

ENVIRONMENTAL HEALTH & SAFETY

2024

University of Rochester Emergency Action Plan



UNIVERSITY *of*
ROCHESTER

Mike Liberty

1/2024

Emergency Action Plan

[OSHA 1910.38 and NYS Fire Code 404 except 404.2.2(5) & (7) which is in the Fire Prevention Plan]

Section 1: Purpose

The purpose of the University of Rochester's Emergency Action Plan is to protect employees from serious injury, property loss, or loss of life in the event of a major incident. A major incident could be any one (1) of the following: fire, infrastructure failure, hazardous material spill, bomb threat, tornado, violence in the workplace.

In the event of any disaster, this Emergency Action Plan describes the responsibilities and actions to be taken to protect employees.

Section 2: Alarm and Emergency Notification Systems

In the event of an incident, a warning may come from any one (1) or more of the following sources: building fire alarm, overhead page system, mass notification via AlertUR (cell phone, office phone, home phone, pager, email and/or text message), UR Mobile App, the University's emergency web page, commercial radio or television.

1. Notification of Emergency Warning.

A person recognizing a possible disaster or a campus emergency should immediately notify Public Safety at x13 and their immediate supervisor. Depending on the type of disaster or emergency, notification methods will be assessed and the correct method for the scenario will be used to convey the emergency communication to all affected employees.

2. Emergency Operation Center

The following personnel will constitute the Emergency Operation Center or Hospital Command Center. In the event of a disaster or immediate emergency, they are to report to a designated Emergency Operations Center unless the prevailing situation dictates otherwise.

General and Command Staff are:

1. Sr. Associate VP of Facilities and Service (Chief Operations Officer of the hospital for Strong events)
2. Public Information Officer
3. Associate Vice President of Environmental Health & Safety
4. Director of Public Safety (MC Public Safety Asst. Director/Deputy Asst. Director for Strong Hospital/MC events)
5. Senior Operations Officer (Chief Medical Officer and Chief Nursing Officer for Strong events)

6. Director of RC Facilities & University Properties (Director of Supply Chain & Operations for Strong events)
7. Associate VP of Human Resources (HR Business partner for Strong Events)
8. Emergency Preparedness Manager

Responsibilities:

1. Assess nature and extent of all emergencies.
2. Assume control of all emergency actions.
3. Develop action plan and assign tasks to personnel to carry out specific actions.
4. Order evacuation if deemed necessary.
5. Take any other action necessary to protect life.
6. Review plans and revise as necessary.
7. Plan training exercises to test plan.
8. Instruct personnel of their duties under this plan.

In any emergency situation, the ranking member of management present shall have final authority to coordinate, procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.

3. **Command Post/Emergency Operation Center**

For small scale events, emergency actions should be coordinated at the local Command Post, For larger scale events, the Emergency Operation Center (Hospital Command Center) will coordinate incidents. Command Posts are set-up just beyond the set of fire doors or outside the building where the incident is occurring.

Emergency Operation Centers (Hospital Command Center) Locations:

Stong Memorial Hospital- Ambulatory Care Center's Conference Rooms A&B

Medical School- The Anderson Room

Eastman Institute of Oral Health- The Ely Room

All other Events- The 2nd-floor conference room in University Facilities and Service Center

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First Aid Services (OSHA 1910.151)

The University maintains a Medical Emergency Response Team (MERT) within the Medical Center. MERT is composed of clinicians who have been certified by the American Red Cross or other recognized agency (such as, the American

Heart Association) to provide Basic Life Support. They will be available to administer first aid at the Medical Center facility. In all other University owned/operated facilities, or if the MERT Team is not available, first aid is provided by local community first responders.

In buildings greater distance than 3-4 minutes from the hospital or UHS, and incidents could result in suffocation, severe bleeding or other life-threatening/permanent disabling injury, or illness can be expected, first aid kits should be made available. If circumstances of a life threatening or permanently disabling injury are unlikely and response times of 15 minutes or longer are expected, then a first aid kit should be made available. Refer to American National Standards Institute Z308.1 for examples of contents for a first aid kit.

4. Utility Controls

Facilities and Central Plant personnel will know the location and operation of main controls for shutting off gas, electricity, steam, medical gases, medical vacuum, and water leading into the building.

5. News Information

Information provided to any source of news media will only be released at the discretion/approval of the Office of Communications/Public Relations and/or the Incident Commander.

