

Emergency Evacuation Guidelines For Persons With Disabilities



- ◆ Tips for establishing an evacuation plan.
- ◆ Tips for the person with a disability in preparing for and responding in an evacuation.
- ◆ Tips for assisting persons with disabilities in an evacuation.

This document is available in alternate formats from the Human Resources
360.650.3774 (Voice) or 360.650.7696 (TTY).

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The content of this document is for informational purposes only.
It is not intended for medical or legal advice.

Developing A Plan For An Evacuation

Knowledge and preparation by both persons with disabilities and persons without disabilities is key to reducing the impact of emergency disasters. When developing a plan, the safety needs of persons with disabilities (PWD) should be determined on a case-by-case basis because they vary with each individual and building. **PWD utilizing Western's campus are asked to take responsibility in developing their own personal emergency evacuation plan.** Campus personnel and WWU's Environmental Health and Safety will assist in the development and execution of plans.

Confidentiality

If you wish to develop an evacuation plan or discuss developing a plan with someone with a disability and are concerned about confidentiality, it is recommended that

- If you are an employee with a disability, contact Disability Services in Human Resources and review the "Fact Sheet on Obtaining and Using Employee Medical Information as Part of Emergency Procedures" (Appendix E).
- If you are a student with a disability, contact disAbility Resources for Students.
- If you wish to assist a person with a disability, review the "Fact Sheet on Obtaining and Using Employee Medical Information as Part of Emergency Procedures" (Appendix E) or contact Disability Services in Human Resources.

See page 12 for contact information.

Tips For Developing A Plan

- Make 2 plans – 1) when in the company of others and 2) when alone.
- Ask others for input, such as residence hall directors, faculty, supervisors, and co-workers.
- Contact WWU's Environmental Health and Safety office for evacuation information, such as, identified areas of refuge and where evacuation equipment is available.
- Choose 2 evacuation routes for each building (see page 4 "Evacuation Options").
- Set up a buddy system (see page 4 "Buddy System").
- Do not consider using elevators in plan.

- Consider alternative carry and/or communication methods if necessary.
- Think about your needs for preparedness kits, for example, disability related equipment, communication devices, service animal food, and 3 days worth of medication, if applicable.
- Have a list of all your medications (name, dose, frequency, and name of doctor).
- Attach written instructions to all disability related equipment.
- Consider using door/window markers so emergency personnel will know your location.
- Adopt the rule to contact campus police when in buildings after hours.
- Have easy access to emergency contact information at all times (see page 9).
- Participate in drills and review effectiveness of plan.
- Share individual plans for a building with campus police and key persons who regularly work or live in the building.

Buddy System

- PWD and buddy must be able to contact each other quickly.
- Assign at least two buddies.
- PWD should train buddies when plan completed.
- Buddies need to be willing and capable of assisting in an evacuation.

Evacuation Options

Horizontal Evacuation: Use building exits to the outside ground level or that go into unaffected wings of multi-building complexes.

Stairway Evacuation: Use stairs to reach ground level exits.

Area of Refuge: Usually the safest area of refuge is an enclosed stairwell. Vestibules adjacent to exit stairs and open air exit balconies are also potential locations. Go to an area of refuge with a “buddy,” if possible, away from obvious danger.

Stay in Place: (In sprinkler protected buildings only or if an area of refuge is not available.) Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire resistant door.

Tips For Persons With Disabilities

General Guidelines – During An Emergency

- Prepare disaster supplies kit ahead of time (See appendix D).
- Follow basic emergency safety guidelines (See appendices B and C).
- Call emergency personnel, if possible.
- Determine need to evacuate or stay in place.
- If evacuating, inform emergency personnel of area headed to and type of assistance needed.
- If unable to contact emergency personnel, move to planned designated area.
- Ask others to notify emergency personnel of need for assistance.
- If trapped, get the attention of others by calling out or striking objects together to make noise.
- If not in immediate danger, stay in place or move to area of refuge until emergency personnel determine nature of the situation.

A person with a disability may not have to evacuate for false alarms or isolated and contained fires. The Bellingham Fire Department (BFD) will decide to evacuate or not. The BFD will tell the individual their decision or relay the information via the University Police Department.

The following are suggestions for specific disabilities in addition to the general guidelines listed above.

