

Access and Functional Needs Plan



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Overview: Access and Functional Needs *Evacuation Procedure*

Blindness or
Visual
Impairment

Deafness or
Hearing Loss

Mobility
Impairments

Non-
Ambulatory

Power
Outages

Accounting
for Missing
Persons



Assisting those with Access and Functional Needs during Emergencies

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.

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.



Deaf 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

Wheelchairs, Walkers, Crutches, and Canes

- 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
- These procedures are applicable for those using **crutches, canes, and walkers**. These items 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

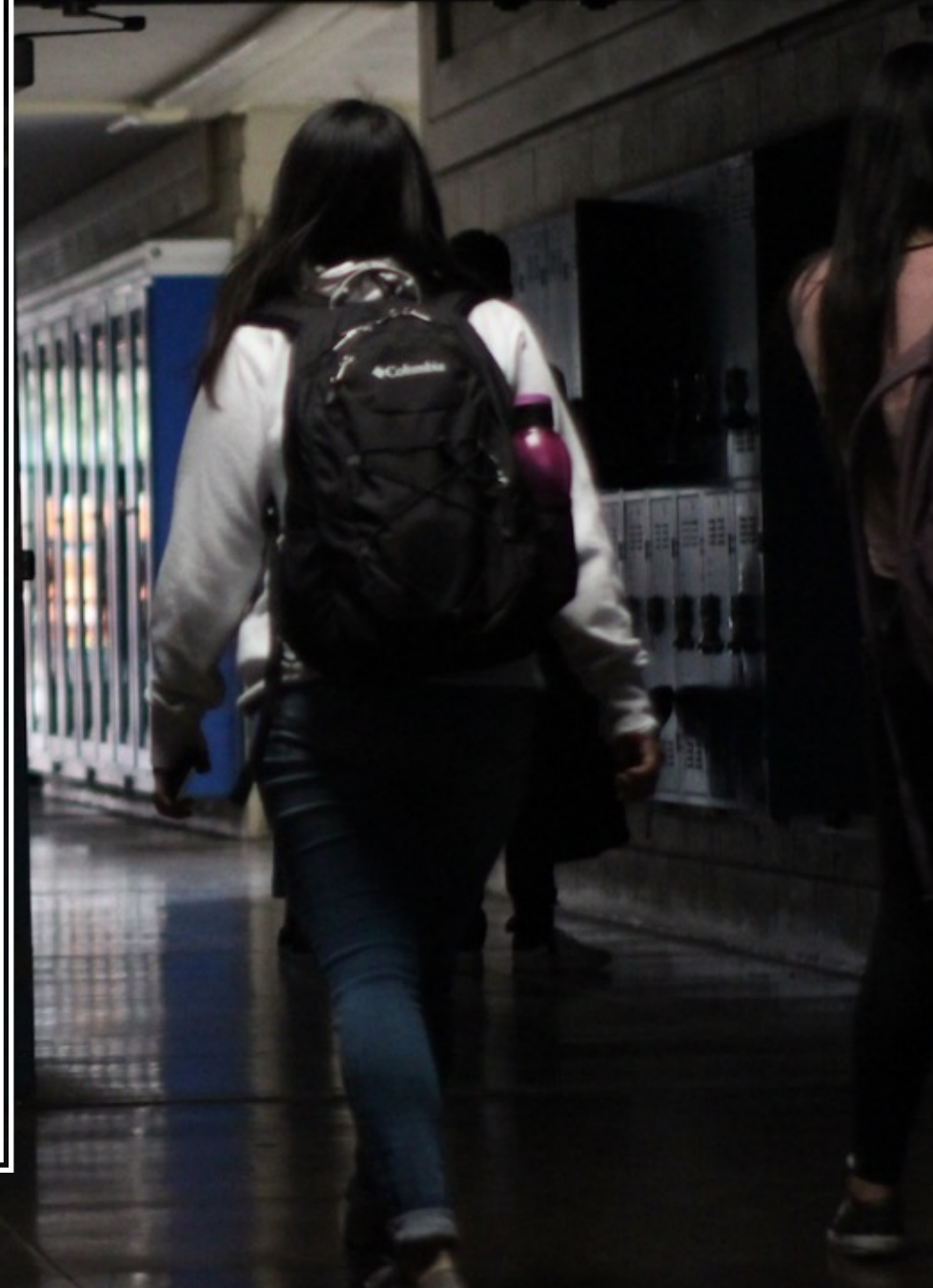


Non-Ambulatory Cont.

