



Building Evacuation Plan

Important Phone Numbers

Police & Campus Safety	909-274-4555
Text-to-Tip	909-610-9139
Safety & Risk Management	909-274-5198
Maintenance & Operation	909-274-4850
Student Health Center & Student Mental Health	909-274-4400
Employee Counseling Center	909-274-6211
Suicide hotline	Text # 988 Call 800-273-8255
Crisis Text Line	Text # 741741

- ❖ **Poison Control:** 800-222-1222
- ❖ 911 (dial 9-911 when using campus phone)

An emergency evacuation plan aims to ensure the safety of students, employees, and visitors during an emergency. The best practice during evacuation is always to be prepared, stay calm, and be aware of the surroundings.

Types of emergencies that may require a building evacuation:

- Natural disasters
- Release of Hazardous Materials
- Fires and Explosions
- Acts of violence, active assailants, bomb threats, terrorist events

Evacuation Assistance:

Every building in Mt. San Antonio College has designated trained building marshals and Floor Captains, along with Police and Campus Safety, to assist individuals during evacuation.

Role and Responsibilities: Building Marshall:

Pre-Planning:

- Review and update your Building Emergency Plan.
- Attend building evacuation training.
- Periodically meet with floor captains to review evacuation your plan.

During an Evacuation:

- Put on your ORANGE Vest.
- Turn on your large two-way radio to channel 1 (EOC).
- Bring supplies & personal belongings.
- You will have a small radio to communicate with the floor captains.
- Head to the primary Evacuation Assemble Area

At the Evacuation Assembly Area:

- Establish communication with your Floor Captains on the small radio.
- Review the building sweeps/check with the Floor Captains.
- Check the roster for building occupants' accountability.
- Report the building status to EOC via emergency channel (1)

➤ **Floor Captains:**

Pre-Planning: Review your Building Emergency Plan

When Evacuating:

- Put on your YELLOW vest.
- Turn on your two-way radio to the building Team Channel.
- Bring your emergency supply bag.
- Be familiar with evacuation routes.
- Establish communication with the Building Marshal.
- If the building marshal is not available, **then you become the marshal. Recruit other staff if assistance is needed.**
- Check your area to ensure the floor/area has been vacated, including restrooms and conference rooms.
- Direct building occupants to the nearest exit and then onto the assembly area.
- DO NOT use the elevator.

➤ **Faculty and Staff:**

Pre-Planning:

- Be familiar with your building evacuation plan.
- Attend building evacuation training.
- Have a list of all students in the class.

During evacuation:

- Identify emergency exits and evacuation routes and make them known at the beginning of the semester.
- Evacuate the building with your students when a fire alarm is activated.
- Please notify your building evacuation team if assistance is needed during an evacuation.
- Follow the instructions of the building evacuation team.
- Head to the primary Evacuation assembly area.

General Evacuation Procedure:

Facility occupants must respond to the fire alarm signal by immediately initiating the evacuation procedures outlined below:

1. Remain Calm
2. **Stop all activities immediately.** When the fire alarm sounds, everyone must proceed with their emergency evacuation plan and evacuate the building immediately, even if another individual tells you the fire alarm is being tested. Do not assume it is just a drill.
3. **When evacuating,** turn off any appliance or equipment you might be operating. Isolate your area by closing doors and windows and leaving the building. **Do Not Lock the doors.**
4. **Notify** Police and Campus Safety at 909-274-4555.
5. **Assess that all persons can evacuate the area.** Department safety wardens, supervisors, laboratory managers, and instructors must ensure that everyone with mobility limitations has evacuated their area. Note: Evacuation plans for persons with disabilities must be part of each department's documented emergency evacuation procedures.
6. **Follow EXIT signs** to the nearest safe exit. Do not use elevators! Special care should be taken with some footwear, such as clogs, that could hamper rapid and safe descent.
7. **Use the stairs.** Never use the elevator. Walk briskly, but do not run. Stay on the right to allow emergency response personnel clear access up the stairs along the left side.
8. **Allow others to enter the stairwell.** As you approach the landing of each floor, allow evacuees from that level to enter the stairwell.
9. **Steer clear of hazards.** If evacuation becomes difficult via a chosen route because of smoke, flames, or blockage, re-enter the facility on a safe floor. Continue evacuation via the nearest safe exit route.
10. **Move away from the building.** Once you have exited the facility, move at least 150 ft. away from the building and exit doors. Proceed to your Evacuation Assembly Area.
11. **Do not re-enter the building without an "all clear".** Under any circumstances, **do not re-enter** the facility unless authorized by Police and Campus Safety or fire department personnel or until a recognized authority broadcasts the "all clear" message.