6. Phone Call Trees

Each department is responsible for maintaining it's own call trees to notify staff during emergency situations. A listing of all emergency telephone numbers will be maintained and located within the department and the Comprehensive Emergency Management Plan. The Public Safety Dispatcher will be responsible for contacting the appropriate external agencies. The Liaison Officer will also contact and maintain communications with outside agencies during disaster situations (see Liaison Officer Job Action Sheets).

Section 3: Emergency Procedures [NYS F404.2.2(1)]

Procedures for reporting a fire or other emergency: An emergency is any condition for which immediate assistance is needed at the scene. Assistance can be obtained by calling Public Safety (x13/275-3333) and providing as much information as possible about the incident. Remain at the scene, unless it is unsafe to do so until Public Safety arrives.

For your site specific emergency procedures further information can be obtained at the following links:

Strong Memorial Hospital –

<https://urmc-smh.policystat.com/search/?category=46864&sort=category>

Medical Center -

http://www.safety.rochester.edu/restricted/erp/Med_School/erphome.html

Memorial Art Gallery –

<http://www.safety.rochester.edu/restricted/erp/MAG/erphome.html>

River Campus, Eastman School of Music and South Campus –

http://www.safety.rochester.edu/restricted/erp/River_Campus/erphome.html

1. Fire

Any condition involving a fire alarm or the investigation of a report of a fire.

If you are in an area where there is a fire alarm activated:

- R** – Relocate or rescue anyone in immediate danger.
- A** – Activate fire alarm. If time allows, call Public Safety (x13) from a safe location and report additional information.
- C** – Confine the fire by closing all doors in the area.
- E** – Extinguish if fire is small and if user has been trained within the last year, otherwise prepare for evacuation. (Refer to Section 4 of this plan for more detailed information.)
- **E** – Evacuate - Follow the posted evacuation map and use the nearest exit out of the space

Notification

1. Activate fire alarm system.
2. Call Public Safety (x13/275-3333 or 911 for off-sites (without a dedicated Public Safety Officer) f
3. From a safe location give the location and nature of the incident.

MAG Security

1. Notify UR Public Safety (x13).
2. Notify Area Manager.

Fire Extinguishers

Do not attempt to use a fire extinguisher to put out the fire unless:

- The building fire alarm has been activated to alert others.
- Public Safety has been notified.
- You have received annual specific training in the use of a fire extinguisher.

- You know what is burning and what type of fire extinguisher to use.
- It is a small fire – perhaps no larger than a wastebasket.
- The fire is not spreading rapidly.
- There is no toxic smoke present.
- You know the fire extinguisher is fully charged.
- There is an escape exit or route behind you.

2. Infrastructure Failure

A utility refers to electricity, steam, water, sewer, gas, chilled water, hot water, gas lines or medical vacuum. Any condition that has caused, or is likely to cause, failure of all/part of University of Rochester utilities. A major flood would be considered a utility emergency unless it falls under structural damage criteria. Refer to section 1.7 of the Comprehensive Emergency Management Plan [CEMP].

In the event of fire, refer to Section 1.10, *Fire Alert Confirmed* procedure of the Comprehensive Emergency Management Plan [CEMP].

Utility Alert-Structural Failure

Any condition that has caused, or is likely to cause, collapse of any part of a building. This circumstance may arise from tornadoes, earthquakes, high winds, major floods, roof leaks or excessive loads. In the event of fire, follow Fire Alert Confirmed Procedure (refer to 1.6 of Comprehensive Emergency Management Plan [CEMP]).

Notification

1. CALL PUBLIC SAFETY (x13/275-3333 or 911 for off-sites without a dedicated Public Safety Officer).
2. Tell the location and describe extent of damage.

MAG Security

1. Notify UR Public Safety (x13).
2. Notify Area Manager.

Utility Alert - IT

Any event that causes a wide spread interruption in access to critical voice and network systems. Determine “Alert - IT” by observing internal flowchart for service impact. (refer to 1.7.1 of Comprehensive Emergency Management Plan [CEMP]).

Notification

1. Call the IT Center (Help Desk) at x5-2000.
2. Describe the system(s) affected and extent of interruption. Focus on impact to patient care, student activities, pedagogy, staff & support services; negotiate severity level based on importance and scope of the service impact.

3. Hazardous Material Spill

Any situation where there is loss of control of a hazardous chemical, biological or radiological agent. This may range in scope from losses, which are little more than spills on the floor to the involvement of a major segment of a building.

Occupant Actions for Terrorist Acts and Threats – Refer to Section 6.6, *Emergency Response for Biological and Chemical Terrorist Acts and Threats* procedure in the Comprehensive Emergency Management Plan [CEMP].