- 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

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

Public Safety Procedures



Public Safety – Preparation Procedures

- Ensure all policies and procedures are current, and all staff have been trained to policy and procedure standards.
- Public Safety shall be trained to competence for the following Evacuation Tactical Strategies for those with Access and Functional Needs
 - Threat/Building Assessment (Collapses Patterns)
 - ICS and EOC Procedures
 - Scene Size Up (Establish Command)
 - Communication and Early Notification
 - Containment and Control Zones/Perimeters
 - Identification of Missing or Nonfunctional Rescue Equipment
 - Evacuation Procedures for Varying Disabilities
 - Resources Requests
 - CPR/First Aid/AED Certified
 - Triage

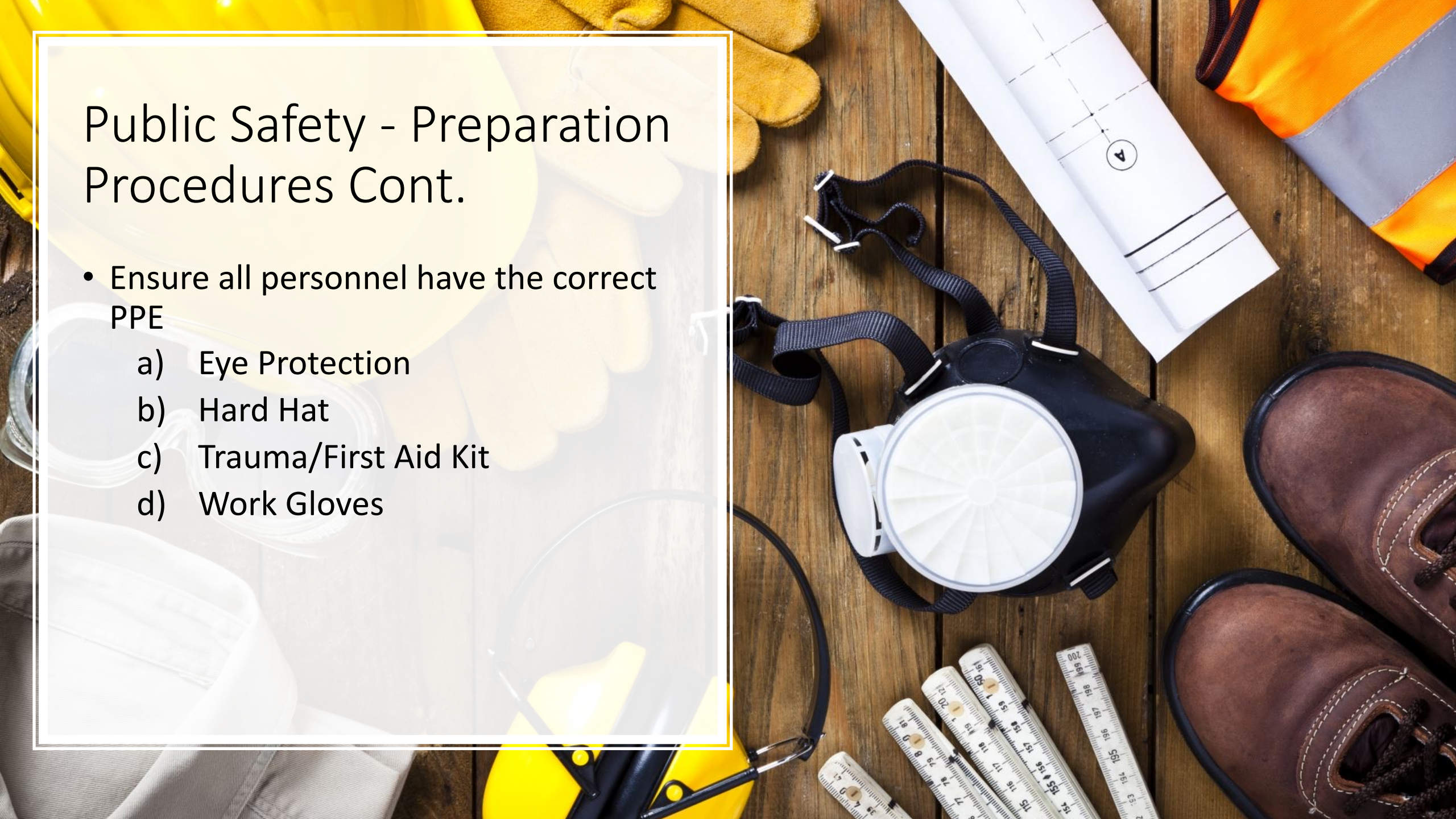
Public Safety – Preparation Procedures Cont.