Tips For Persons Who Use Wheelchairs

- Preparedness kits should include:
 - ✓ Heavy gloves for making your way over glass or debris.
 - ✓ Extra battery for electric wheelchairs.
 - ✓ Patch kit for punctured wheels.
- Store a lightweight manual wheelchair, if available.
- Arrange and secure furniture and other items to provide barrier free paths of travel.
- In earthquakes, once in a safe and protected place, lock wheels, bend over your knees and cover your head.
- If a small stair landing is chosen as the area of refuge, consider waiting until heavy traffic has passed before entering.
- If you are in bed or out of your wheelchair, seek cover under the bed, a desk or table.

Tips For Deaf Or Hard Of Hearing Individuals

- Preparedness kits should include:
 - ✓ Pen and paper and a flashlight to communicate in the dark.
 - ✓ Extra hearing aid batteries.
 - ✓ Batteries for TTY and light phone signaler.
- Install both audible and visual smoke alarms in your office and home.
- Be careful of falling things as you leave a building.

Tips For Persons Who Are Blind Or Have Low Vision

- When preparing your evacuation plan ask for needed information in alternate formats if needed, such as building evacuation instructions.
- Know where the nearest telephones and alarm boxes are located.
- Know how to describe your location.
- Disaster supplies kit should include:
 - ✓ Extra folding white cane.
 - ✓ Heavy gloves for feeling your way over glass or debris.
 - ✓ Colored cape or poncho worn for visibility by others.
- Know where nearby emergency medical kits are located.
- Mark emergency supplies with large print or Braille, if helpful.
- Make sure evacuation signage is adequately marked for your needs.
- Practice your evacuation route periodically both with your service animal and white cane.
- Be cautious of obstructions and falling objects during an earthquake.

Tips For Persons With A Service Dog

- Include instructions in your plan for service animals.
- Some dogs fear metal grated steps. If your evacuation route has these kinds of steps, get your dog accustomed to the route.
- If the only stair rail is on your left side where a service dog should typically be, accustom the dog to heeling down the right side if you do not intend to work the dog on the steps.
- Be cautioned that if a dog typically stops at each new flight others behind you may panic. Heeling the dog may be safer in some instances.

Tips For Persons With Learning Differences

- When you make your plan for an evacuation,
 - ✓ Ask for information in alternate formats if needed.
 - ✓ Review general building evacuation guidelines and ask questions if you do not understand something.
- See if your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you need help.
- Ask someone to write down information if you have a hard time understanding oral directions.
- Practice your evacuation route(s) regularly, such as every 2 weeks.

Tips For Persons With Limited Communication

- Determine how you will best communicate with others during an emergency.
- Consider having evacuation and emergency instructions written down on a card, carried at all times, and placed in an easy to view location.
- Have batteries or chargers for communication equipment in preparedness kit.

Tips For Persons With Psychological Disabilities

- Preparedness kit should include at least 3 days worth of needed medication.
- When developing plan, consider strategies to reduce stress of the emergency by
 - ✓ Identifying areas of rescue that have two-way communications devices.
 - ✓ Making sure directional signage for exits and designated area of refuge in your planned evacuation route is adequate enough to assist you.

Tips For Persons With Developmental Disabilities

- When you plan for an evacuation,
 - ✓ Review general building evacuation guidelines and ask questions if you do not understand something.
 - ✓ Request evacuation and emergency information in alternate formats if needed.
- Make sure that your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you need help.
- Practice your evacuation route(s) regularly, such as every 2 weeks.

Tips For Persons With Medical Conditions

- Medical conditions include, for example, pregnancy, respiratory or cardiac problems.
- Ask for assistance walking down stairs.
- Find ways to reduce stress, exertion, and exposure to dust or smoke.
- Remember to bring medication or inhalers when evacuating.
- Consider taking rest periods during evacuation if possible.

Assisting Persons With Disabilities In An Evacuation

General Guidelines

- Assign office, class, and event locations, if possible, in most accessible locations.
- Ensure egress routes and areas of refuge are always clear and properly marked.
- Participate in and help identify gaps in evacuation plans during practice drills.
- Respect that the person with the disability may be the best authority on how to be evacuated.
- Provide adequate notice that a potential danger exists and that evacuation should begin.
- Offer assistance but let the person explain what help is needed.
- Carrying a person is not advisable except in the most extreme of circumstances.
- Be aware that a service animal's sense of direction may become confused during an emergency.
- Do not abandon the person after exiting a building. Lead to a safe place with others.

