

2015

University of Central Florida Emergency Plan for Individuals with Disabilities (Special Needs)



**UCF Office of Emergency Management and
UCF Student Disability Services**

Current as of:
March 2015

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This plan is maintained by the University of Central Florida Student Disability Services and the Office of Emergency Management. Any concerns or questions should be forwarded to Student Disability Services and the Office of Emergency Management, specifically:

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Student Disability Services Director
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Departments Responsible for this Plan:

- Office of Emergency Management
- Student Disability Services

Supersedes:

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- 25

Distribution:

- UCF Office of Emergency Management
- UCF Student Disability Services
- UCF Police Department
- UCF Human Resources

Notes:

This plan is included in the Comprehensive Emergency Management Plan (CEMP), General Edition.

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CHAPTER 1: INTRODUCTION

1.1. Purpose

- 1.1.1. The University of Central Florida (UCF) makes safety for faculty, staff, and students a top priority. In the aftermath of school-related incidents, school administrators have been encouraged to conduct comprehensive security initiatives within their universities. One of the components of the Comprehensive Emergency Management Plan (CEMP) is the UCF Emergency Plan for Individuals with Disabilities (Special Needs).
- 1.1.2. UCF recognizes the need to incorporate provisions within all sections of the CEMP to address the specific needs of people with impairments to their vision, hearing, or mobility. Individuals may have permanent disabilities or temporary impairments; those with temporary impairments are not covered under the American Disability Act (ADA) or Section 504 of the Rehabilitation Act. However, the UCF CEMP addresses both, with regard to identifying people with disabilities and impairments who might need assistance during an emergency, and making provisions within the plan for notification and evacuation. The UCF Office of Emergency Management will work with all University departments to ensure that people with disabilities and impairments will have accessibility to all information, plans, products, and services developed for emergency preparedness.
- 1.1.3. The basis for the Special Needs Annex is found in Florida Statute Chapter 252, Section 252.355, which states, “In order to meet the needs of persons who would need assistance during evacuations and sheltering because of physical, mental, or sensory disabilities, each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency. The registration shall identify those persons in need of assistance and plan for resource allocation to meet those identified needs.”

1.2. Scope

- 1.2.1. Planning and preparedness includes responding to any natural or man-made disaster that may affect the UCF main campus community and regional campuses.
- 1.2.2. Portions or all of the functions pertaining to the Special Needs Annex will be activated when there is a perceived or actual threat to the university campus that would result in a large-scale mass evacuation (e.g., hurricanes). This Annex may also be implemented for small events that involve minimal relocation (e.g., building evacuations, shelter-in-place, etc.).
- 1.2.3. The UCF main campus offers sheltering on a short-term basis and has limited capacity to assist in dire special needs cases. Individuals with dire special needs which require specialized assistance will be transported to partnering counties special needs shelters.

CHAPTER 2: SELF IDENTIFICATION

2.1. Equal Employment Opportunity Commission

2.1.1. The best way to identify emergency needs for persons with disabilities is to ask all university community members whether they need assistance in case of a university emergency. The Equal Employment Opportunity Commission (EEOC) has issued guidance regarding what information employers are allowed to gather when developing an emergency plan. According to the EEOC:

2.1.1.1. An employer may periodically ask all of its current employees if they will require assistance in an emergency. The employer must be clear that self-identification is voluntary and the purpose for the request is to provide information to assist them in case of an emergency.

2.1.1.2. An employer 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 will need assistance during an evacuation. For example, 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.

2.1.2. UCF will follow the same guidance for the student population as is followed for employees.

2.2. Special Needs Registry

2.2.1. UCF has the following resources available to assist in identifying Persons with Special Needs (PSN) to aid in providing emergency services.

2.2.1.1. UCF Student Disability Services maintains a list of students who voluntarily report the need for academic assistance due to a disability.

2.2.1.2. The UCF Department of Housing and Residence Life maintains a list of students with disabilities who reside in Student Housing.

2.2.1.3. Supervisors are directed to ask faculty and staff with known disabilities if they will require assistance in the event of an emergency and to ensure they are aware of the resources available to them.

2.2.2. UCF Office of Emergency Management (OEM) will use the information contained within these lists for the sole purpose of identifying persons who might require additional assistance during an emergency and where they are primarily located on campus.

2.2.3. These lists assist in identifying individuals who may require relocation and transportation services and are used when directed by the Incident Commander.

- 2.2.4. All information on these lists will be kept confidential. However, the local emergency response agency may be informed, when appropriate, if an individual with a disability might require immediate emergency medical treatment.

