

Assisting Persons with Access and Functional Needs (Disabilities)

The safety of individuals with Assess and Functional Needs (disability) is a shared responsibility. The Chabot-Las Positas Community College District is committed to developing and implementing procedures to assist individuals with Assess and Functional Needs (disabilities) during an emergency. However, individuals with Assess and Functional Needs (disabilities) must create a personal emergency plan that addresses their needs before and during an evacuation.

Pre-emergency Preparedness by the Assess and Functional Needs (Disabled) Individual

- The assistance that an individual requires should be written down on a Special Assistance form/or card, and should be carried by the disabled individual at all times.
- The disabled individual should be familiar with all emergency exits and evacuation routes.
- The disabled individual should try to position himself/herself near doorways for an easier exit.
- The disabled individual should develop a “buddy system.” A buddy could be a classmate, class instructor, supervisor, co-worker or any individual. The buddy should be familiar with the disabled individual’s assistance instructions from the Special Assistance form. The buddy will assist individuals in arriving at all evacuation areas, and a buddy should stay with the individual at all times during an emergency until the emergency has expired.
- Be aware that elevators should NOT be used during emergencies.
- If the Person with Assess and Functional Needs (disabilities) cannot speak loudly, or suffers from voice/speech impairments, the individual should carry a whistle, or have other means of attracting attention from others, at all times.

Emergency Guidelines

- If an emergency should happen, individuals will be alerted by fire alarm, staff, campus safety and security personnel, police officer or firefighter.
- Elevators should NOT be used in an evacuation unless instructed by emergency personnel.
- School materials or any accessories should be left in the classroom or other room occupied to avoid wasting time in the event of an evacuation.
- In the event of an evacuation, students who are unable to exit the building on their own accord should remain near the stairwell or the elevator. Emergency personnel will check the stairwells and elevator lobbies for those who are trapped.

Assistance from Others during an Emergency

The highest priority will be given to evacuate students with Assess and Functional Needs (disability) in all emergency situations. If an individual wants to help a person with Assess and Functional Needs (disability), always ask how you can help before giving assistance. The following guidelines should be used in assisting individuals with specific needs.

- Mobility impairment

- A wheelchair evacuation will only be attempted by a trained professional or unless it is necessary as a last resort in a life threatening situation.
 - If located on an upper floor, individuals may be assisted to a stairwell landing to await evacuation or further instructions from Fire/Rescue or Police.
 - If individuals can walk with assistance, a “buddy” should assist and accompany the individual.
 - Notify Police or Fire/Rescue authorities of a mobility impaired individual who may need assistance.
 - If a person prefers to be removed from their wheelchair, always consult with the person as to his/her preference of:
 - the manner of being removed,
 - the number of people needed for assistance,
 - whether to extend extremities,
 - whether a seat cushion or pad must be brought with,
 - being carried forward or backward on stairs,
 - the need for immediate paramedic assistance upon exiting the building.
- **Blindness or visual impairment**
 - The Assess and Functional Needs (disabled) individual should wait for trained assistance in the case of an emergency.
 - In the event trained assistance is not available, wait for assistance from someone who can act as a sighted guide, possibly a “buddy.” The sighted guide will be able to provide assistance.
 - If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.
 - Tell the person the nature of the emergency and offer to guide the individual by offering an elbow. Do NOT grasp a visually impaired person’s arm.
 - The person assisting should give verbal instructions as to where they are and advise of any obstacles as they evacuate the building.
 - **Deafness or hearing loss**
 - Depending on the level of hearing loss, individuals with impaired hearing may or may not be able to hear the emergency alarm.
 - An alternative warning technique may be used to gain the attention of individuals. Turning the lights off and on and using hand gestures or a written note should be used to describe the emergency.
 - Wait for trained assistance in the case of an emergency. In the event trained assistance is not available, an individual who can follow oral commands, possibly a “buddy,” should assist the disabled individual in evacuating.

Expectations of Staff and Faculty

- At least two (2) routes out of the building will be identified visually in each room.