
Access and Functional Needs Annex



| | |
|--|----------|
| <u>OVERVIEW</u> | 4 |
| <u>PURPOSE</u> | 4 |
| <u>SCOPE</u> | 4 |
| <u>BACKGROUND</u> | 4 |
| <u>ORGANIZATIONAL STRUCTURE</u> | 5 |
| <u>PROCEDURE</u> | 6 |
| <u>PREPARATION</u> | 6 |
| <u>PUBLIC SAFETY</u> | 6 |
| <u>BUILDING CAPTAINS</u> | 6 |
| <u>FACILITIES</u> | 7 |
| <u>EMERGENCY MANAGEMENT</u> | 8 |
| <u>RESPONSE</u> | 8 |
| <u>GENERAL</u> | 8 |
| <u>AUTHORITIES AND REFERENCES</u> | 9 |
| <u>FEDERAL LITIGATION FOR ACCESS AND FUNCTIONAL NEEDS</u> | 9 |
| <u>STATE LITIGATION FOR ACCESS AND FUNCTIONAL NEEDS</u> | 9 |
| <u>SMCCCD CONSIDERATIONS</u> | 10 |
| <u>INCIDENT COMMAND (IC)</u> | 10 |
| <u>UNIFIED COMMAND (UC)</u> | 10 |
| <u>BUILDING CAPTAINS/FLOOR MANAGERS</u> | 11 |
| <u>CAMPUS WIDE EVACUATION</u> | 12 |
| <u>ISOLATED CAMPUS OR BUILDING EVACUATION</u> | 12 |
| <u>AREAS OF SAFE REFUGE</u> | 12 |
| <u>CONTROL ZONES</u> | 13 |
| <u>PERIMETERS</u> | 13 |
| <u>TYPES OF BUILDING COLLAPSES PATTERNS</u> | 13 |

| | |
|---|----|
| <i><u>EVACUATION ASSEMBLY AREAS</u></i> | 14 |
| <u>RESPONSE PROCEDURES</u> | 14 |
| <i><u>PUBLIC SAFETY</u></i> | 14 |
| <i><u>BUILDING CAPTAINS</u></i> | 16 |
| <i><u>EMPLOYEES AND STUDENTS</u></i> | 16 |
| <i><u>OFFICE OF EMERGENCY MANAGEMENT</u></i> | 16 |
| <u>ASSISTING THOSE WITH ACCESS AND FUNCTIONAL NEEDS IN EMERGENCIES</u> | 17 |
| <u>ACCESS AND FUNCTIONAL NEEDS EVACUATION PROCEDURE</u> | 18 |
| <i><u>BLINDNESS OR VISUAL IMPAIRMENT</u></i> | 18 |
| <i><u>DEAFNESS OR HEARING LOSS</u></i> | 18 |
| <i><u>MOBILITY IMPAIRMENTS</u></i> | 19 |
| <i><u>PEOPLE USING CRUTCHES, CANES OR WALKERS</u></i> | 19 |
| <i><u>NON-AMBULATORY</u></i> | 19 |
| <i><u>POWER OUTAGES</u></i> | 21 |
| <i><u>ACCOUNTING FOR MISSING PERSONS</u></i> | 21 |
| <u>APPENDIX A: EVACUATION ASSEMBLY AREAS</u> | 22 |
| <u>APPENDIX B: CONTROL ZONE</u> | 25 |

Overview

No two disasters are ever the same; however, disasters consistently and disproportionately affect individuals with access and functional needs. Considerations for populations with access and functional needs include notification, alert and warning, evacuation and transportation needs, care and sheltering, first aid and medical services, and other general support services. All considerations are integrated within the San Mateo County Community College District (SMCCCD) Emergency Operations Plan (EOP), as well as the supporting and functional annexes.

Purpose

The purpose of creating an Access and Functional Needs Annex for SMCCCD's EOP is to identify the needs of individuals with disabilities, set forth lines of authority, describe evacuation protocol when assisting those with needs, and identify personnel, equipment, facilities, and supplies for use during response and recovery operations. The Annex is intended to be a living document, created and revised collaboratively, to protect lives, property, and strengthen instructional and business continuity. The plan will be maintained in print and stored in VEOCI, a virtual emergency operations center and plan clearinghouse.