Evacuation Procedures for People with Disabilities during an emergency

Suggestions for Individuals with Disabilities:

1. Remain calm.
2. Be familiar with all standard MT. SAC emergency evacuation procedures. Please note that these guidelines are in addition to all other emergency evacuation advice for all individuals.
3. Meet with MT.SAC Emergency Management Department staff to review the best evacuation routes for the buildings you will be using.
4. If possible, convey your personal emergency evacuation needs in writing to **Emergency Management (swadud@mtsac.edu)**, your instructor, classmate, Disabled Student Programs & Services (ACCESS), supervisor, or co-worker at the beginning of each semester. To effectively convey your personal emergency evacuation needs, follow these steps:
 - **Identify Your Specific Needs:** Before communicating with others, clearly identify your needs during an emergency evacuation. Consider factors like mobility limitations, assistance requirements, or any medical conditions affecting your evacuation process.
 - **Create a Written Document:** Prepare a detailed document outlining your evacuation needs. This document should include:
 - **Personal Information:** Your name, contact details, and relevant medical information.
 - **Specific Needs:** Clearly describe your mobility limitations, assistance devices used (like wheelchairs or hearing aids), and any assistance you might require during an evacuation.
 - **Emergency Contacts:** List the names and contact information of people who can be contacted in an emergency.
 - **Distribute the Document:** At the beginning of each semester, distribute this document to relevant parties. These may include:

- **Emergency Management Department:** They are typically responsible for managing emergencies on campus.
 - **Instructor:** Inform your instructors so they know your needs in their classes.
 - **Classmates:** Sharing this information with a classmate ensures that someone in your immediate environment knows your needs.
 - **Disabled Student Programs & Services (ACCESS):** They can offer additional support and resources.
 - **Supervisor or Co-worker:** If you are an employee, inform your supervisor or a trusted co-worker.
- **Discussion and Clarification:** After distributing the document, discuss briefly to ensure understanding and clarify any questions. This could be done during office hours with instructors or by meeting with the public safety office.
 - **Regular Updates:** If your needs change or you gain new insights about what works best for you in an evacuation, update the document and redistribute it.
 - **Participate in drills:** In emergency drills, demonstrate your needs practically and ensure the plan is effective.
 - **Seek Feedback:** After drills or any emergency, seek feedback from those involved to see if any improvements can be made to your evacuation plan.
5. Establish a buddy system and alternate for each class or working area. Instruct these buddies on how to assist you in an emergency. Some people may need more than one buddy.
 6. Carry cards or tags with emergency information, contacts, and instructions on personal assistance needs. Creating emergency information cards or tags is essential for ensuring safety and receiving appropriate assistance during emergencies.
 7. If assistance is not immediately available and you cannot exit the building, you should remain calm and move to the safest area possible, such as an enclosed stairwell, the elevator lobby, or an office with the door shut, which is a good

distance from the hazard and away from falling debris. Rescue personnel will first check all exit corridors and stairwells for those trapped.