Exposures:

Refer to Section 1.8, *Guide for Personal Injury/Exposure*, in the Comprehensive Emergency Management Plan [CEMP].

Limit exposures by keeping non-essential personnel out of the area.

If unsure of the nature or extent of the spill, notify Public Safety at x13/275-3333.

Spills

Minor Chemical Spill: Staff is capable of handling safely without the assistance of safety and emergency personnel. Non-essential staff should leave the area until the spill is cleaned up. Personnel are to use the appropriate personal protective equipment to prevent exposure (minimum PPE includes a lab coat, gloves, and eye protection). Confine the spill to a small area by using an appropriate absorbent/neutralizer material (see Safety Data Sheet). Place the absorbent/neutralizer/waste in a labeled sealed container for disposal through the Environmental Compliance Unit (former Hazardous Waste Management Unit) - call x5-2056 for a pick up.

Mercury Spills: Broken thermometers can be safely cleaned up by laboratory staff. The recommended procedure is listed on the web at <https://www.safety.rochester.edu/labsafety/mercuryspill.html>. Occupational Safety (x5-3241) can be called for procedural assistance.

Major Chemical Spill: Staff is **not** capable of handling safely without the assistance of safety and emergency personnel. Personnel are to vacate the area but remain available. **Call Public Safety (x13/275-3333) for an emergency response.**

Blood/Bodily Fluid/Biological Spills: Staff is to wear the appropriate personal protective equipment (lab coat, gloves, eye protection). Contain the spill with an absorbent material. Disinfect the spill area with a 1:10 diluted bleach mixture or another institutionally approved disinfectant. Place the soiled material into a red biohazard bag for disposal.

Radiological Spill: Under no circumstances shall any untrained person attempt to examine or clean up any amount of spilled radioactive material. [Proper precautions, as listed below, taken immediately will protect the environment and worker health and safety.]

1. Stop the accident or emergency only if this can be accomplished without additional risk to yourself or co-workers.
2. Warn others in the area. Notify the Radiation Safety Unit (x5-3781) and your supervisor.
3. Confine the affected areas by closing doors, putting up barriers, and/or guarding the entrances to the area. Ensure that a single point of entry/exit is installed. Contamination monitoring equipment shall be made available to monitor the immediate area.
4. Minimize your exposure to radiation and/or radioactive materials. If you suspect that you are contaminated, remain in the area and call for help.
5. Minimize your movements to prevent the spread of contamination.

Notification

1. Call Public Safety at x13/275-3333 or 911 for off-sites without a dedicated Public Safety Officer).

MAG Security

1. Notify UR Public Safety (x13).
2. Notify Area Manager.

4. Bomb Treat

Notification

1. TELEPHONE THREATS
 - a. If another person is present, alert that individual to listen in on the conversation.
 - b. Obtain as much information as possible. **(Refer to the Emergency Flip Chart in your area or to obtain a copy of the questionnaire go to)**

- c. CALL PUBLIC SAFETY (X13/275-3333 or 911 for off-sites without a dedicated Public Safety Officer). Give nature and location of threat.
- d. Notify the available supervisory person in the area.
- e. NOTIFY NO ONE ELSE UNLESS THERE IS AN OBVIOUS, IMMEDIATE DANGER TO PERSONNEL.
- f. WRITTEN THREATS
- g. CALL PUBLIC SAFETY (X13/275-3333 or 911 for off-sites without a dedicated Public Safety Officer). Give the nature of the threat and your location.
- h. Notify the available supervisory person in the area.
- i. NOTIFY NO ONE ELSE UNLESS THERE IS AN OBVIOUS, IMMEDIATE DANGER TO PERSONNEL.
- j. Handle the written note as little as possible. Preserve the written threat and give it to Public Safety/911.
- k. IF YOU LOCATE A SUSPECTED BOMB OR SUSPICIOUS PACKAGE:
 - l. DO NOT TOUCH OR MOVE IT!
- m. CALL PUBLIC SAFETY (x13/275-3333 or 911 for off-site locations without a dedicated Public Safety Officer). Give location of suspected bomb.
- n. Notify the available supervisory person in the area.
- o. Follow evacuation orders by authorized person.

5. Tornado

To provide guidelines for actions to be taken in the event of a tornado warning.

Notification

1. The Director of Public Safety or the Chief Safety Officer will call Public Safety at x13/275-3333 after receiving information of a tornado warning for Monroe County where a University building is in the tornado path.