The following are some suggestions that may provide additional assistance for specific disabilities.

Assisting Persons Who Use Wheelchairs

- Be familiar with designated areas of refuge and location of evacuation equipment for wheelchair users.
- If the person is unable to speak clearly, look for a sign on the chair with printed instructions.
- Only in situations of extreme danger should untrained people attempt to carry a person in a wheelchair.
- Prior to moving the person, check for life-support equipment.
- Be aware that wheelchairs have parts not designed to handle the stress of lifting.
- If you and/or others cannot safely carry a person up/down stairs, don't. Instead
 - ✓ Position the person in the safest place possible according to the emergency.
 - ✓ Alert emergency personnel of person's location.

Assisting Persons With Mobility Limitations – Non Wheelchair Users

- Do not interfere with person's movement.
- Clear displaced and fallen obstacles from egress routes.
- If the stairs are crowded, you may act as a buffer.

Assisting Persons With Limited Communication

- Look for an instruction card on the person.
- During an evacuation, give clear instructions.
- Maintain eye contact with the individual to insure all directions are heard and understood.

Assisting Deaf Or Hard Of Hearing Persons

- Provide the person with a flashlight for their preparedness kit so they can signal their location and to help with lip reading in the dark.
- Get attention of the person before speaking and look at them when speaking.
- Use facial expressions and hand gestures to communicate.
- Speak using short sentences.
- Use written notes to indicate emergency and instructions, for example, “Fire! Go out rear door now!”
- Check to be sure you are understood.
- Be patient, the person may have difficulty understanding the urgency of your message.
- Be aware that the person may not be able to hear oral commands issued by authorities.
- When out of danger, offer to make phone calls if a TTY is not available.

Assisting Persons Who Are Blind Or Have Low Vision

- In the planning phase,
 - ✓ Offer emergency information in an accessible format.
 - ✓ Provide orientation to building evacuation routes and pull alarm locations.
- During an emergency, announce your presence when entering the person’s area.
- Offer your elbow; do not grab their arm or hand.
- Communicate through the evacuation by describing in advance physical barriers or action to be taken such as “Take two steps down.”

Assisting Persons With Psychological Disabilities

- Make sure exits and safe areas are clearly marked prior to an emergency.
- Understand that the person may have difficulties in concentrating, handling stress, and initiating personal contact.
- Help reduce stress during an emergency by
 - ✓ Offering to escort the person through the evacuation.
 - ✓ Giving clear and simple instructions.

Assisting Persons With Learning Differences

- During the planning phase,
 - ✓ Offer to provide information in alternate formats.
 - ✓ Provide adequate signage with simple symbols and review with them for understanding.
- When developing printed emergency materials, review to insure easy “readability.”
- During an evacuation, be patient giving instructions slowly and clearly.
- Offer to accompany them as their sense of direction may be limited.
- Encourage the person to practice their evacuation route(s) regularly.

Assisting Persons Who Are Developmentally Disabled

- Be aware that they may be unable to understand the emergency and could become disoriented or confused about the proper way to react.
- During an evacuation, give instructions slowly and clearly.
- Prior to an emergency, make sure designated emergency routes are marked with signage that communicates with color and symbols rather than words.
- Encourage the person to practice their evacuation route(s) regularly.

Assisting Persons With Medical Conditions

- Medical conditions include, for example, pregnancy, respiratory or cardiac problems.
- Offer assistance walking down stairs.
- Find ways to reduce stress, exertion, and exposure to dust or smoke.
- Remind person to bring medication or inhalers.
- Allow rest periods during evacuation if possible.

Assisting Owners Of Service Animals

- Do not pet or offer food or water without the permission of the owner.
- Plan for the service animal to be evacuated with the owner.
- In the event that you are asked to handle the service animal while assisting the individual, hold the leash and not the harness if present.

