

Disabled Students' Program (DSP) Student Emergency Preparedness Program

8/9/2011

Background

The UC Berkeley Disabled Students' Program (DSP) provides academic accommodations for its students with disabilities. In addition, this office has a particular interest in all aspects of campus life that uniquely affect students with disabilities.

Because disability can often be an impediment to safe evacuation, DSP seeks to help students learn how to evacuate a building in an emergency, such as a fire, earthquake or other threatening situation. In any emergency, prior knowledge, preparation and practice may mean the difference between safety and injury. Overall responsibility for emergency evacuation is shared among campus entities, emergency rescue personnel and, most importantly, students with disabilities.

This document is in addition to and in support of the existing 2001 campus wide evacuation policy for people with disabilities, found at <http://oep.berkeley.edu/emergencies/evacuating/index.html>

The Program

Upon entrance into the Disabled Students' Program (DSP) and during their intake interview, new students whose mobility and/or visual impairments interfere with independent building evacuation during an emergency will be identified by the specialist. This additional accommodation consideration will be based on documentation, specialist observations, student input and the interactive process. The specialist will generally explain the principles of DSP's as well as the University's emergency evacuation policy for students with disabilities..

Students already enrolled in DSP (prior to the start of this process) will be sent this policy notice by their specialist and invited to consult with their specialist on their individual accommodation needs for emergency evacuation.

Students identified by the specialists needing an accommodation in an emergency will be directed to make an appointment with the **Disability Access Specialist (Danny Kodmur – 510-643-6456)**. In addition, the student's specialist will report these student's names to the Disability Access Specialist to help ensure a personalized consultation is scheduled.

During the Disability Access Specialist's meeting with these referred students, the following items will be covered.

1. The Disability Access Specialist will introduce and show the link and e-mail a copy of the "Campus Access Guide" Building Access Features at <http://access-guide.berkeley.edu/buildings.shtml> and advise them on how to use it to learn each campus building's accessible entrance and exit routes, its Designated Waiting

Areas, and evacuation chair cabinet(s). [See Safety Guide's Building Evacuation section (including training video) at <http://access-guide.berkeley.edu/safetyguide/buildingevacuation.shtml>.]

2. Students will be advised to visit their new classroom locations and other key buildings and familiarize themselves with these important emergency features. If the student requests further assistance or information, it will be provided by the Disability Access Specialist.
3. When indicated, the Disability Access Specialist will issue to students a personal key to the various building evacuation chair cabinets across the campus; view the video on chair use <http://access-guide.berkeley.edu/safetyguide/buildingevacuation.shtml>. The Disability Access Specialist will also brief students about how to locate and appropriate use of both Designated Waiting Areas and evacuation chairs.
4. The Disability Access Specialist will offer to work with the student on personal strategies to develop their individualized evacuation plans in various locations. Special attention will be to locations where “automatic fire doors” shut in an emergency and how to react and respond to these possibilities; alerting the students to inaccessible paths of travel in key locations; and, encouraging the student to be prepared to describe quickly, clearly and briefly how to safety transfer the student from their wheelchair to an evacuation chair.
5. Where appropriate, the Disability Access Specialist will issue to the student, at no charge, a University supplied Walkie-Talkie Two Way Communications Personal Device, which will enable the student with disability to immediate contact a building's emergency coordinator, who will manage the student's safe evacuation. Students relying on a Walkie Talkie to announce their presence and need for help in a building evacuation will be encouraged to always carry this device with them while in University buildings or facilities. Upon the student's departure from the University, this loaned Walkie Talkie is to be returned to DSP. Alternative communication (personal digital devices – text messages, videos, emails, and phone calls) may be used to connect with emergency responders via the CalTIP system @ <http://police.berkeley.edu/caltip/>, which is monitored by campus police (emergency responders).

ALL EMERGENCIES dial 911

n an EMERGENCY, from a cell phone on or near campus, dial 510 642-3333

6. The Disability Access Specialist will provide other resources , as necessary, such as the National Organization on Disability's brochure at: http://nod.org/research_publications/emergency_preparedness_materials/for_people_with_mobility_disabilities/

At the end of the Disability Access Specialist's briefing (above), the student will be asked to sign the attached acknowledgement form. The completed original form shall be given to the Disability Access Specialist, and a copy stored in the student's DSP case file.

REMINDER EMAILS and REFRESHER TRAINING

The first week of each semester, the campus Disability Access Specialist will send students identified by DSP specialists an e-mail reminder of emergency evacuation information. A sample e-mail message is below.

DSP Specialists will be periodically re-briefed about their role and the content associated with the implementation of the DSP Emergency Preparedness Program. The Disability Access Specialist and DSP director, or his/her designated representative, will conduct these staff training sessions.

SAMPLE Emergency Evacuation E-mail Reminder:

At the beginning of every semester when you are starting classes in buildings that may be unfamiliar to you, we encourage you to take time to prepare yourself for a potential emergency evacuation.

Here are the key points to remember and practice.

An emergency can occur at anytime, in any building or facility on campus. Once an emergency occurs it is too late to prepare. So... prepare now!

An emergency evacuation may be triggered in response to a fire, earthquake or other threatening situation.

Before you go to your first class, look up your classrooms and residence location, then reference the "Campus Access Guide" Building Access Features at <http://access-guide.berkeley.edu/buildings.shtml> to learn about each building's accessible entrances and exits, as well as the location of the Designated Waiting Areas and evacuation cabinets/chairs; see Safety Guide's Building Evacuation (including training video) at <http://access-guide.berkeley.edu/safetyguide/buildingevacuation.shtml>. If you have any questions about any of these features, ask the Disability Access Specialist.

Armed with this information, visit your new classroom buildings and familiarize yourself with the actual location of these important emergency egress features (accessible exit routes; Designated Waiting Areas and location of evacuation cabinets/chairs). Know the appropriate use of the Designated Waiting Areas and evacuation chair/cabinet key. It's important to carry the evacuation cabinet key with you at all times. If you lose your

evacuation chair cabinet key, contact the Disability Access Specialist immediately for a new one.

As always, if you have any questions please ask your specialist or the Disability Access Specialist right away.

Be safe this semester – Prepare now!

(Sample Acknowledge Form)

EMERGENCY EVACUATION BRIEFING ACKNOWLEDGEMENT FORM

A personalized briefing on emergency the campus' emergency evacuation plan for people with disabilities was given to me.

I was issued a key to the evacuation chair closets (check if true) _____

I was issued a Walkie Talkie (check if true) _____

Walkie Talkie serial # _____

I understand that when I leave the University I will return both the evacuation chair closet key and walkie talkie that I have been issued. Failure to do so may result in a \$10 key replacement and \$30 walkie talkie charge being imposed to my CARS account.

The briefing and equipment was delivered on _____ (date)

By (DSP Representative): _____

For (Student's Name) _____

Acknowledging Student's Signature) _____