Scope

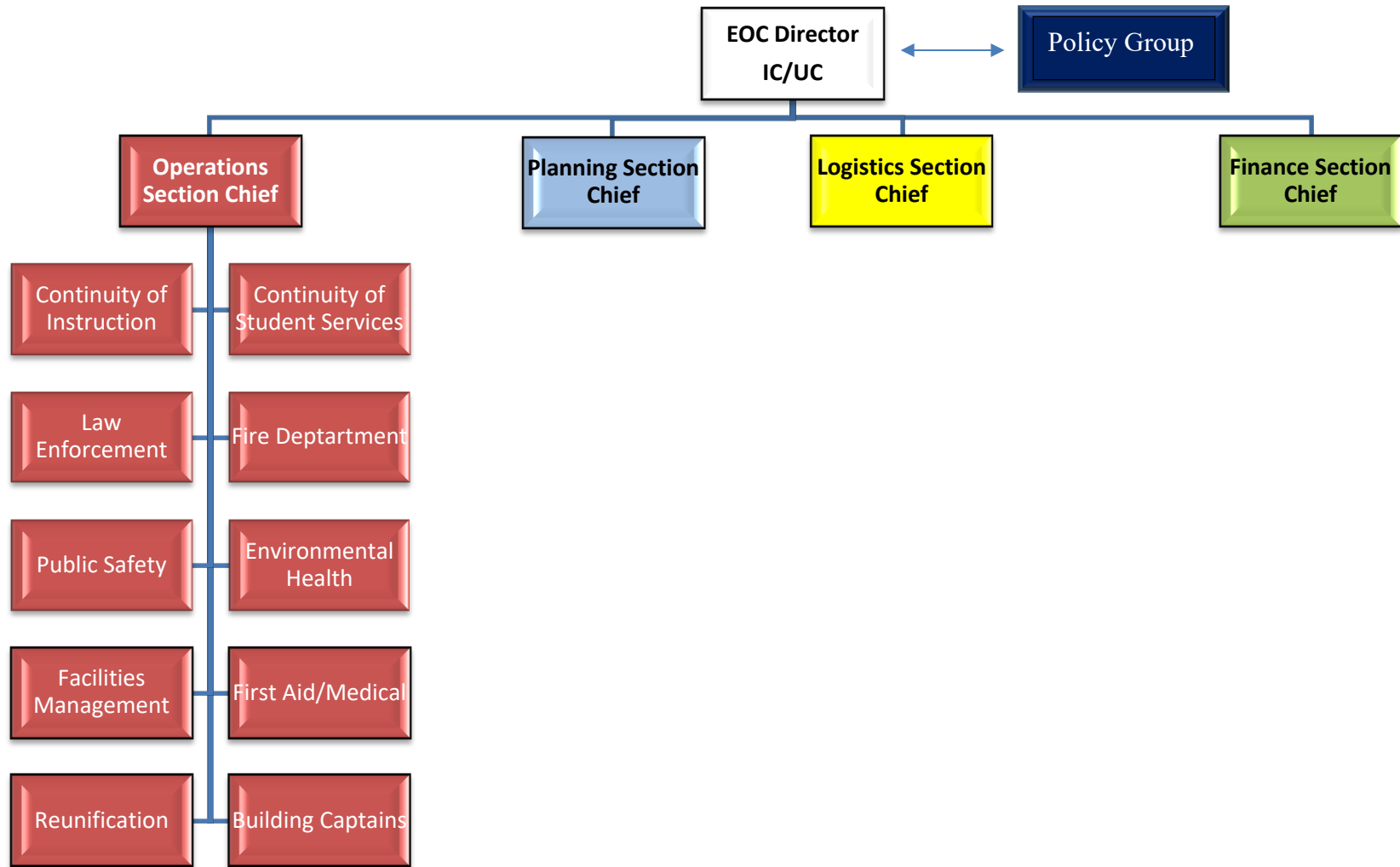
The Access and Functional Needs Annex was developed for and will be utilized and employed by the SMCCCD's community. The community tenure will not be limited to students, staff, and faculty, but will extend to campus occupants who frequent and enter the campus for all extracurricular events. Events include, but are not limited to, commencement, sporting events, allocated rental agreements, and the like. Plan handlers will range from law enforcement, first responders, District leadership, Building Captains, and individual citizens.

The Access and Functional Needs Annex shall delineate the strategies and tactics to prepare, respond, and mitigate events. Recovery strategies will not be included within the Annex. The Annex shall also provide an organizational structure to be utilized within the EOC.

Background

The SMCCCD strives for inclusion, integration and equal access for all aspects of emergency planning, response, and recovery. An individual with a disability, as defined by the Americans with Disabilities Act (ADA), is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The term "access and functional needs" refers to a set of broad, cross-cutting access and function-based needs. Access-based needs require ensuring that resources are accessible to all individuals. Function-based needs refer to restrictions or limitations an individual may have that require additional assistance before, during, and/or after an emergency.

Organizational Structure



Procedure

Preparation

PUBLIC SAFETY

1. Ensure all policies and procedures are current, and all staff have been trained to policy and procedure standards.
2. Public Safety shall be trained to competence for the following Evacuation Tactical Strategies for those with Access and Functional Needs
 - a. Threat/Building Assessment (Collapses Patterns)
 - b. ICS and EOC Procedures
 - c. Scene Size Up (Establish Command)
 - d. Communication and Early Notification
 - e. Containment and Control Zones/Perimeters
 - f. Identification of Missing or Nonfunctional Rescue Equipment
 - g. Evacuation Procedures for Varying Disabilities
 - h. Resources Requests
 - i. CPR/First Aid/AED Certified
 - j. Triage
3. Inspect and maintain records for ALL District Safety Hardware (in collaboration with Facilities):
 - a. AEDs
 - b. Lockdown Buttons
 - c. Duress Alarms
 - d. Bleeding Control Kits
 - e. EMS Supplies
 - f. Evacuation Chairs
 - g. Emergency Communication Equipment
4. Ensure all personnel have the correct PPE
 - a. Eye Protection
 - b. Hard Hat
 - c. Trauma/First Aid Kit
 - d. Work Gloves

BUILDING CAPTAINS

1. Complete and maintain currency in ALL Building Captain Training:
 - a. Evacuation Procedures
 - b. Assisting those with Access and Functional Needs
 - c. Containment

- d. Triage
 - e. Bleeding Control
 - f. Resource requests
 - g. Critical Incident Stress Debriefing
 - a. Three-day general training (see Building Captain Plan)
2. Maintain 'Go Bag' and Portable Radio
 - a. Go Bag Items:
 - i. Eye Protection
 - ii. Hard Hat
 - iii. High Visibility/Reflective Safety Vest
 - iv. Building Maps/Floor Plans
 - v. Emergency Assembly Area Maps
 - vi. Gloves
 - vii. Crowbar
 - viii. Distilled Water
 - ix. Emergency Ration Food Bar
 - x. Personal Prescribed Medication
 - xi. Phone Charger
 - xii. Personal Items that are approved under SMCCCD guidelines
3. Complete Building Surveys every Semester and report any GAPS to Office of Emergency Management/Public Safety
 - a. AEDs
 - b. Lockdown Buttons
 - c. Bleeding Control Kits
 - d. EMS Supplies
 - e. Evacuation Chairs
 - f. Emergency Communication Equipment
 - g. Identify Primary and Secondary Emergency Assembly Area

FACILITIES

1. Inspect and maintain records for District Safety Hardware (in collaboration with Public Safety):
 - a. AEDs
 - b. Lockdown Buttons
 - c. Duress Alarms
 - d. Bleeding Control Kits
 - e. EMS Supplies
 - f. Evacuation Chairs
 - g. Emergency Communication Equipment

- h. ALL Door locking mechanisms (ACAMS)
 - i. Ensure all Emergency Exits/Egress are clear and unobstructed from debris
 2. Ensure selected teams are trained to Building Captain Standards
 3. Ensure all Custodial Staff are trained in Biohazard Sanitation, Communicable Disease, and Biohazard Disposal
 4. Ensure all personnel have the correct PPE
 - a. Eye Protection
 - b. Hard Hat
 - c. Trauma/First Aid Kit
 - d. Work Gloves