8. Continue to call for help or use a whistle or noisemaker until rescued. All employees should familiarize themselves with these procedures to assist in planning for the evacuation of people with physical, sensory, and cognitive disabilities. In emergencies, use a visual alert system, such as flashing lights. All employees must be familiar with these emergency procedures, including auditory signals (like calls for help or whistles) and visual or tactile alternatives, to ensure the safety of individuals with various disabilities.
9. Individuals who use canes should keep a spare cane in their emergency kits.
10. Keep spare batteries for hearing aids and computers close at hand.
11. Keep a pair of gloves for traveling over debris.
12. Have wheelchair tire patching kits with you at all times.
13. Power wheelchair users should carry battery-charging cars or vehicle adapters with instructions to charge batteries from auxiliary sources.
14. Carry all essential medications and copies of prescriptions at all times.

In all emergencies, these must be followed:

1. Evacuation of people with disabilities will be given the highest priority in all emergencies and will be evacuated if possible. Evacuating a disabled or injured person by only one person with no assistance is a last resort.
2. Attempt a rescue evacuation ONLY if you have had rescue training.
3. Check on people with disabilities during an evacuation, determine if they have established a "buddy system," and ensure their safe evacuation.
4. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or assisting. Ask how they can best be assisted or moved and whether any special considerations or items need to come with the person.
5. Do NOT use elevators unless authorized by emergency personnel. Elevators could fail during a fire, earthquake, or flood.

During an emergency, everyone on the scene should be alert and take necessary actions to be safe. If you encounter difficulty evacuating during evacuation, ask if the individual has assistance before acting. Determine how to assist the individual best and evaluate what resources are needed to assist the individual.

Recommendations when assisting individuals with disabilities during an emergency:

A. Individual who are Blind or Low vision:

1. Tell the person the nature of the emergency and offer to guide them by offering your left/right elbow (this is the preferred method when acting as a "Sighted Guide"). Do NOT grab them or grasp their arm without asking.
2. Speak directly to the person. Be descriptive when giving directions verbally and giving information on the environment. Example: if you are approaching steps, mention how many. "There are approximately 12 steps. This is the first...this is the last."
3. Ask the person to bring white canes, their guide dog, and other mobility aids.
4. 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.)
5. 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.
6. When reaching a safe lawn, parking lot, or designated evacuation center, orient the person to where he/she is and ask if further assistance is needed.
7. Some individuals may have service animals disoriented during the emergency and require additional assistance.
8. Always walk on the opposite side of the service animal
9. Emergency supplies should be marked with large print, fluorescent tape, and Braille.

B. Individuals who are Deaf-Blind

1. **Establish Communication:** First, identify a way to communicate effectively. This might include tactile signing, using a print-on-palm method, or other communication methods preferred by the individual.
2. **Describe the Emergency:** Convey the nature of the emergency using the established communication method. Be concise and precise to ensure understanding.
3. **Offer Physical Guidance:** Offer your elbow for guidance, similar to the "Sighted Guide" technique used for blind individuals. However, be more attentive to tactile communication cues, as the individual may rely on them more heavily.
4. **Utilize Proximity Communication:** When giving directions or information, remain close to facilitate more accessible communication. Use touch or close-range signing as required.
5. **Explain Environment and Obstacles:** Provide detailed descriptions of the environment and any obstacles. For example, indicate the number and nature of steps, doorways, and passageways. Use tactile methods to help them understand spatial arrangements and obstacles.
6. **Assist with Mobility Aids:** Ensure the individual has mobility aids, such as white canes or support animals. Be mindful that support animals may be disoriented during emergencies and help as needed.
7. **Safe Destination Orientation:** Once at a secure location, use tactile methods to orient the person to the new environment. Describe the layout and any immediate obstacles or points of interest.

C. Individuals who are Deaf or Hard of Hearing:

1. Gain the person's attention before starting a conversation with your hand, flash the lights, etc.
2. Speak directly to the person, identify yourself, and offer assistance. If the individual uses an interpreter, speak to the individual, not the interpreter.

3. Face the person directly. Maintain eye contact. Speak in a normal tone of voice unless asked to speak up.
4. Keep your face in the light; don't put your face in a shadow or cover your face with your hands.
5. Many structures are not equipped with visual (flashing light) evacuation alarms, and persons who are deaf or hard of hearing may not perceive an emergency. An alternative warning technique is required. Two (2) methods of warning are:
 - a. Write a note stating the emergency and evacuation routes- i.e., "Fire-go out the rear door to Parking Lot."
 - b. **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.
6. Offer visual instructions to advise of the safest route or directions by pointing toward exits or evacuation maps.
7. People who cannot speak loudly or have voice/speech impairments may be carrying a whistle or have other means of attracting the attention of others.