Resource Contact Information

ADA Coordinator	Old Main 345 Main Campus	360.350.3307 Sue.Guenter-Schlesinger@wwu.edu
American Red Cross		
WWU Extension	High St. Hall, Box Z-2 Bellingham, WA 98225	360.650.3241 Email: redcross@cc.wwu.edu
Whatcom County Chapter	2111 King Street Bellingham, WA 98225	360.733.3290
Bellingham Fire Department	1800 Broadway	360.676.6831
Campus Police, WWU	Public Safety Building	360.650.3555 (voice) 360.650.3911 (emergency) 360.650.3123 (TTY) http://ps01.upd.wwu.edu
disAbility Resources for Students, WWU	Old Main 110	360.650.3844 (voice) 360.650.3725 (TTY) www.wwu.edu/depts/drs
Disability Services For Employees, WWU, Human Resources	405 32 nd Street Bellingham, WA	360.650.3774 (voice) 360.650.7696 (TTY) www.disabilityresources.wwu.edu
Environmental Health and Safety, WWU	Environmental Sciences Bldg Room# 72	360.650.3064 360.758.1728 emergency pager www.wwu.edu/depts/ehs
Whatcom County Division of Emergency Management	311 Grand Ave., B-08 Bellingham, WA 98225	City Hotline 360.738.4551 County Hotline 360.380.8107 WCDEM@co.whatcom.wa.us
Resources for Evacuation Equipment	Job Accommodation Network	1-800-526-7234 (voice/TTY) www.jan.wwu.edu/soar/index.html

Appendix A
EVACUATION PLAN TEMPLATE

Personal Information:

Name: _____

Employee

Student

Office Location: _____

Campus Address: _____

Phone: _____

Phone: _____

Supervisor: _____

Res. Director: _____

Supervisor Ph#: _____

RD's Phone: _____

Contact Person: _____

Phone: _____

Type of disability(ies): (Optional)

- | | |
|---|--|
| <input type="checkbox"/> Mobility - non-wheelchair | <input type="checkbox"/> Communication/Speech Limitation |
| <input type="checkbox"/> Mobility - Electric wheelchair user | <input type="checkbox"/> Blind |
| <input type="checkbox"/> Mobility - Manual wheelchair user | <input type="checkbox"/> Low Vision |
| <input type="checkbox"/> Deaf/Hard of Hearing – sign language | <input type="checkbox"/> Color Blind |
| <input type="checkbox"/> Deaf/Hard of Hearing – oral | <input type="checkbox"/> Developmental |
| <input type="checkbox"/> Learning difference | <input type="checkbox"/> Psychological |
| <input type="checkbox"/> Service Animal User | <input type="checkbox"/> Other _____ |

Limitations and information emergency personnel should be aware of (including medication):

Plan:

Building: _____ **Days Generally In Bldg:** Sun M T W R F Sat

Time of Day Generally in Building: _____

Date Plan Completed: _____

Effective Dates: _____ **through** _____

Key Personnel To Contact For Assistance in Developing Your Evacuation Plan(s):

Name:	Title:	Phone:

Designated Buddies (see page 4)

Buddy #1 **Name:** _____

Campus Address: _____ **Campus Ph#:** _____

Buddy #2 **Name:** _____

Campus Address: _____ **Campus Ph#:** _____

Evacuation Routes (include final meeting place)

ROUTE #1:

ROUTE #2 (If route #1 becomes non-accessible during emergency):

Assistance Instructions (Such as medical, equipment, communication and carry instructions):

Plan For When You Are Not In The Company Of Others:

Disability Related Items To Put In Disaster Supplies Kit (See “Tips” page 5):

1) _____ 3) _____
2) _____ 4) _____

Emergency Items To Keep On Person At All Times:

1) _____ 3) _____
2) _____ 4) _____

Individuals And Offices Who Will Receive A Copy Of This Plan:

- | | |
|---|--|
| <input type="checkbox"/> Campus Police | <input type="checkbox"/> WWU Environmental Health & Safety Office |
| <input type="checkbox"/> Name: _____ | <input type="checkbox"/> Title: _____ |
| <input type="checkbox"/> Name: _____ | <input type="checkbox"/> Title: _____ |
| <input type="checkbox"/> Name: _____ | <input type="checkbox"/> Title: _____ |

Appendix B

WWU Emergency Procedures

Medical Emergency:

- Call 911 for serious injury.
- Also campus police for police assistance and first aid.
- During school, students can access student health center via campus police transport.
- Provide first aid as training permits. Washington has a Good Samaritan law that protects from civil liability individuals who, in good faith, render assistance and inadvertently injure others.
- Whenever possible, notify supervisor.