EMERGENCY MANAGEMENT

1. Maintain EOP and Violent Intruder Annex
2. Train District personnel, including Policy, on Violent Intruder Annex:
 - a. Tabletop exercises
 - b. Multiple company evolutions
3. Ensure participation in the Great Shakeout and District Wide Evacuation Drill
4. Maintain the Multi-Year Training and Exercise Plan (MYTEP)
5. Maintain EMS and Go Bag supplies
6. Collaborate with Facilities, Information Technology Services, and Public Safety in record management, and safety system inspections

Response

General

The evacuation of campus buildings or the entire campus may be required due to emergency situations occurring on or near the campus. Whenever possible the evacuation will be done in a systematic, controlled, and planned manner. To ensure evacuations are executed in a systematic, controlled, and planned manner, the SMCCCD has deployed the AlertUs emergency notification system. AlertUs allows the District leadership to send important information and instructions during emergency situations to students, faculty, and staff which targets home phones, cellular phones, text messaging, e-mail, the Guardian App, and the Emergency Annunciation System (EAS). Messages can be sent simultaneously to multiple numbers and devices to ensure the campus community receives important messages during emergency situations.

In the event of an evacuation where an individual with access or functional needs requires additional support, or is unable to be successful evacuated from the building, please immediately contact the Public Safety Department at (650) 738-7000, or 9-1-1 and report:

1. Your Name and Location
2. Nature of the Incident

3. Description of the person(s) in need of assistance
4. Description of the person(s) disability/injury
5. Location of the person(s)
6. Do NOT hang up until the dispatcher tells you to do so

Authorities and References

The development of the Access and Functional Needs Annex was made in congruence with Federal and State guidelines to ensure the needs of the population, alert and warning, transportation and evacuation standards were adhered to.

FEDERAL LITIGATION FOR ACCESS AND FUNCTIONAL NEEDS

- Americans with Disabilities Act (ADA)
- ADA Amendments Act (ADAAA)
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- ADA Checklist for Emergency Shelters
- Executive Order 13347 –Individuals with Disabilities in Emergency Preparedness
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
- Post-Katrina Emergency Reform Act
- Federal Communications Commission –Emergency Alert System Rules
- Communications Act of 1934, as amended
- Section 508 of the Rehabilitation Act of 1973
- SARA Title III –1986 Superfund Amendment and Reauthorization Act
- The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
- National Incident Management System (NIMS)
- Homeland Security Act of 2002
- Homeland Security Presidential Directive 5
- H.R. 5441 (PL 109-295), Section 689: Individuals with Disabilities

STATE LITIGATION FOR ACCESS AND FUNCTIONAL NEEDS

- California Emergency Services Act
- State of California Emergency Plan
- Standardized Emergency Management System (SEMS)
- California Government Codes, §§11135, 8588.15 and 8608
- California Health and Safety Codes, §§101025 and 34070-34082
- California Education Code, §32282
- Title 22, California Code of Regulations (CCR), §72551
- Title 22 CCR §87223
- Title 24 CCR, Accessibility Regulations

SMCCCD Considerations

The following section identifies roles, responsibilities, and considerations utilized in the creation of the Access and Functional Needs Annex.

INCIDENT COMMAND (IC)

Early coordination of incident activities is critical to mission success. SMCCCD policy should establish provisions for the determination of who will assume the role of incident commander (IC). The IC serves as the primary point of contact between public safety dispatch; responding law enforcement officers, public safety officers, fire and EMS personnel; and other entities that may arrive on the scene. The IC should establish communication with the contact officer(s) or team(s) and begin to coordinate their activity and should work with the ranking law/fire/EMS command officer(s) to form the unified command (UC).

UNIFIED COMMAND (UC)

Unified Command is a structure that brings together the Incident Commanders of the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities. A UC should be established as soon as possible. The UC should be housed in an area that is out of sight and out of the line of fire of the suspect. It should be located within the convergence of the inner and outer perimeters for easy access by authorized individuals. The IC should ensure that the following actions are accomplished based on their urgency and importance to the operation:

- Organize unified interagency telecommunications (interoperability).
- Establish the following areas in the cold zone, to include providing the necessary security for each.
 - A staging area for first responders.
 - An evacuation area to move victims and witnesses not requiring medical attention.
 - A location for treatment of the injured and evacuation by EMS or medevac
 - A notification/reunification center at a suitable, nearby location to provide information to the loved ones of victims (patients or otherwise).
 - The UC should consider utilizing social media (through the PIO) to announce the location to prevent civilians from overwhelming the scene.
 - The District may establish two reunification centers—one for individuals whose loved ones are deceased and another for those who are alive.
 - A media staging area (JIC) separate from the notification center. This location should afford desired video capability to satisfy media needs. The UC should

consider activating involved agencies' public information officers (PIOs) early to coordinate media communication and direction.

- Establish traffic control and management to ensure egress of medical transport.
- Contact appropriate aviation resources to control air space for possible medical evacuation resources to establish restricted air space for law enforcement use only.
- Initiate intelligence gathering on possible suspects. Establish communication with regional fusion or intelligence centers.
- Coordinate with Facilities and Instruction to obtain floor plans; site layout; and a roster, including emergency contact information as available, of employees, students, residents, visitors, or others believed to be on site.
- Assign a recorder to document actions at the command post.
- Assign public safety to ensure only authorized personnel can gain access to the command post.
- Activate PIOs early to initiate release of appropriate information and direction of individuals to appropriate locations. This information may include such items as alerts to avoid the area due to heavy law enforcement activity and potential road closures; and specific directions for individuals who elect to visit the scene. Social media should be considered as an avenue for quickly and effectively distributing appropriate information related to the nature of the incident and evacuation.

BUILDING CAPTAINS/FLOOR MANAGERS

The initial actions we take following the onset of an emergency event are critical to subsequent response strategies and resultant event outcomes. The SMCCCD requires effective initial actions in the event of an emergency incident to ensure:

- Safety of students, faculty, staff, and business partners
- Appropriate initial response strategies and priorities
- A clear understanding of the nature, scope, and severity of the event as quickly as possible
- Accurate understanding of the status of campus facilities, resources, and services
- Clear understanding of the scope of initial damages
- Timely communication of accurate event-related information to the campus community and Senior Leadership Team (Policy Group)

The Building Captain and Floor Manager program is established to facilitate enhanced emergency preparedness and coordinated initial emergency procedures in every regularly occupied SMCCCD campus building. The program is a critical component of the District's Emergency Preparedness, Operations, and Recovery Plan. Building Captains (BC) are campus employees who work in regularly occupied campus buildings and volunteer to perform essential activities for the purpose of minimizing injury to campus faculty, staff and students in the event of an emergency. The

immediate actions of BCs can reduce the number and severity of injuries, instill calm and order in the midst of a crisis, and lessen the burden on first responders.