CHAPTER 3: PREPAREDNESS

3.1. Resources

- 3.1.1. The UCF OEM makes it a priority to provide preparedness information to all members of the UCF community. Information is available in a variety of forms to ensure that all members are provided the opportunity to receive preparedness information in a way that is most comfortable to them. To do this effectively, UCF OEM has developed multiple communication methods for the following programs:
- 3.1.1.1. KnightShare Website: This preparedness and prevention website contains audio, video, and text versions of emergency preparedness, violence prevention, and safety tips. The website can be viewed at: www.emergency.ucf.edu/knightshare/.
 - 3.1.1.2. Federal Emergency Management Agency (FEMA) Brochure: An informational brochure titled, “Preparing Makes Sense for People with Disabilities and Special Needs,” provides tips and resources specific to individuals with Special Needs. This information is distributed at all OEM outreach events and is available at Student Disability Services.
 - 3.1.1.3. UCF OEM Website: The UCF OEM website provides access to the UCF Special Needs Plan and additional preparedness information for individuals with special needs. The OEM website also complies with 2010 ADA Standards for Accessible Design, which outlines HTML website design requirements to provide access and functionality for those with special needs. The UCF OEM website can be viewed at: www.emergency.ucf.edu.
 - 3.1.1.4. Student Disability Services maintains additional preparedness information and provides input to assist OEM in accommodating all needs. Additional information can be found on the Student Disability Services website at: <http://sds.sdes.ucf.edu/>.
 - 3.1.1.5. Orange County Special Needs Registry: This program is designed for any Orange County resident or visitor that during times of disaster evacuation has no other alternative and/or requires transportation assistance to evacuate their home and/or has a health/medical condition that requires medical attention by skilled medical professional in a shelter environment. UCF students with a special need are encouraged to register; more information is available and can be viewed at: www.orangecountyfl.net/EmergencySafety/EmergencyMedicalServices.aspx
 - 3.1.1.6. Seminole County Special Needs Registry: Seminole County residents that have special needs whom may need sheltering assistance should register with the Seminole County Office of Emergency Management. UCF students with special needs whom reside in Seminole County are encouraged to register; more

information is available and can be viewed at:
http://www.prepareseminole.org/prepare/special_needs.asp .

CHAPTER 4: DIRECTION AND CONTROL

4.1 Activation of the Plan

- 4.1.1. Student Disability Services has been designated as Emergency Support Function (ESF) 21 during an emergency or disaster on campus upon requiring the activation of the UCF Emergency Operations Center (EOC). ESFs are Subject Matter Experts (SME) within their field and assist in response and recovery efforts. Additional information on ESF 21 and other UCF ESFs may be found in the UCF CEMP, General Edition.
- 4.1.2. The UCF OEM and ESF 21 will activate the Emergency Plan for Individuals with Disabilities Plan when services are deemed necessary. Every effort will be made to accommodate PSNs during emergencies on UCF campuses.
- 4.1.3. It should be understood that the University may be capable of providing only a mechanism for **relocating** PSNs during the emergency, and may not be capable of providing emergency **sheltering**. Therefore, it should be further understood that required accommodations may exceed the capabilities of UCF staff (e.g., providing sheltering beyond that of safe refuge). In such cases, UCF will coordinate with Orange County Emergency Management to provide accommodations under the county's Persons with Special Needs Program (PSNP).

4.2 Roles and Responsibilities

4.2.1. Orange County Office of Emergency Management

- 3.1.1.7. Serves as the central point of coordination for the special needs residents, according to the Orange County PSNP, as outlined in the Persons with Special Needs Operating Procedures (SOP) Annex to ESF 8 – Health and Medical of the Orange County CEMP.

4.2.2. UCF Office of Emergency Management

- 4.2.2.1. Manages the UCF EOC which is the central location of coordination for the emergency relocation and support of PSNs on the UCF main campus during major emergencies;
- 4.2.2.2. Provides tentative planning schedules with guidance on relocation timeframes;
- 4.2.2.3. Provides regular situation reports to internal and external agencies;
- 4.2.2.4. Coordinates with Orange County ESF 8 to support UCF emergency shelters and ride out locations in order to support PSNs with longer duration needs; and
- 4.2.2.5. Provides additional support, as necessary.