Fire or Explosion:

- Notify persons in the area.
- Evacuate the room, area or building.
- Pull the nearest fire alarm.
- Confine as possible.
- Use fire extinguisher, if available.
- Close doors and windows, if possible.
- Assemble in a safe place.
- One person meet and inform emergency responders. Provide assistance as necessary.

Clothing Fire:

- "STOP, DROP AND ROLL."
- Do not run or allow victim to run.
- Roll the victim to extinguish flames. Bring a blanket to the victim, if available.
- Cool victim with water or ice packs. Go to an emergency shower if close by.
- Call 911/seek medical assistance.
- Call Campus Police.

Burns:

- Remove smoldering clothing or hot material. Use care to avoid removing attached skin.
- Cool the burned area with cold water.
- Call 911/seek medical assistance
- Call Campus Police.

Reporting and Follow-up

- For a safety-related incident, notify WWU Environmental Health and Safety.
- Complete an accident report for all injuries.
- For all fires/explosions/chemical spills, notify Building Services at x3932.

Emergency Contacts

911	911 (Voice/TTY)
Campus police	360.650.3911 (Voice) 360.650.3123 (TTY)
WWU Environmental Health and Safety	360.650.3604

Appendix C

WWU Earthquake Procedures

Emergency Contacts

Bellingham Police/Fire	911 (Voice/TTY)
Campus Police	360.650.3911 (Voice) 360.650.3123 (TTY)
Environmental Health & Safety	360.650.3064
Facilities Management	360.650.3420 (8 a.m. – 5 p.m.); 650.3555 (after hours)

During an Earthquake - STAY CALM. THINK OF CONSEQUENCES.

- Follow the "quake-safe" action below at the first indication of ground-shaking.
- Stay where you are located.
- Protect yourself: Drop to the floor. Cover yourself. Hold on to your shelter.
- Be aware of objects that might fall. Move away from windows and heavy objects.
- Don't enter or exit a building during shaking due to danger from falling debris.

Inside:

- Place your head between your knees to protect your face from flying glass or objects.
- Crouch under a table or desk away from windows and hold on.
- Physically locate yourself in an innermost corner of the room away from windows.
- Avoid bracing yourself in inner doorways because of possible injury from the moving door.
- Don't use elevators during a quake.

Outside:

- Move as far as possible from buildings that will likely pelt you with broken glass or debris.
- Move away from utility poles, power lines and trees.

In a vehicle:

- Drive away from underpasses and overpasses.
- Avoid buildings and utility wires.
- Stay in the vehicle until the shaking stops.
- When shaking stops, proceed cautiously.
- Avoid damaged bridges and elevated structures.

In a classroom or laboratory:

- Turn off gas burners. Extinguish open flames. Beware of hazardous chemicals present in the room.

- Faculty remain in control of the class and keep students inside until the shaking has stopped, unless an identified hazard such as fire or toxic fumes exists.

In an auditorium:

- Crouch in the aisles of the auditorium or large lecture hall. Cover your head and neck.
- Stay calm and urge others to stay calm.

After and Earthquake - STAY CALM. THINK OF CONSEQUENCES.

- Recognize that if you are inside, the electricity and lights are probably out.
- Don't move a seriously injured person unless he or she is in danger of further injury.
- Be prepared for additional, likely milder, earthquake shocks. They may cause additional damage.
- Don't use a telephone except for a true emergency.
- Turn the radio to KGMI 790 AM, KPUG 1170 AM, KUGS 89.3 FM for instructions and information.
- Check for fires and fire hazards.
- Don't use candles around natural gas breaks.
- Report gas, water, and sewer breaks to the Facilities Management or University Police.
- Don't use any elevator unless it has been checked.
- Wear shoes to avoid injury from broken glass.
- Don't eat or drink from open containers because they may contain broken glass.
- Don't drink from taps unless you have been told the lines are safe.
- Don't flush toilets unless you have been told by the Facilities Management or University Police that sewage lines are intact.
- Watch for downed power lines.
- University Police will direct response to an earthquake.

Appendix D

Disaster Supplies Kit Checklist

Water

- Store 1 gallon of water per person per day.
- Have purifying agents available. Use only household liquid bleach that contains 5.25% sodium hypochlorite.
- Do not use scented bleaches, color safe bleaches or bleaches with added cleansers.
- Add 16 drops of bleach per gallon; stir and let stand 30 minutes.