Floor Managers (FM) are only required in multilevel buildings. FMs require the same training as BCs (CPR, Fire Extinguisher, Building Occupancy, Big Five, etc.), but are solely responsible for their floor, and will not be given a radio. The purpose of the FM is to prevent Building Captains from ascending stair wells after an Emergency Event, and to maintain an optimal span of control. FMs will communicate face-to-face with BCs to ensure building evacuation, or to provide status reports on their floors above grade.

The Building Captain and Floor Manager Program establishes the concurrent responsibilities of SMCCCD staff assigned as Building Captains and Floor Managers. These procedural guidelines shall assist in the performance of those duties and help establish effective initial response priorities; allocation of available resources; and accurate, timely event-related communications to the campus and emergency responders.

CAMPUS WIDE EVACUATION

When it is necessary to completely evacuate the campus due to emergency conditions or executive order a systematic and controlled approach will be used. When campus buildings are deemed safe for occupancy personnel will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe all occupants will be directed to Emergency Assembly Areas or Cold Zones.

ISOLATED CAMPUS OR BUILDING EVACUATION

In some situations, it may become necessary to evacuate one or more building on campus due to a localized emergency situation. When this occurs the Office of Emergency Management will coordinate the evacuation with the Department of Public and the Building Captains and Floor Managers. The decision to evacuate will be based on the totality of the circumstances and the direction from the Policy Group. When evacuations are due to an overriding concern for life safety it may not be possible to obtain Policy direction. In those instances, the Office of Emergency Management or Director of Public Safety will initiate the evacuation order.

AREAS OF SAFE REFUGE

An area of refuge is a designated location within a building specially designed to hold people safely during an emergency. Areas of safe refuge are designed to be utilized by those with access and functional needs, and require the following measures to meet the mandated safety standards:

- Location adjacent to an emergency exit path
- Signs designating where to go for shelter
- A fire barrier for protection

- Fresh air intake
- Emergency lighting for power outages
- A two-way voice communication system
- Large enough for wheelchair accessibility
- Located where it doesn't block others trying to escape
- In public buildings, it must exist on every floor above ground level
- A two-way voice communication system
- Call button for those awaiting rescue in an area of refuge
- A confidence light to indicate an active call button
- An acknowledgment light to show that someone at the central control point knows about the call for help

CONTROL ZONES

For the purposes of this Annex, the incident scene can be divided into several different zones that can be used to designate necessary resources. **COLD ZONES** are areas where there is little or no threat due to geographic distance from 1.5x the height of the building or nonaffected locations. Some items that should be located in the cold zone are patient loading areas, the unified command post, and staging areas. **WARM ZONES** are areas that are within 1.5x the height of the building after an earthquake, or in the surrounding areas of a known hazard. These areas can be considered clear, but not secure. **HOT ZONES** are areas where there is a known hazard or direct and immediate threat to life. These include any buildings after an earthquake, or isolated locations due to fire, HazMat, or other direct threats to life safety.

PERIMETERS

The IC/UC should designate an initial inner perimeter to control access to and egress from the target locations, when such containment is logical and appropriate. Individuals evacuating from buildings should be directed to the Emergency Assembly Areas (EAA) until further notice. Additional officers should be deployed to control access to the target location and monitor the inner perimeter. An outer perimeter should also be designated for the primary purposes of diverting traffic and securing the scene for the arrival of first responders.

TYPES OF BUILDING COLLAPSES PATTERNS

- **Lean-to floor collapse:** This collapse occurs when the roof or floor supports fail on one side of the structure, and the opposite side of the floor is still connected to the wall. It results in a void space that is close to the remaining wall.
- **V-shape floor collapse:** This collapse occurs when lower walls or floor joists fail due to heavy loads located in the center of the floor. It results in two voids, one near each exterior wall.
- **Pancake floor collapse:** Destruction of the load-bearing walls will cause the floor supports to fail, dropping the floors and the roof on top of each other. Voids will be created between the floors where there is debris, allowing for spacing between floors.

- **Cantilever floor collapse:** This collapse occurs when one or more walls have failed, and the other end of the floor is still attached to the other bearing wall. Voids will be sporadic throughout the debris. This is the most dangerous type of collapse to operate in, and adequate shoring must be in place before operations can commence.
- **A-frame (tent) floor collapse:** This collapse occurs when the flooring separates from the exterior bearing walls, but still is supported by one or more interior walls or partitions. Voids are created near the center of the structure.

EVACUATION ASSEMBLY AREAS

In order to facilitate the safe and orderly evacuation of the campus a predetermined assembly area system may be employed to control the release of people. This system would normally be used following a major disaster where the buildings have been deemed uninhabitable and a full campus evacuation has been ordered.

In all evacuations, precaution should be taken to maintain distance from buildings in the event of collapse, falling debris, and explosion. In the event that the emergency has resulted in an evacuation area not being a safe area in which to congregate, the faculty member/staff should congregate in any safe location on campus.

Under the EAA system people evacuated from their buildings are moved to one of the assembly areas. There they are held for a period of time until the event is deemed safe and open, or it is decided they must be sheltered on the campus. See *Appendix A* for the District's predetermined EAA per campus.