4.2.3. UCF Student Disability Services (ESF 21)

- 4.2.3.1. Coordinates and leads the special needs planning process from the UCF EOC;
- 4.2.3.2. Manages the operation, assigns last minute requests, prioritizes resources, and keeps the EOC abreast of activities;
- 4.2.3.3. Assists, identifies, and staffs the university's emergency shelters and ride out locations, as well as coordinates additional support with the UCF EOC;
- 4.2.3.4. Maintains regular contact with UCF emergency shelters and ride out locations throughout the activation of the EOC;
- 4.2.3.5. Provides operational updates to determine population counts, staff shortages, and resources necessary; and

4.2.4. UCF Police Department (ESF 16)

- 4.2.4.1. Ensures adequate security for the relocation operation of registered PSNs;
- 4.2.4.2. Provides the EOC with accurate contact names and phone numbers for individual officers providing security of UCF emergency shelters or ride out locations; and

4.2.5. Facilities Operations (ESFs 3, 7, 12, 20)

- 4.2.5.1. Utilizes buildings on campus that have been identified as UCF emergency shelters or ride out locations for temporarily accommodating PSNs; and
- 4.2.5.2. Provides support for any UCF emergency shelter or ride out location that may be open.

4.2.6. Environmental Health and Safety (ESF 4)

- 4.2.6.1. Coordinates with ESF 20 to identify Area(s) of Refuge within each building.

4.2.7. Transportation Services (ESF 1)

- 4.2.7.1. Works with ESF 21 to acquire transportation mechanisms to accommodate PSNs.

CHAPTER 5: ALERT AND NOTIFICATION

5.1 Communicating to Persons with Special Needs

- 5.1.1. UCF uses the UCF ALERT system to notify faculty, staff, and students of an emergency on campus.
- 5.1.2. All faculty, staff, and students are encouraged to review the methods of emergency notification that are present on campus. This information can be found on the UCF OEM website and can be viewed at: <http://www.emergency.ucf.edu/>.
- 5.1.3. UCF has implemented redundant communication systems to ensure that individuals receive notification in a variety of means. These systems include both visual and audible communication sources, consisting of:
 - 5.1.3.1. Audible tones and spoken messages through indoor notification systems;
 - 5.1.3.2. Spoken messages through outdoor notification systems;
 - 5.1.3.3. Text messages and e-mails;
 - 5.1.3.4. Hearo Radios; and
 - 5.1.3.5. Media Outreach through print, radio, and television broadcasts.
- 5.1.4. Since the details of the emergency may not be immediately known to the person with a hearing impairment, a Building Coordinator, Resident Assistant, or "buddy" should provide guidance on how to implement the appropriate protective action, when necessary.

CHAPTER 6: RESPONSE

6.1 Communication

- 6.1.1. The EOC will provide ESF 21 with several communication devices to aid in the response effort; communication devices such as, hand-held radios, computers with internet and email capabilities and land-line telephone access.
- 6.1.2. Once the Emergency Plan for Individuals with Disabilities is activated, ESF 21 members will be provided with current information about the event. Based upon this information, all or portions of the following response functions may be implemented:
 - 6.1.2.1. Assuring that adequate staff are available to conduct the evacuation of PSNs;
 - 6.1.2.2. Relaying critical information to UCF Student Disability Services; and
 - 6.1.2.3. Assisting in the relocation process by identifying PSNs that require relocation.

6.2 Logistical Support

- 6.2.1. Facilities Operations will be responsible for delivery of bulk supplies to UCF emergency shelters and ride out locations.
- 6.2.2. Requests for any other resources such as snacks, transportation, cots, or blankets will be coordinated and managed by the responsible ESF through the UCF EOC.