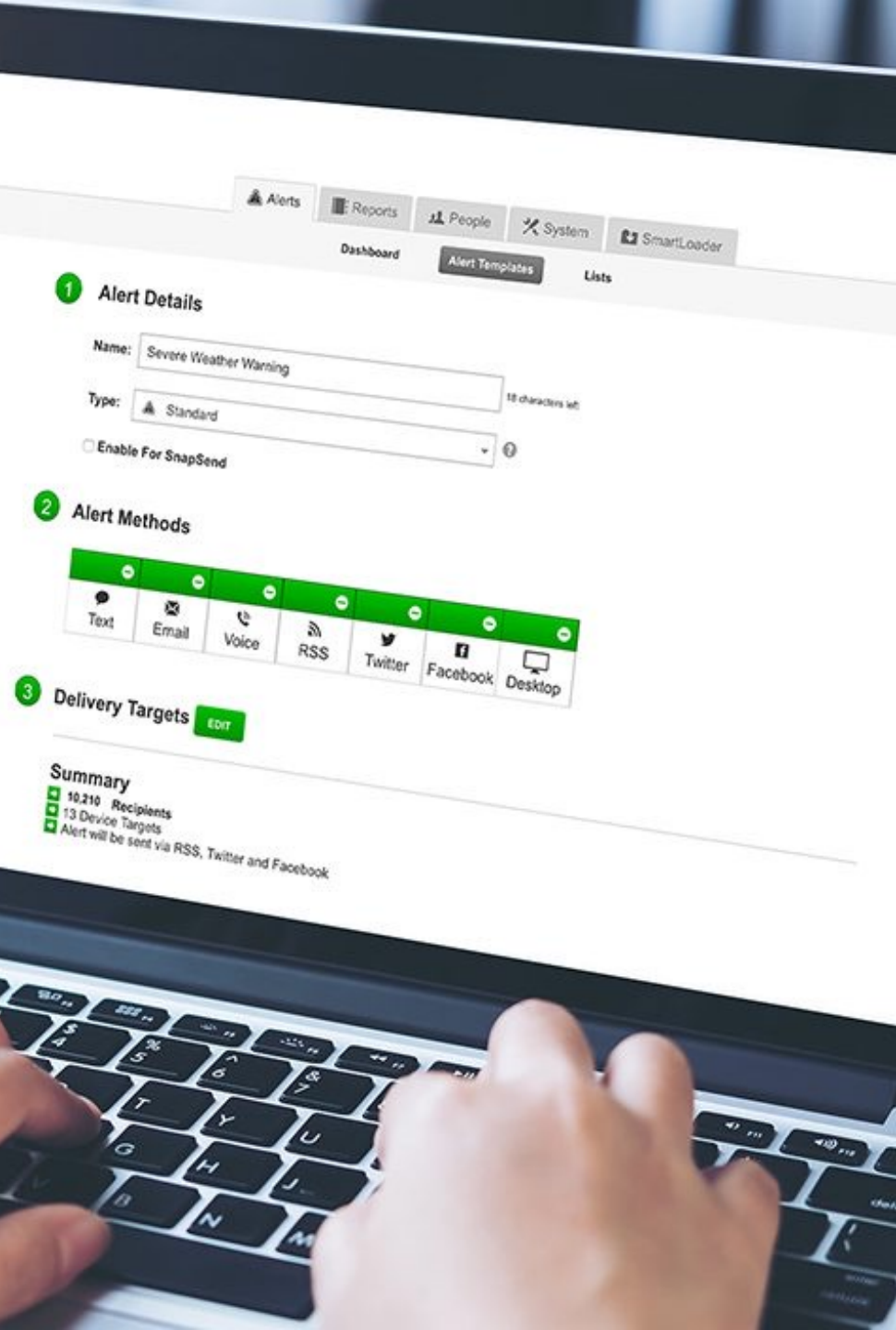
- Inspect and maintain records for ALL District Safety Hardware (in collaboration with Facilities):
 - AEDs
 - Lockdown Buttons
 - Duress Alarms
 - Bleeding Control Kits
 - EMS Supplies
 - Evacuation Chairs
 - Emergency Communication Equipment



Public Safety - Preparation Procedures Cont.

- Ensure all personnel have the correct PPE
 - a) Eye Protection
 - b) Hard Hat
 - c) Trauma/First Aid Kit
 - d) Work Gloves





Public Safety - Response Procedures

- 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.

Public Safety- Response Procedures Cont.

- 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





Public Safety - Response Procedures Cont.

- Upon completion of the initial assessment, the first arriving officer(s) shall
 - Advise communications and request resources as deemed necessary, and
 - 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:
 - Skyline College
 - College of San Mateo
 - Cañada College
 - District Office
- Dispatch shall alert officers of locations/buildings that are in need of assistance for evacuation and/or scene securement

Public Safety - Response Procedures Cont.

- 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





Public Safety - Response Procedures Cont.

- 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
- 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

Building Captain Preparation Procedures

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
 - h. Three-day general training (see Building Captain Plan)





Building Captain Preparation Procedures Cont.

2. Maintain 'Go Bag' and Portable Radio
 - a. Go Bag Items:
 - a. Eye Protection
 - b. Hard Hat
 - c. High Visibility/Reflective Safety Vest
 - d. Building Maps/Floor Plans
 - e. Emergency Assembly Area Maps
 - f. Gloves
 - g. Crowbar
 - h. Distilled Water
 - i. Emergency Ration Food Bar
 - j. Personal Prescribed Medication
 - k. Phone Charger
 - l. Personal Items that are approved under SMCCCD guidelines

Building Captain Preparation Procedures Cont.

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





Employees & Students





Employees and Students – Response Protocols

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 closet 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
6. Zone unless authorization is received from appropriate authority
7. Follow all instructions form Law Enforcement, EMS, First Responders



Emergency Management



Emergency Management Response Procedures

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