Response Procedures

PUBLIC SAFETY

- Public Safety Dispatch will immediately send an Albertus/RAVE Alert
 - a. If Dispatch is unable to send, the commanding officer shall be responsible
 - b. If Public Safety cannot send the initial notification, the designated PIO shall be responsible
 - c. Content is intended to identify threat, location, and succinct instructions for Evacuation Procedures
 - i. EMERGENCY! (College/District) Public Safety Offices are responding to a report of [Problem] at [Location]. Calmly evacuate the building using all available exits. Move away from the building.
- Immediately call 9-1-1 if there are injuries or building collapses
- Coordinate with and assist Law Enforcement and Emergency Response. The response will be based on the type of emergency, location and the number of people involved
- Immediately respond to secure the area (set up containment zones) and assist Police and other area departments with access and direction for responding officers

- Based on available information, dispatched responders or officers already at the incident scene may verify affected locations, number of injured or those with access and functional needs, resources needed
- Upon completion of the initial assessment, the first arriving officer(s) shall
 - a. Advise communications and request resources as deemed necessary, and
 - b. Determine whether to take immediate action alone or with another officer or wait until additional resources are available
- Dispatch shall radio Building Captain Group Supervisors for evacuation status for:
 - a. Skyline College
 - b. College of San Mateo
 - c. Cañada College
 - d. District Office
- Dispatch shall alert officers of locations/buildings that are in need of assistance for evacuation and/or scene securement
- Establish Unified Command
 - a. The IC shall ensure that the following actions are accomplished:
 - i. Organize and establish unified interagency communication(s)
 - ii. Establish an inner perimeter to control access to and egress from the area of risk.
 - iii. Establish an outer perimeter (campus access point)
 - iv. Establish staging areas in the cold zone for the following purposes and notify Dispatch needs/situation updates:
 1. for responding officers and other emergency personnel (An officer should be assigned to this staging area to brief arriving personnel, maintain communication with the contact officer or team, and assign duties as directed by the IC
 2. for treatment of the injured and evacuation by EMS or medevac
 3. where individuals without injuries should be directed for identification and debriefing (evacuation area)
 4. to accommodate arriving family members of persons at the incident scene (notification center/reunification center)
 5. and for the media (Joint Information Center). This area should be staffed with appropriate personnel, such as public information officers
 - v. Ensure that officers assigned to the evacuation/reunification area maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept

- under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends
- vi. Establish traffic control and management for the ingress and egress of public safety vehicles. Special consideration should be given to maintain open routes for rapid transport of the injured

BUILDING CAPTAINS

1. Don Go Bag, Helmet, Emergency Reflective Vest, Eye Protection, Gloves, and secure Radio
2. Follow directions per emergency notification
3. Conduct systematic evacuation of the floor you are on. Do NOT ascend to floors above or re-enter the building after evacuation until told so by First Responders or District Leadership
4. Provide evacuation status to Building Captain Group Supervisor when raised on the radio
 - a. Buildings are considered fully evacuated after the Building Captain of a particular location and their Floor Managers confirm all floors have been cleared and all occupants are accounted for
5. Assist those with disabilities in your vicinity
6. Conduct rescue procedures if safe within a secure location
 - a. Triage (see Appendix)
 - b. Bleeding Control
7. When primary building has been evacuated, assist Public Safety and First Responders in evacuation for secondary locations

EMPLOYEES AND STUDENTS

1. Follow directions per emergency notification
2. Follow the direction of the Building Captain or Floor Manager
3. Calmly and orderly evacuate the building to the closest Emergency Exit
 - a. **DO NOT** use Elevators
 - b. **DO NOT** travel to the interior of the building
4. Assist those with disabilities in your vicinity
5. Until the situation has been assessed, remain in the Emergency Assembly Areas or Cold Zone unless authorization is received from appropriate authority
6. Follow all instructions from Law Enforcement, EMS, First Responders

OFFICE OF EMERGENCY MANAGEMENT

1. OEM will command EOC, and Public Safety will command on scene
2. Notify Policy Group (provide concise directions)
3. Stand-Up EOC as soon as safe on site. If site is unsafe, remote work shall be standard
4. Establish command structure
5. Establish Communications with IC/UC and all District Stakeholders
6. Determine locations for JIC, staging, and secure campus collaboratively with IC/UC

7. Begin EOC
8. Establish OPS Periods

Assisting those with Access and Functional Needs in Emergencies

Evacuation of people with access and functional needs will be given high priority in all emergencies. The Disability Resource Center (DRC) facilitates equal access to an education for all students who have disabilities (permanent or temporary) by providing academic adjustments, counseling, and support services in accordance with State and Federal law. To increase preparedness, planning, mitigation, and response tactics, the DRC has partnered with the OEM to ensure students who have access and functional needs will be given priority classroom locations on grade levels. Relocation of classrooms will be the responsibility of the DRC.

In an emergency situation, it is important that instructors and Building Captains are familiar with those who have access and functional needs. Building Captains, Floor Managers, and Public Safety Officers will be responsible for conducting building assessment checks prior to the start of each semester to ensure Emergency Equipment is adequate and in working condition. Students or Employees with access and functional needs should position themselves near a doorway for expedite evacuation from a building. The subsequent guidelines should be followed:

- Establish a buddy system and alternate for each class. People with disabilities should prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.
- If assistance is not immediately available, disabled people should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped. S/He should continue to call for help until rescued.
- People who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting attention of others.
- Be familiar with alarm signals.
- Leave school materials in the room to avoid wasting time.
- Wait for rescue and remain calm.
- DO NOT re-enter a building until permitted by emergency personnel.

If you suspect a fire is behind a door; cover your hand to provide protection, first and then test the door by touching it. If it is **hot**, then do **NOT** use the door as an exit. Try to find an alternate route for an exit.

A cautionary note on elevators: **DO NOT** use elevators unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

Access and Functional Needs Evacuation Procedure

BLINDNESS OR VISUAL IMPAIRMENT

- Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.
- Tell the person the nature of the emergency and offer to guide him/her by offering your left/right elbow (this is the preferred method when acting as a “Sighted Guide”). Do **NOT** grasp a visually impaired person’s arm.
- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used or if there is debris or a crowd.)
- As you walk, tell the person where you are and advise of any obstacles, e.g., stairs, overhanging objects, uneven pavement, curbs, and narrow passageways.
- When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.
- Some individuals may have Guide Dogs that may be disoriented during the emergency and may require additional assistance.
- White canes and other mobility aids should **NOT** be left behind.