CHAPTER 7: EVACUATION PROVISIONS

7.2. Procedures

- 7.2.1. UCF has identified Primary Areas of Refuge on all floors of each building where there is no exit at grade level. Whenever possible, these locations are in approximately the same place on each floor, on the landing of the stairwell. These designated locations allow for the swift evacuation of PSNs by emergency personnel, as they do not have to locate a variety of offices or locations throughout the building.
- 7.2.2. The location must be clearly identified on emergency evacuation plans, so that faculty, staff, students, visitors, and emergency personnel may easily locate them. Building Coordinators should always check the designated area, if safe to do so, before evacuating, in order to provide complete and accurate information to the UCF Police Department, Orange County Fire Department, and the UCF OEM.
- 7.2.3. If the Building Coordinator is aware of individuals with special needs, it is recommended that they utilize the Buddy Program to assist with accountability and safety for evacuating them. A copy of the Buddy Plan can be found on page 18 of this plan.
- 7.2.4. If the person with a special need is unable to evacuate with assistance, the Building Coordinator or Buddy should immediately provide the name and location of the individual needing evacuation assistance to the UCF Police Department or Orange County Fire Department.
- 7.2.5. Building Coordinators or Buddies should always check designated Primary Areas of Refuge, if safe to do so, before evacuating, in order to provide complete and accurate information to the UCF Police Department or Orange County Fire Department regarding the location of persons who will need evacuation assistance.
- 7.2.6. Individuals with mobility impairments should only be carried out of a building in case of a life threatening emergency. This presents a risk not only for the person with mobility impairments, but also for the "good samaritans" or buddies who have agreed to assist the individual. The National Fire Protection Association (NFPA) recommends that individuals should only be evacuated with assistance if the person requiring assistance is able to support 75% of his or her personal weight.
- 7.2.7. All Orange County Fire Rescue teams including Fire Station 65 maintains equipment to assist with the emergency evacuation of persons with disabilities who cannot use the stairs. This equipment will only be used in life threatening emergencies.
- 7.2.8. Evacuation assistance techniques require extensive training by emergency evacuation professionals.

- 7.2.9. In circumstances where evacuation is not possible, a PSN should inform the Building Coordinator and at least two other evacuees of their location. This information will be provided immediately to the UCF Police Department or Orange County Fire Rescue.
- 7.2.10. Additional information on evacuations can be referenced through UCF Policy 3-100.1 Building Evacuation, in Appendix A.

PERSONS WITH DISABILITIES BUDDY PLAN

UNIVERSITY OF CENTRAL FLORIDA

This template should be used to develop the Persons With Disabilities Buddy Plan. Those responsible for maintaining this plan should identify general information about the facility, safe areas in the building, and the contact information for those involved in the volunteer Buddy Plan program. This plan should be reviewed and updated frequently to ensure that the information contained in the plan is accurate.

BASIC INFORMATION	
Building, #:	Date:
Department:	Floor Level:
Department Head or Supervisor:	Email:

AREAS OF REFUGE
<i>Describe the safe areas in the building:</i>

VOLUNTEER* BUDDIES			
	Name	Phone	Email
1			
2			
3			
4			
5			

*Membership in the Buddy Program is voluntary. Persons with disabilities are not required to self-identify.

CHAPTER 8: POST EVENT

8.2. Post-Disaster Housing

- 8.2.1. Residents living on-campus with special needs whose residences have been rendered inhabitable will be assisted to the extent possible. Emergency sheltering will remain an option until alternative arrangements can be made for relocation.

8.3. Demobilization

- 8.3.1. The decision to demobilize will be made by the UCF EOC, ensuring that all affected persons have been accommodated.
- 8.3.2. Accessibility by all individuals will be taken into account when determining re-entry and reoccupation of any facility on campus.

CHAPTER 9: MAINTENANCE

9.1 Maintenance

9.1.1. This plan will be updated every two years or accordingly, when necessary.

APPENDIX A: UCF POLICY 3-100.1 BUILDING EVACUATION

Office of the President

SUBJECT: Building Evacuation	Effective Date: 10-20-10	Policy Number: 3-100.1	
	Supersedes: 3-100	Page 1	Of 4
	Responsible Authority: Director of Environmental Health and Safety		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all individuals in all buildings on all University of Central Florida campuses.

BACKGROUND INFORMATION:

University buildings occasionally need to be evacuated because of emergency conditions. The Florida Fire Prevention Code and various occupational safety guidelines require that public entities have a written evacuation policy or plan.

POLICY STATEMENT:

Occupants of university buildings must exit when alarms are sounded, or when emergency authorities or the building coordinator initiates evacuation. While employees should not endanger themselves during evacuations, they should assist with the evacuation of others who require assistance and should be aware of building exits.

DEFINITIONS:

Designated Meeting Places. Predetermined locations that are a safe distance away from the evacuated building where building occupants convene during an evacuation to account for personnel.

Emergency. An urgent situation consisting of one or more of the following types of occurrences: fire, smoke, explosion, chemical spill, gas leak, bomb threat, or human violence.

Exit. An exterior door that provides a safe means of egress from one building to outdoor space or to another separate building.

3-100.1 *Building Evacuation 1*

Fire Alarm Signals. The audible sound or visual flash of fire alarm devices or speakers in a building. These signals may include voice messages.

Fire Drill. A test of the evacuation process for a building. Fire drills usually involve testing the building's fire alarm system as part of the drill.