Food

- Store at least a 3 day supply of non-perishable food for each person.
 - Select lightweight and compact items and rotate the food supply every 6 months.
- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Ready to eat canned meats, fruits and vegetables<input type="checkbox"/> Milk - powdered or canned<input type="checkbox"/> Soups - bouillon cubes or dried soups in a cup<input type="checkbox"/> Staples - sugar, salt, pepper<input type="checkbox"/> Stress foods - sugar cookies, hard candy | <ul style="list-style-type: none"><input type="checkbox"/> Smoked or dried meats (jerky)<input type="checkbox"/> Juices - canned, powdered or crystallized<input type="checkbox"/> Vitamins<input type="checkbox"/> High energy foods - peanut butter, nuts, trail mix, etc. |
|---|---|

Non-Prescription Medications

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Aspirin or non-aspirin pain reliever<input type="checkbox"/> Anti-diarrhea medication<input type="checkbox"/> Antacid<input type="checkbox"/> Emetic (to induce vomiting)<input type="checkbox"/> Laxative | <ul style="list-style-type: none"><input type="checkbox"/> Eye wash<input type="checkbox"/> Rubbing alcohol<input type="checkbox"/> Activated charcoal<input type="checkbox"/> Antiseptic or hydrogen peroxide |
|---|---|

Sanitation

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Toilet paper, towelettes<input type="checkbox"/> Soap. Liquid detergent<input type="checkbox"/> Feminine supplies<input type="checkbox"/> Personal hygiene items<input type="checkbox"/> Plastic garbage bags/ties | <ul style="list-style-type: none"><input type="checkbox"/> Disinfectant<input type="checkbox"/> Small shovel to dig temporary toilet<input type="checkbox"/> Plastic bucket with tight lid<input type="checkbox"/> Household chlorine bleach |
|---|---|

Clothing and Bedding

- One complete change of clothing and footwear per person
- Sturdy shoes or work boots
- Rain gear
- Hat and gloves
- Thermal underwear
- Sunglasses
- Blankets or sleeping bags

First Aid Kit

- Sterile adhesive bandages in assorted sizes
- Scissors
- 3-inch sterile gauze pads (8-12)
- Needle
- 2-inch sterile gauze pads (8-12)
- Tweezers
- Hypoallergenic adhesive tape
- Safety razor blade
- Moistened towelettes (8-10 packages)
- Non breakable thermometer
- Antiseptic spray
- Tongue blades and wooden applicator sticks
- Non-breakable thermometer
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent - soap (antibacterial)
- Latex gloves
- Bar of soap

Tools and Supplies

- Mess kits or paper cups, plates, plastic utensils
- Family emergency plan
- Battery operated radio and extra batteries
- Flashlight and extra batteries
- Cash, change, travelers' checks
- Non-electric can opener
- Utility knife
- Tent (small, lightweight packable)
- Fire extinguisher, small canister ABC type
- Tape
- Pliers
- Plastic storage containers
- Compass
- Aluminum foil
- Paper, pencil
- Signal flares
- Medicine dropper
- Needles, thread
- Whistle
- Shut-off wrench for gas and water
- Plastic sheeting (tarps)
- Dust mask and work gloves
- Matches in waterproof container

Important Family Documents

Keep the following records in a waterproof, portable container:

- Will
- Insurance Policies, Contracts, Deeds
- Stocks and Bonds
- Bank Account Numbers
- Passports
- Social Security Cards
- Immunization Records
- Inventory of valuable household goods
- Important telephone numbers
- Family Records
- Birth Certificates
- Marriage Certificates
- Death Certificates
- Credit Card account numbers and companies

Special Items

Remember family members with special needs such as infants, elderly or disabled individuals.

For Adults

- Heart and high blood pressure medications
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses
- Games for children, books for adults

For Baby

- Formula
- Bottles
- Diapers
- Medications
- Powdered milk

Emergency Telephone Numbers

Out of area contact

Name:

Address:

Telephone (day):

Telephone (night):

Police:

Fire:

Hospital:

Family Physician:

Local area contact

Name:

Address:

Telephone (day):

Telephone (night):

Family Work Numbers

Mother:

Father:

Other:

Reunion Locations

Within your local area:

Away from your local area:

Appendix E
The U.S. Equal Employment Opportunity Commission -
Fact Sheet on Obtaining and Using Employee Medical Information
as Part of Emergency Evacuation Procedures