D. Individuals with Speech Disabilities:

1. Identify yourself and offer assistance.
2. Concentrate on what the person is saying.
3. Try to ask questions that require only short answers.
4. Do not speak for the individual or attempt to finish his or her sentences.
5. If you do not understand something the individual says, do not pretend you do. Ask the person to repeat what they said and then repeat it to confirm.
6. Be patient. Take as much time as necessary if it does not endanger you.
7. If you are having difficulty understanding the person, ask the individual if it is acceptable to use pen and paper, a talk board, etc.

E. Individual with Cognitive or Intellectual Disabilities:

1. Identify yourself and offer assistance.
2. In a normal tone of voice, speak slowly and clearly.
3. If you are in a public area with many distractions, consider moving to a quiet or more private location to facilitate communication.
4. Break instructions into small steps in plain language.
5. Be prepared to repeat what you say. Take the time to understand the individual and make sure the individual understands you.
6. Tell the individual exactly what you are doing and why you are doing it and repeat yourself often.
7. Treat an adult as an adult; don't over-assist or patronize.
8. Offer assistance completing forms or understanding written instructions. If safe, provide extra time for decision-making. Wait for the individual to accept the offer of assistance.
9. Be patient, flexible, and supportive. Depending on the nature of the disability, the individual may have difficulty processing instructions, short-term memory, attention span, perception, balance, disorientation, etc.
10. Some disabilities are not visible to others. An individual with a non-visible disability may have difficulty performing some tasks even though their condition is not apparent. If you see someone who may be having difficulty during an emergency, and it is safe to do so, ask them if they need assistance. Allow them to describe the help they need.

F. Individual with mobility limitations—Non-wheelchair user

1. Identify yourself, offer assistance, and wait for him or her to instruct you.
2. Put yourself in at the wheelchair user's eye level. Untrained personnel should NOT evacuate mobility-impaired persons 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.
3. Be sure the person has crutches, canes, walkers, or any other mobility aid.

4. Avoid leaning on a wheelchair or assistive device. This is part of the individual's body space.
5. Offer to push the wheelchair and wait for acceptance. Do not assume he or she wants to be pushed. Never push without expressed permission.
6. If people with mobility impairments cannot exit, they should move to a safer area, e.g., 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).
7. Move out of the person's way instead of making them move around you.
8. Notify police or fire personnel immediately about any people remaining in the building and their locations.
9. 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. **Please see the illustrations at the end of this section.) Carrying options include using a two-person lock-arm position or having the person sit in a sturdy chair - preferably with arms. BEFORE TAKING ACTION, ALWAYS ASK the person their preferred method of assistance.**

G. Moving a person in a wheelchair down a flight of stairs:

- If the person is to be moved in their wheelchair, it is desirable to have a minimum of two assisting persons, with four assisting persons preferred for adults with heavy wheelchairs.
- Secure the wheelchair seatbelt.
- The wheelchair battery may have to be removed.
- The strongest person(s) should be placed at the back of the chair and will grip the chair handles.
- The other assisting person(s) will note what parts of the chair are removable, such as wheels, armrests, and footplates, so they do NOT lift the chair by those parts. They will grip the front seat frame or non-removable leg rests.

- Always keep the wheelchair facing away from the stairs (backward).
- ROLL the wheelchair up or down the stairs. DO NOT carry it as this may cause back trouble for the assistant. Let the wheelchair carry the weight.
- Keep the wheelchair slightly tilted back to keep the wheelchair user secure. Do not tilt the wheelchair too far, as this could cause the assistant to lose balance and pitch forward.