DEAFNESS OR HEARING LOSS

- Buildings on the District Grounds are equipped with visual (flashing light) as well as auditory evacuation alarms. However, persons with impaired hearing may not perceive an emergency exists. Where anyone appears to not be recognizing an alarm is sounding/flashing an alternative warning technique is required. Two alternative methods of warning are:
 - Write a note stating what the emergency is and what the evacuation route is i.e. “Fire – go out the rear door to Parking Lot”

- Turn the room lights on and off to gain attention – then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go
- Offer visual instructions to advice of safest route or directions by pointing toward exits or evacuation map
- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others

MOBILITY IMPAIRMENTS

- Mobility-impaired persons should **NOT** be evacuated by untrained personnel unless the situation is life-threatening. 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, most enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes.)
- Notify emergency responders immediately about any people remaining in the building and their locations
- If people are in immediate danger and cannot be moved to a safer area, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair – preferably with arms or using an evacuation chair

PEOPLE USING CRUTCHES, CANES OR WALKERS

- The same procedures outlined for the Mobility Impaired should be used. Crutches, canes and walkers should **NOT** be left behind

NON-AMBULATORY

- Most non-ambulatory people will be able to exit safely without assistance out of single-story buildings
- All 2+ story buildings will require persons to be carried out. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well-being. If the person prefers to be moved in their wheelchair the wheelchair user will be carried facing away from the stairs

- Some people have no upper trunk or neck strength to assist in being carried out. If a seatbelt is available, secure the person if use of a chair is the method employed to carry the person to safety
- If moving a person more than three (3) flights, a “relay team” arrangement is needed. If a wheelchair is left behind, do **NOT** leave it in an exit path or doorway to become an obstacle
- Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (e.g., the seat bar, footplates, wheels, movable armrests)
- Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe is seriously in danger
- Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs and may be moved with little difficulty
- If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to his/her preference with regards to:
 - Ways of being removed from a wheelchair
 - The number of people needed for assistance
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - If a seat cushion or pad should be brought along with him/her if he/she is removed from the wheelchair
 - Being carried forward to backward on a flight of stairs
 - After-care. If a person is removed from the wheelchair (i.e., a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed
- The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person’s mobility and should be given a high priority to be retrieved as soon as possible. Inform the University Police of the location of wheelchairs to be retrieved

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, the Department of Public Safety shall be notified and the assistance of a Building Captain/Floor Manager may be requested.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call the Public Safety Dispatch at (650) 738-7000 or ext. 7000 from a campus telephone to request evacuation assistance
- On campus phones should continue to operate in the event of a power failure, however there may be no power to the display or lighting functions

ACCOUNTING FOR MISSING PERSONS

Department or unit coordinators, Building Captains, faculty, and staff that have direct knowledge (roster, sign-in sheet) and access to a list of persons who were in the classroom or building, should convene at the designated Evacuation Assembly Area to conduct a headcount and identify any missing persons

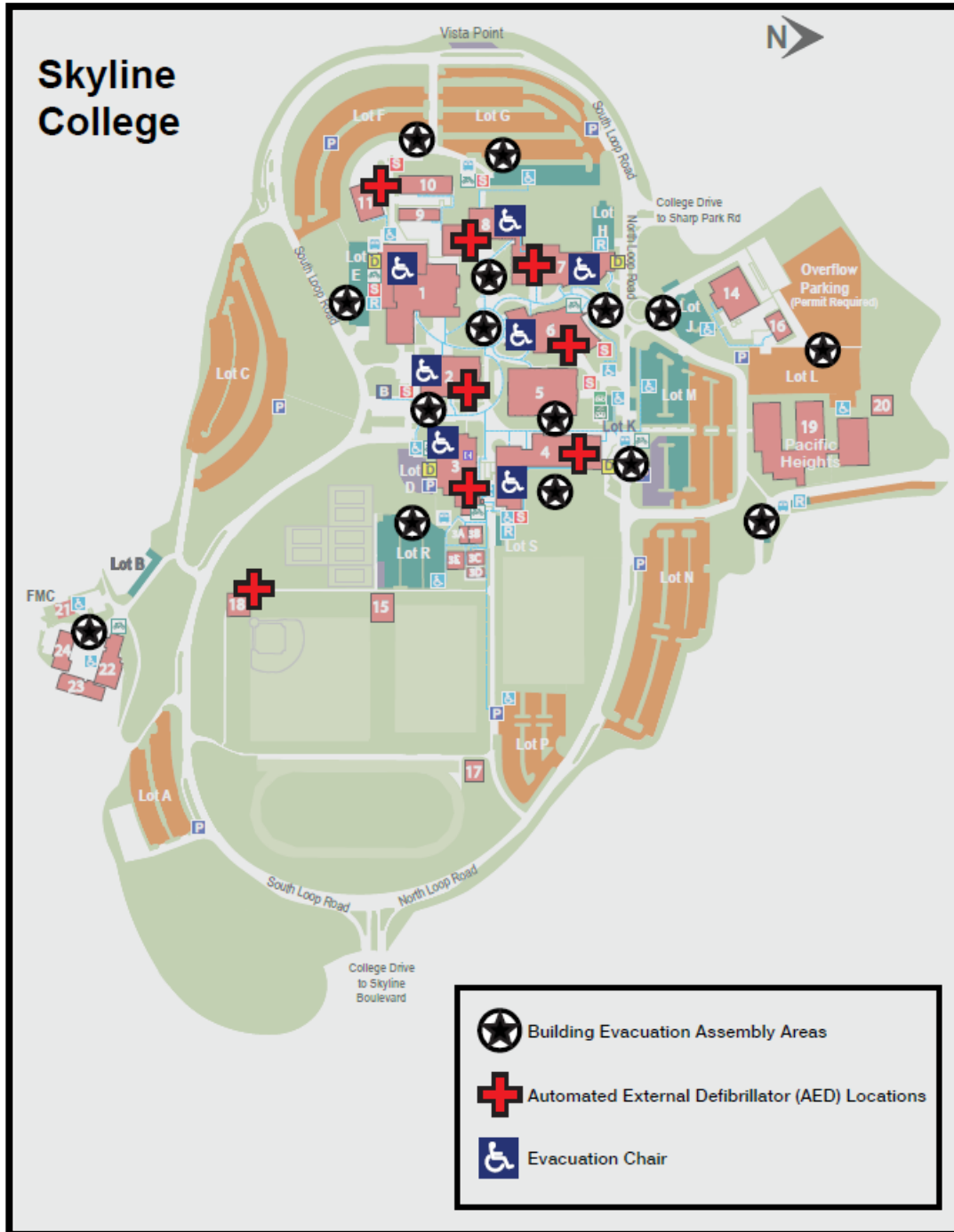
Building Captains shall have access to a Building Emergency Plan for their building that should include at a minimum a roster of permanent, full-time staff that reside within that building in their Go Bags. Faculty are encouraged to maintain class rosters/sign-in sheets each time their class is in session





