return only when proper authorities deem the building to be safe
- Use telephones for emergency calls only after severe weather
- Avoid spilled medicines, bleaches, gasoline, or other flammable liquids. Do not attempt to clean up spills without proper equipment.
- Leave the building if you smell gas or chemical fumes and call 9-1-1

**Severe weather internet resource list:**

[www.weather.gov](http://www.weather.gov) National Weather Service  
[www.fema.gov](http://www.fema.gov) Federal Emergency Management Agency  
[www.ready.gov](http://www.ready.gov) National Readiness Web Site  
[www.redcross.org](http://www.redcross.org) American Red Cross

## EARTHQUAKE PROCEDURES

In case of 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.

#### 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 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 9-1-1.

If a disturbance seems to threaten the occupants of the building, report it immediately by calling 9-1-1 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 business 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 building 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 violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Call 9-1-1 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 in the building, immediately notify police by calling 9-1-1.

Assist law enforcement 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 9-1-1 immediately. 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 9-1-1 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)
- Do not hang up the phone where the call was received. Call 9-1-1 from another phone and submit your notes from the telephone call or the bomb threat (letter or note) to law enforcement working the incident.
- Follow the first responders’ 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 the first responders.
- 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.

## UTILITY FAILURE

In the event of a major utility failure, notify Building Management Company at (903) 592-1032.

Evacuate the building if the fire alarm sounds and/or upon notification by first responders (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 meetings in progress or to evacuate the building (see "Evacuation Procedures" above).

## 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 Management Company @ (903) 592-1032. 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.
- Call 9-1-1 and Building Management (903) 592-1032, from a safe location.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

## VENTILATION PROBLEM

### If odors come from the ventilation system:

- Immediately notify Building Management at (903) 592-1032
- 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 9-1-1 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
- Building and area maps

## TRAINING AND DOCUMENTATION

Training is an integral part of the safety program for your building and it is the responsibility of each tenant 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 landlord. As a supplement to the training, the Building Management Company posts information in the building to ensure all occupants and guests can safely exit during an emergency.

Other trainings recommended for building occupants are CPR, first aid, and fire extinguisher training. Tyler Junior College provides CPR and first aid training. Their phone number is (903) 510-2900. Tyler Fire Marshal's office provides fire extinguisher training. Their phone number is (903) 535-0007.

## DRILLS

Building management strongly recommends that all tenants participate in evacuation drills for your safety. If your building wishes to have a drill, the Building Management Company 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 regular maintenance inspections, 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 Building Management.

## **APPENDIX A: 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 fire personnel. Elevators could fail during a fire, severe weather or a major earthquake.
- If the situation is life threatening, call 9-1-1.
- 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, Severe Weather, 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, Severe Weather, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly communicate 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, Severe Weather 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 of 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 Building Management at (903) 592-1032.

- Notify 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.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 9-1-1 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.
- Two or more trained volunteers, if available, should conduct the evacuation to the enclosed stairwell.
- 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. Firefighters will evacuate anyone needing assistance.
- 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 and building occupants 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 severe weather, 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.