H. Moving a person in a wheelchair over a curb or single step:

- Secure the wheelchair seatbelt.
- Just before reaching the edge of the curb or the step, turn the wheelchair around so it faces away from the edge. You will back the wheelchair down.
- The assistant will hold tightly to the handles and slowly back the wheelchair, so the rear wheels roll down the edge. The assistant will press a hip against the back of the chair as the rear wheels slowly roll off the edge.
- The assistant will press a foot on the anti-tipping bar as the chair slowly backs away from the curb. Then, the front wheels are slowly lowered to the ground.
- Turn the wheelchair around, being careful to avoid people passing by.

I. Moving a person in a wheelchair over rough terrain:

- Secure the wheelchair seatbelt.
- When approaching surfaces that may cause a problem for wheels, such as grates, soft lawns, pitted floors, or sand, turn the wheelchair around and go backward.
- Lift the front wheels slightly to put the chair's weight on the rear wheels. Do not tilt the chair too far back.
- If people prefer to be removed from their wheelchair, their needs and preferences will vary. Always consult the person regarding their preferences and needs.

J. Transferring a person out of a wheelchair:

- Transferring a person out of a wheelchair:
- Check that the individual is not at risk when transferred or carried.
- Note the location of the wheelchair, and upon exiting the building, immediately inform the Public Safety Office of the location of the wheelchair so they can retrieve it. The wheelchair is essential to the person's mobility and safety and should be retrieved as soon as possible.
- Use a two-person chair carry when the two assistants link arms to form a backrest and grip wrists to form a seat. (See illustrations at the end of this section.)
- A semi-ambulatory person may lean against the assistant's back while the assistant holds both person's arms over the assistant's shoulders. The assistant leans forward slightly to take most of the person's weight.
- Two assistants carry the person by extremities. One assistant stands behind and wraps their arms around the person's chest under the person's arms. The second assistant stands facing away from the person between their legs and lifts the person's legs under the knees.

K. Service Animals:

- Service animals come in all sizes and breeds, from Chihuahuas to Great Danes, dogs to monkeys. If an individual tells you their animal is a service animal, believe them.
- The animal may become scared and disoriented because of the disaster and misbehave. Ask the owner to assist in calming the animal and helping with its evacuation.
- Evacuate the service animal with the individual whenever possible.

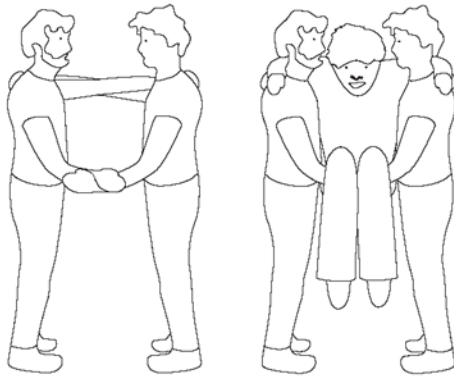
Resources:

- Red Cross: People with Disabilities
<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/inclusive-preparedness-resources.html>
- Accommodating Individuals with Disabilities in the Provision of Disaster Mass Care, Housing, and Human Services
<https://www.dhs.gov/publication/reference-guide-accommodating-individuals-disabilities-provision-disaster-mass-care>
- Individuals with Disabilities and Others with Access and Functional Needs
<https://www.ready.gov/disability>

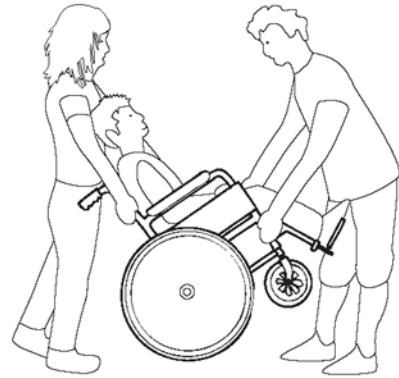
Evacuation Procedures For People with Disabilities

Methods of Assistance

Two handed chair carry



Chair carry



Packstrap carry



Walking Assist



Carry by Extremities



Packsaddle



Each bearer grasps one of his wrists and one of the other bearer's wrists, thus forming a packsaddle.