Upon arrival at the assembly area, Building Captains, Public Safety Officers, faculty, and staff shall make every attempt to:

- Identify the names and last known locations of any unaccounted-for person and pass that information on to Building Captain Group Supervisor or emergency personnel on scene
- Identify and account and non-affiliates who are present, such as vendors, guests/visitors, or community members

Appendix A: Evacuation Assembly Areas

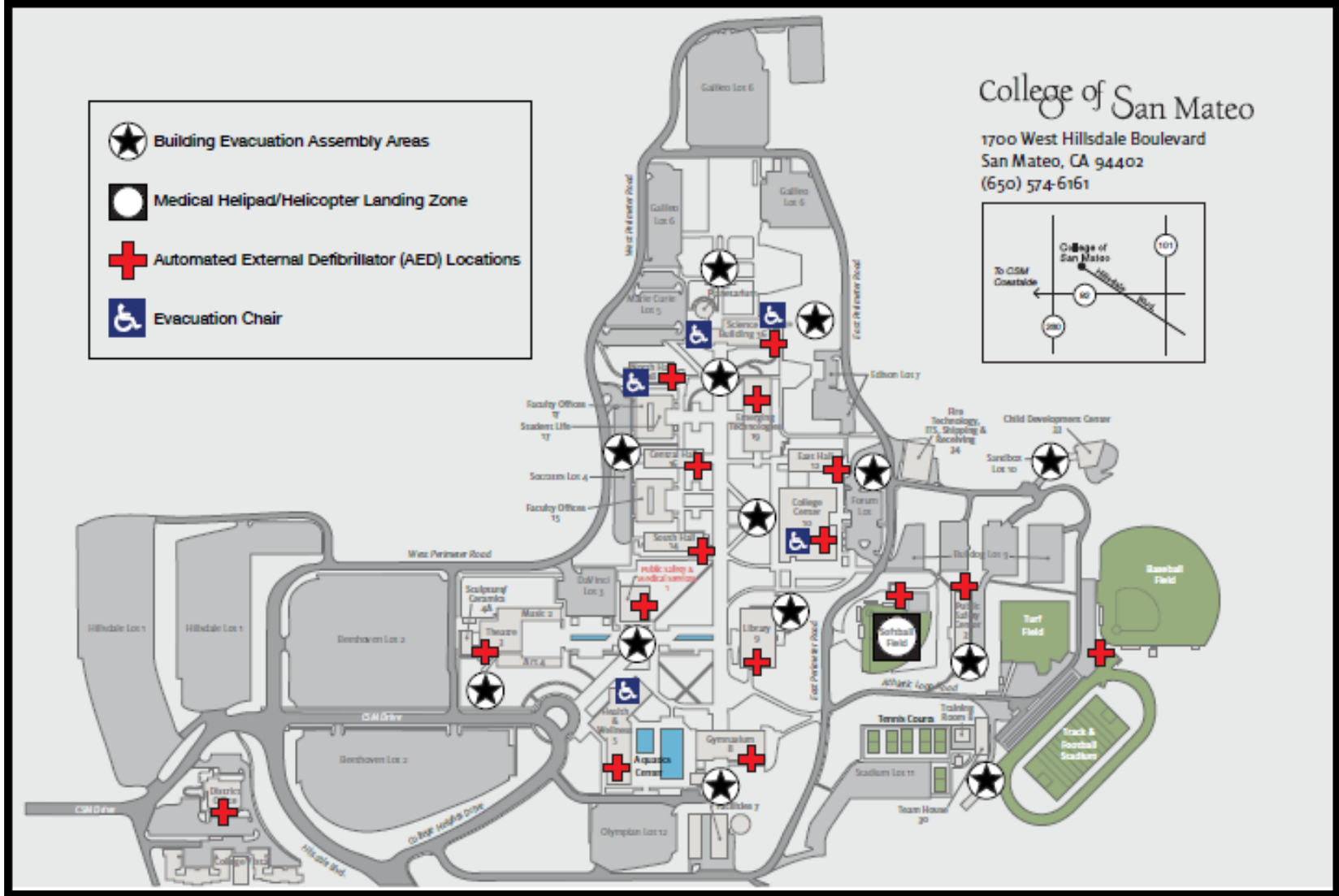
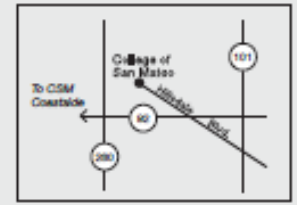
The District's predetermined Evacuation Assembly Areas (EAA) per campus are as follows:

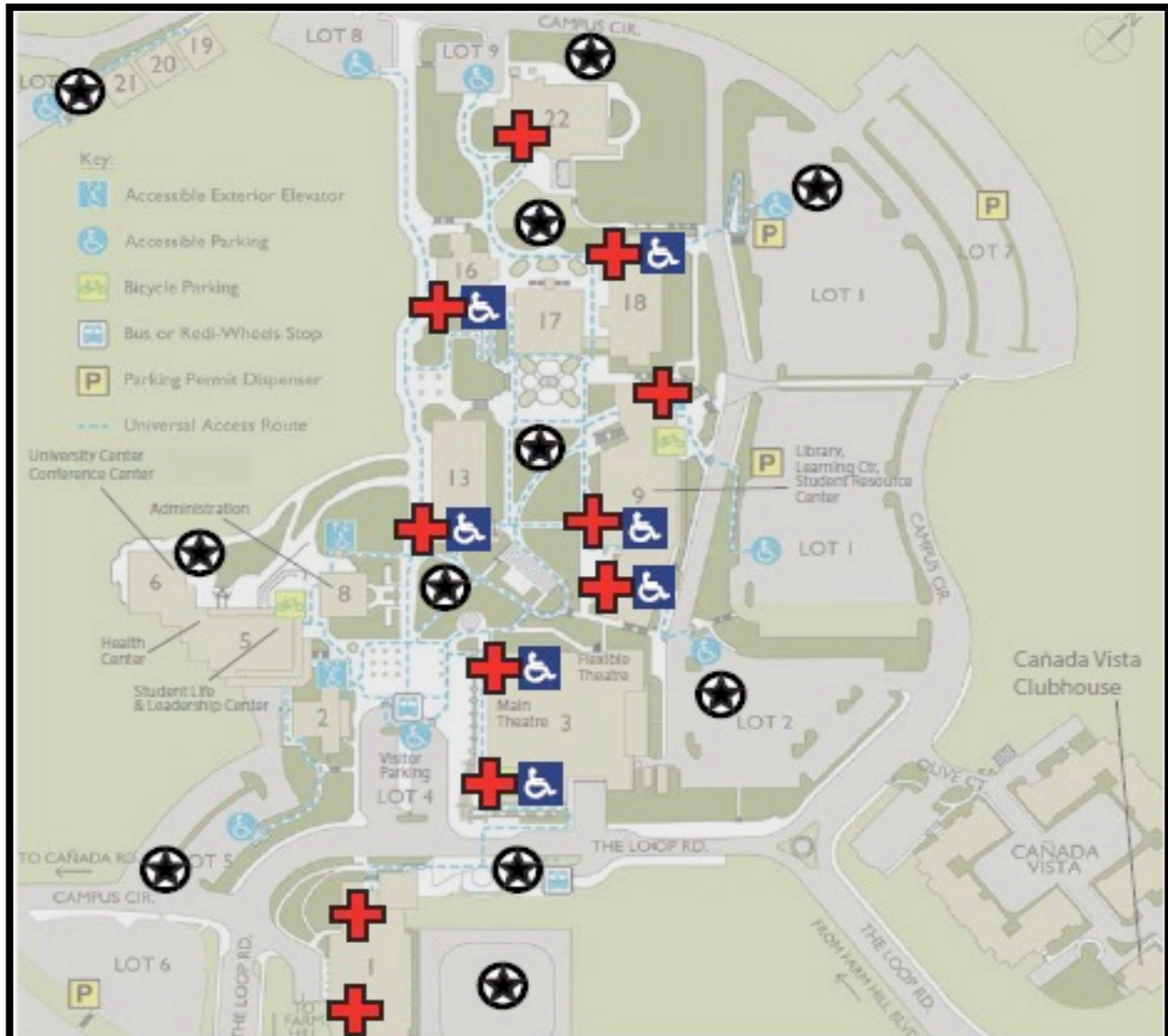


-  Building Evacuation Assembly Areas
-  Medical Helipad/Helicopter Landing Zone
-  Automated External Defibrillator (AED) Locations
-  Evacuation Chair




College of San Mateo

1700 West Hillsdale Boulevard
 San Mateo, CA 94402
 (650) 574-6161



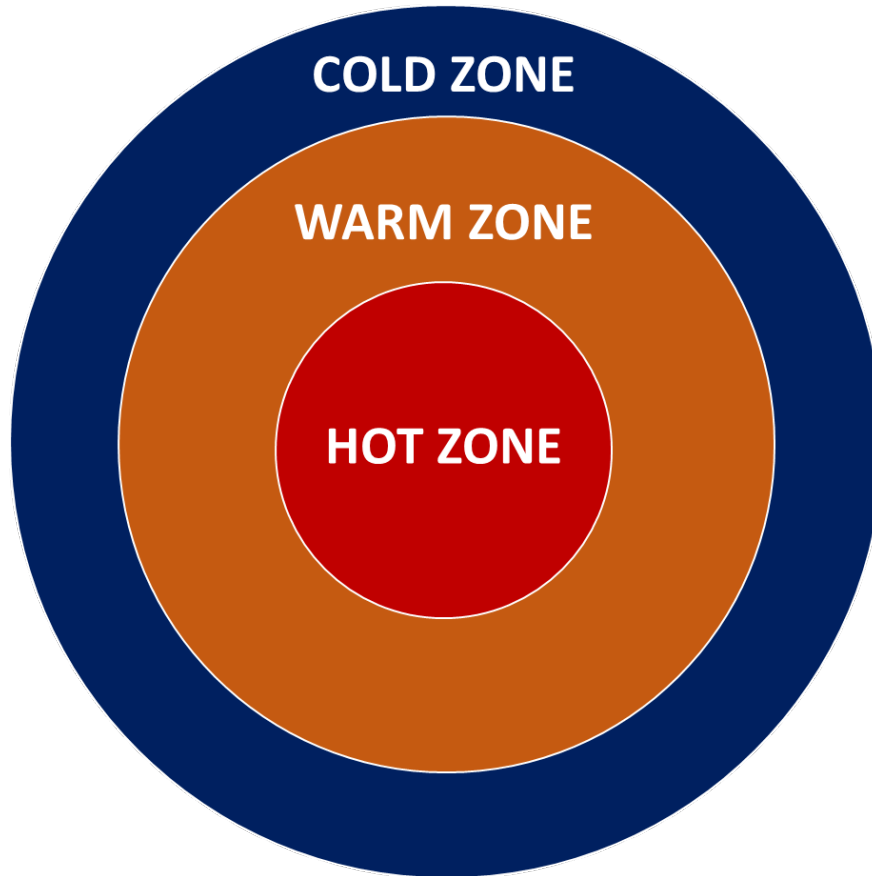


Cañada College

-  Building Evacuation Assembly Areas
-  Automated External Defibrillator (AED) Locations
-  Evacuation Chair

Appendix B: Control Zone

For the purposes of this Annex, the incident scene can be divided into several different zones that can be used to designate necessary resources.



| ZONE | ACTION |
|------------------|--|
| HOT ZONE | <ul style="list-style-type: none"> • Areas where there is a known hazard or direct and immediate threat to life safety. • These include any buildings after an earthquake, or isolated locations due to fire, HazMat, or other direct threats to life safety |
| WARM ZONE | <ul style="list-style-type: none"> • Areas that are within 1.5x the height of the building after an earthquake, or in the surrounding areas of a known hazard |
| COLD ZONE | <ul style="list-style-type: none"> • Little or no threat due to geographic distance of more than 1.5x the height of the building or nonaffected locations |