Indoor Notification System. Indoor speakers that enable emergency personnel to make emergency voice announcements for specific evacuation procedures that are different from the normal building fire alarm evacuation message.

Pull Station. The handle that, when pulled, manually initiates a building fire alarm system. These handles are usually located near the main building exits and are usually colored red. Note: modular facilities and trailers do not have fire alarms or pull stations.

PROCEDURES:

Safety authorities will notify each building coordinator when evacuation drills are planned. Authorities make reasonable accommodations so that the drills do not disrupt testing and other special instructional activities.

Fire or Explosion

In the event of a fire, an evacuation order, or the activation of the fire alarm signals, respond as follows.

1. Notify other occupants in the immediate vicinity.
2. Leave the building.
3. As you leave, help persons who can safely evacuate with assistance. Persons who cannot be safely assisted out of the building should remain in a safe area, such as a stair enclosure.
4. **Shut off lab electrical equipment and hazardous processes, but leave fume hoods on.**
5. Close doors behind you as you leave, making sure the room has been evacuated.
6. Do not use the elevators.
7. If the alarm system is not activated, use a pull station to sound the alarm.
8. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.
9. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
10. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
11. Proceed to your designated meeting place at least **400 feet** away and upwind from the building, where possible.
12. Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.
13. Do not re-enter the building until emergency responders or university officials say it is safe to do so.

3-100.1 *Building Evacuation 2*

Bomb Threats

In the event of a bomb threat, evacuation order, or the activation of alarm signals, respond as follows.

1. Notify other occupants in the immediate vicinity.
2. Leave the building.
3. As you leave, help persons who can safely evacuate with assistance. Persons who cannot be safely assisted out of the building should remain in a safe area, such as a stair enclosure. Stair enclosures are safer than other parts of the building, and can be accessed by emergency responders who will be searching the building.
4. **Shut off lab electrical equipment and hazardous processes, but leave fume hoods on.**
5. **Leave office doors open.**
6. Do not use the elevators.
7. **Do not use pull stations during bomb threats to sound the fire alarm system unless specifically directed to do so by emergency personnel.**
8. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.
9. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
10. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
11. Proceed to your designated meeting place at least **400 feet** away, and upwind from the building, where possible.
12. Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.
13. Do not re-enter the building until emergency responders or university officials say it is safe to do so.

Chemical Spill or Hazardous Materials Leak

In the event of a chemical spill, evacuation order, or the activation of alarm signals, respond as follows.

1. Notify other occupants in the immediate vicinity.
2. Leave the building.
3. As you leave, help persons who can safely evacuate with assistance. Persons who cannot be safely assisted out of the building should remain in a safe area, such as a stair enclosure. Stair enclosures are safer than other parts of the building, and can be accessed by emergency responders who will be searching the building.
4. **Shut off lab electrical equipment and hazardous processes but leave fume hoods on.**
5. Close doors behind you as you leave, making sure the room has been evacuated.
6. Do not use the elevators.
7. **If the alarm system is not activated, use a pull station to sound the alarm.**
8. As you exit, announce the evacuation to other individuals to further ensure that everyone has been notified.

3-100.1 *Building Evacuation 3*

9. Notify occupants of modular facilities or other adjacent spaces affected by the emergency.
10. From a safe location, call 911. Stay on the line and tell the emergency dispatcher known information about the emergency.
11. Proceed to your designated meeting place at least **400 feet away** and upwind from the building, where possible.
12. Count your co-workers and report any missing persons that may be remaining in the building to the emergency responders.
13. Do not re-enter the building until emergency responders or university officials say it is safe to do so.

CONTACTS:

Director of Environmental Health and Safety: 407-823-6300

RELATED INFORMATION:

UCF Bomb Threat Plan:

<http://emergency.ucf.edu/Plans/Bomb%20Threat%20Plan%20FINAL.pdf>

UCF Emergency Management Plan: <http://emergency.ucf.edu/plans.html>

List of building coordinators: <http://www.fo.ucf.edu/BuildingManagers/bldg.html>

Florida Fire Prevention Code: http://www.myfloridacfo.com/sfm/bfpr/bfpr_index.htm

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL	
(For use by the Office of the President)	
Policy Number: 3-100.1	
Initiating Authority: <u>Will A. Menhert</u>	Date: <u>5-19-11</u>
Policies and Procedures Review Committee Chair: <u>John P. ...</u>	Date: <u>5-20-11</u>
President or Designee: <u>Will A. Menhert</u>	Date: <u>5-19-11</u>

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