Students/Faculty/Staff

1. Proceed immediately to a level below grade or to an interior hallway of a lower floor away from windows and assume a squatting position with your head and face down to protect yourself from flying debris.
2. If fire or smoke is detected in a facility under a tornado warning, occupants should move immediately to an adjacent structure when it is safe to do so. If a fire alarm is activated and there is no immediate threat of fire or smoke, an evacuation is not warranted during a tornado warning.

6. Violence in the Work Place

An act or threat occurring at the workplace that can include any of the following: verbal, nonverbal, written, or physical aggression; threatening, intimidating, harassing, or humiliating words or actions; bullying; sabotage; sexual harassment; physical assaults; or other behaviors of concern involving staff, licensed practitioners, patients, or visitors.

Notification

1. If imminent threat or act of violence CALL PUBLIC SAFETY (x13/275-3333 or 911 for off-sites without a dedicated DPS officer presence).
 - a. If you need immediate response, state this to the Public Safety/911 Dispatcher.
 - b. If unable to speak, leave the phone line open so Public Safety/911 Dispatcher may hear what is going on.
2. Tell the location and describe the threat.
 - a. In weapons or hostage situations, inform Public Safety/911 of the situation.
3. Stay on the phone unless Public Safety/911 Dispatcher directs you otherwise and it is safe to do so.

MAG Security

1. Notify UR Public Safety (x13).
2. Notify Area Manager and the Assistant Director for Administration or if absent, the Chief Curator or the Curator of Exhibitions, who will notify the MAG Director of the situation.

Active Shooter

An active shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined populated area. Most of the time there is no pattern or method to his/her selection of targets.

These types of incidents occur very quickly and are mostly unpredictable. Generally, law enforcement deployment is required to stop the shooting and minimize harm to victims.

Lockdown: Directive when a criminal element is believed to be on the premises. A lockdown restricts ingress and egress access, requires locking doors, windows or barricading entry into the space. Hide from view and take cover with anything capable of stopping or deflecting a bullet or shrapnel.

Shelter-in-Place: Directive when evacuation may put you at greater risk and it is safer indoors where you can be separated from a hazard outdoors, usually weather. Everyone should go indoors, close and secure doors and windows.

Notification

1. If imminent threat or act of violence CALL PUBLIC SAFETY (x13/275-3333 or 911 for off-sites without a dedicated DPS officer presence).
 - a. If you need an immediate response, state this to the Public Safety/911 Dispatcher.
 - b. If unable to speak, leave the phone line open so Public Safety/911 Dispatcher may hear what is going on.
2. Tell the location and describe the threat.
 - a. In weapons or hostage situations, inform Public Safety/911 of the situation.
3. Stay on the phone unless Public Safety/911 Dispatcher directs you otherwise and it is safe to do so.

Student/Faculty/Staff If Active Shooter is in Your Building

1. **RUN** – If possible, evacuate whether others agree to it or not. Notify anyone you may encounter to exit the building immediately.
2. Leave belongings.
3. Follow the instructions of law enforcement personnel.
4. **HIDE** - If evacuation is not possible, find a place to hide, lock the door, barricade the door and get out of the shooter's view. Do not huddle together.
5. Turn off the lights and shut the blinds.
6. Silence cell phones/pagers/radios/ TV/computer, etc.
7. Call 911 only if you can do so without alerting the shooter.
8. Do not answer the door. Unknown or unfamiliar voices may be false and may be designed to give you false assurances.
9. Formulate a plan if the shooter(s) enter your area.
10. **FIGHT** – As a last resort, and only if your life is in danger.

Student/Faculty/Staff If Active Shooter Is NOT in Your Building

1. Lock doors, windows and close blinds.
2. Silence computers/cell phones/pagers/TV/radios/computers, etc.
3. Barricade the door; if possible hide behind large objects and remain silent and still. Develop plans as the incident evolves.
4. Do not answer the door. Unknown or unfamiliar voices may be false and may be designed to give you false assurances.

Lightning (OSHA 1926.35)

To provide guidelines for actions to be taken for outdoors events on University grounds in the event of a severe thunderstorm warning.

Notification

1. When lightning is detected within 15 miles of the campus the event coordinator will alert pre-identified point people to prepare for an evacuation. An evacuation of the facility will begin if it appears the thunderstorm is moving towards the campus. If more organized thunderstorms or cluster of thunderstorms are headed toward campus, a 30-minute lead-time should be considered for an evacuation.
2. When lightning is detected within 12 miles of the campus the outdoor function should be delayed or evacuate the site if the event has started. An evacuation of the facility begins or continues and all patrons are directed to the nearest shelter.
3. Where PA systems are available, an announcement would be made by that announcer using the prescript message and then the crowd control managers will direct people per their training.