Introduction

In light of recent events, many employers are developing or re-evaluating emergency procedures to ensure the safe evacuation of all employees. A comprehensive emergency evacuation plan should provide for prompt and effective assistance to individuals whose medical conditions may necessitate it. Many employers have asked how the Americans with Disabilities Act (ADA) and the Rehabilitation Act affect their ability to achieve this goal.⁽¹⁾ Specifically, employers have asked whether they may request information to help identify individuals who might need assistance because of a medical condition and whether they can share this information with others in the workplace. As the following questions and answers demonstrate, federal disability discrimination laws do not prevent employers from obtaining and appropriately using information necessary for a comprehensive emergency evacuation plan.⁽²⁾

1. May an employer ask employees whether they will require assistance in the event of an evacuation because of a disability or medical condition?

Yes. Some employees may need assistance because of medical conditions that are not visually apparent. Others may have obvious disabilities or medical conditions but may not need assistance. Employers, therefore, are allowed to ask employees to self-identify if they will require assistance because of a disability or medical condition.

2. How may an employer identify individuals who may require assistance?

There are three ways that an employer may obtain information:

- After making a job offer, but before employment begins, an employer may ask all individuals whether they will need assistance during an emergency.
- An employer also may periodically survey all of its current employees to determine whether they will require assistance in an emergency, as long as the employer makes it clear that self-identification is voluntary and explains the purpose for requesting the information.
- Finally, whether an employer periodically surveys all employees or not, it may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability would need assistance during an evacuation. For example, many individuals who are blind may prefer to walk down stairs unassisted. People with disabilities are generally in the best position to assess their particular needs.

An employer should inform all individuals who are asked about their need for emergency assistance that the information they provide will be kept confidential and shared only with those who have responsibilities under the emergency evacuation plan. (*See* Question 4 below.)

3. May an employer specifically ask what type of assistance will be needed?

Yes. An employer may ask individuals who indicate a need for assistance because of a medical condition to describe the type of assistance they think will be needed. One way that this can be done

is by giving all employees a memo with an attached form requesting information. The employer also may have a follow-up conversation with an individual when necessary to obtain more detailed information. For example, it would be important for an employer to know whether someone who uses a wheelchair because of mobility limitations is able to walk independently, with or without the use of crutches or a cane, in an emergency situation. It also would be important for an employer to know if an individual will need any special medication, equipment, or device (*e.g.*, an assisted wheelchair carrier strap or a mask because of a respiratory condition) in the event of an emergency. Of course, an employer is entitled only to the information necessary for it to be prepared to provide assistance. This means that, in most instances, it will be unnecessary for an employer to know the details of an individual's medical condition.

4. Who is allowed to have information about employees needing assistance in an emergency?

The ADA has provisions that require employers to keep medical information about applicants and employees confidential. These provisions, however, include an exception that allows an employer to share medical information with first aid and safety personnel. This exception would allow an employer to share information about the type of assistance an individual needs in the event of an evacuation with medical professionals, emergency coordinators, floor captains, colleagues who have volunteered to act as "buddies," building security officers who need to confirm that everyone has been evacuated, and other non-medical personnel who are responsible for ensuring safe evacuation. These individuals are entitled to the information necessary to fulfill their responsibilities under the employer's emergency evacuation plan.

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1. The ADA applies to private employers with fifteen or more employees and to state and local government employers. The Rehabilitation Act applies to most federal employers, and its substantive requirements are the same as those that apply to employers covered by the ADA.
 2. The Commission previously has issued more detailed guidance on related issues concerning disability-related inquiries and medical examinations of applicants and employees. See Enforcement Guidance: Pre-employment Disability-Related Questions and Medical Examinations Under the Americans with Disabilities Act of 1990 (October 10, 1995) and Enforcement Guidance: Disability-Related Inquiries and Medical Examinations of Employees Under the Americans with Disabilities Act (ADA) (July 27, 2000). These and other guidances are available on this web site.

More information on emergency preparedness for employees with disabilities can be found on the President's New Freedom Initiative Disability Direct web site <http://www.disabilities.gov/category/6/51> and on the Job Accommodation Network's web site at <http://janweb.icbi.wvu.edu/media/emergency.html>.

Source: EEOC's website www.eeoc.gov/facts/evacuation/html (10/31/01)