



Evacuation Procedures for People with Mobility Impairments or Special Needs.

The following general guidelines are designed to assist members of the CSU, Chico campus community who may need assistance during a building evacuation, develop a plan that provides a safe alternative when evacuating the building is not possible without the use of an elevator.

The majority of buildings on the CSU, Chico Campus contain one or more enclosed fire rated stairwells that are considered a safe place to await assistance or rescue during fire and other emergencies. An enclosed stairwell consists of closed or self-closing fire rated doors at each level. These doors are constructed to protect occupants from smoke and fire conditions for up to 2 hours. The stairwells are constructed of non-combustible materials including concrete and steel, providing structural stability for the specified duration of time, and a safe and secure exit path for the occupants.

Buildings without enclosed stairwells have pre-identified rooms, on floors above ground level, designated as locations to await assistance or rescue. The locations of these rooms are known to Floor Evacuation Coordinators (FEC's), University Police, and the Chico Fire Department. A list of these buildings and rooms can be found at the end of this document.

Key Preparedness Steps

- It is very important that students, faculty, and staff with mobility impairments or other special needs self-identify to their College or Department office. The individual will then be contacted by either the Floor Evacuation Coordinator or the University Emergency Preparedness Coordinator for the purpose of developing an emergency response plan that meets their specific needs.
- Each building on the CSU, Campus has at least one Floor Evacuation Coordinator (FEC) per floor. During an evacuation or emergency FEC's serve to notify and encourage occupants to promptly evacuate. The FEC's are trained to assist others, including those who they are aware of that need special assistance.
- An alternative for the individual is to form a buddy system with *several* co-workers or other students who are willing and able to assist the individual during an emergency. The plan should *also* be shared with the building's Floor Evacuation Coordinators in the event one buddy is not available, so others are aware of the plan and are ready to assist as needed. It is realistic to assume that one specific person may not always be available at any given time due to illness, vacation, an off-site meeting, etc.
- The volunteer buddy should immediately notify a Floor Evacuation Coordinator if possible; who can be identified by their orange safety vests **or** notifies first responders such as University Police or Fire Personnel of the location of the person who needs assistance evacuating.

Information such as floor number, room number, and the nature of the persons needs should be provided.

- Departments with internal emergency plans should document the names and location(s) of individuals needing special assistance and establish procedures to ensure *at least two persons* are willing and available to assist the individual as needed. It is realistic to assume that one specific person may not always be available at any given time due to illness, vacation, an off-site meeting, etc. The plan should be shared with the building FEC's so there is always someone aware and available to assist if needed.

General Evacuation Guidelines

- If the building alarm sounds or an evacuation is ordered and you are unable to evacuate without assistance and are unaware of the area to await assistance, immediately contact University Police by calling 911 from any campus phone. This includes phones in classrooms, offices, and red phones located in the corridors of some buildings.

NOTE: If using a cell phone, call 898-5555 and state it is an emergency. Cell phones used on campus may not always reach UPD directly; calling 911 from a cell phone may result in a delayed response.

- Do not attempt to use the elevator, unless specifically authorized to do so by fire or police personnel.
- Proceed to the nearest pre-designated stairwell (containing a landing area large enough to accommodate you safely.) Notify others including FEC's, faculty, or staff so your location and needs can be relayed quickly to first responders.

OR

- Follow your pre-arranged plan; proceed to the designate safe area to await assistance or rescue. If a buddy or other person has escorted you to the safe location, do not ask that they stay with you. This person needs to exit the building and notify FEC's or first responders so they can immediately respond to your location.
- If not in a stairwell, do not leave the designated safe location. Keep the door tightly closed and if needed, place an article of clothing across the bottom of the door to keep smoke out. Move towards the window, but do not break the window unless the area becomes filled with smoke. Breaking the window prematurely may draw more smoke into the room.
- If in a stairwell, stay away from the door swing area and the top of the stairs to avoid falling or being accidently pushed onto the stairs. If possible, use the stairwells that are *pre-designated* as safe areas as they contain more room for you to wait for assistance.

- Be aware the fire alarm may be even louder in a stairwell due to the echo. Cover your ears if needed, but remain alert to the sound of rescuers calling out to you.
- **The most important consideration is to have a plan, share your plan, and practice your plan!**

SAFE AREAS TO AWAIT ASSISTANCE OR RESCUE

This list only applies to buildings that do not contain enclosed fire rated stairwells.

In the event of an emergency in a building that requires an evacuation, and you are unable to use the elevators; please notify as many persons in your immediate area that you are going to the safe area to take refuge, that you need assistance or rescue and share the location of where you are going.

In order to ensure your safety during an emergency, it is highly recommended that you contact the Floor Evacuation Coordinators in the building(s) you work in or contact the Campus Emergency Preparedness Coordinator at 898-5126 to develop a plan that meets your needs.

Building	Designated Safe Area	Notes/Detail
Acker Gymnasium	Near Room 201	Corridor near stairs*(see below)
Ayres Hall	Room 216	Classroom
Kendall Hall	2 nd Floor restrooms	Located at both ends of building
Modoc Hall	Room 224	Classroom
Performing Arts Center	Room 210	Classroom
Trinity Hall	Rooms 223 or 239	Department Offices
Yolo Hall	Rooms 243 or 244	Department Offices

- The Classrooms listed are typically open during normal college business hours: 8:00 AM to 5:00 PM, some classrooms also may be open for extended hours – this should be verified semester to semester.
- The Department Offices listed are typically open during normal college business hours: 8:00 AM to 5:00 PM.
- Other spaces indicated are accessible at any time the building is open.

* Stay 10 - 20 feet back from top of stairwell.