Action

1. Seek shelter indoors to avoid being struck by lightning. If there are no buildings around try to find a hard topped metal vehicle. Lying on the ground or crouching over isn't recommended by the national weather service.
2. Don't leave any shelter until 30 minutes after hearing the last sound of thunder.

Section 4: Evacuation Plans [NYS F404.2.1]

All members of the University community including independent licensed practitioners should be thoroughly familiar with their facilities and the location of ALL its exits and areas of refuge. Refer to Section 2 of the Comprehensive Emergency Management Plan for your evacuation plan. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.

Some University buildings are fight buildings; some are flight buildings. Fight buildings are those where evacuation is not feasible or where, without immediate intervention, a fire could rapidly expand. Therefore, some staff is expected to be trained on the proper operation of fire extinguishers and would use a fire extinguisher on a fire. While flight buildings are equipped with fire extinguishers, the most appropriate action is to activate the building fire alarm system and immediately evacuate the building. Students, faculty and staff are **not** expected to utilize fire extinguishers nor are they trained in their use due to the danger to personal safety, which would result from attempting to extinguish a fire.

Each University member has the responsibility of knowing the locations of the fire alarm manual pull stations, fire extinguishers, and primary and secondary exit routes for your primary places of occupancy when on University property. Should a fire be discovered or suspected, the fire alarm should be activated immediately. All members of the university will cooperate with firefighting authorities. If time permits and from a safe location, call Public Safety (X13). **[NYS F404.2.1(7)]**

Some University building fire alarm systems are equipped with voice activation systems. For University buildings with voice evacuation alert systems, the alert will be "Attention" 3 times followed by "An Emergency has been reported. Please report to the nearest stairwell and evacuate" or "A fire alarm has been activated in the building; please evacuate to the nearest exit and proceed outside. Do not use the elevator; do not use the elevator." The following buildings have voice evacuation systems: Strong Auditorium, BMEO, Bausch & Lomb, Wegmans Hall, Valentine, deKiewiet, O'Brien Hall, Anderson, Wilder, Genesee Hall and Susan B. Anthony Hall. For hospital and Medical School voice evacuation systems, there is a 3 tone temporal alert followed by "Fire Alert in the area" or "Fire Alert (followed by floor and area designation number)". **[NYS F404.2.1(10)]**

Elevators should not be used during a fire emergency. ADA Elevators are located in Eastman East Wing and the Saunders Research Institute. They are designed to be used during fire situations and do not have the universal "In Case of Fire Use Stairways" signs. Should this elevator become inoperable during an emergency then individuals with a disability should follow their contingency plan. If you are not able to self-evacuate, proceed either to an enclosed stairwell or to a designated area of a safe refuge, depending upon your building. If you go to an enclosed stairwell, be sure to position yourself so as not to block or impede pedestrian flow or access to the stairwell **[NYS F404.2.1(3&4)]**

Response to Evacuation Order or Flight Building Evacuations

If an evacuation order is given by an authorized person or by activation of the building fire alarm system:

1. Before opening any doors, feel the door with the back of your hand. If it feels hot, do not open it. If it isn't hot, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and leave by an alternate exit or if you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial x13/275-3333 and tell Public Safety your location and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
2. If these actions are not creating a hazard or additional risk to yourself, secure hazardous materials such as biological, radioactive, highly flammable, or hazardous chemicals, or shutdown hazardous

- operations such as carpentry, kiln, gas supplies for acetylene or bench top work, actives, etc. **[NYS F404.2.1(2)]**
3. Close doors (but do not lock them), leave lights, windows and interior doors in their current condition or position, making sure you have your keys with you (heavy concentration of smoke may make your return improbable).
 4. Use routes of egress as outlined in your department's evacuation plan, unless directed otherwise by Public Safety personnel.
 5. After exiting the building, proceed immediately to your designated assembly area to be counted. (See RC CEMP 2.0.1 or for the Medical Center, see your Departmental evacuation plan.) Remain there until released. No employee should leave the assembly area or leave the campus. Stand well clear of the building to allow maneuvering of emergency apparatus and emergency personnel. **(NYS F404.2.1(5))**
 6. Public Safety will notify 911 via the direct line, a business line, or a cell phone, if normal modes are inoperable, to notify first responders. **[NYS F404.2.1(8)]**
 7. Public Safety escorts the community emergency personnel to the location of the emergency and they will render the emergency services needed. **[NYS F404.2.1(6)]**
 8. Do not re-enter the building without direct authorization by a senior staff member or a Public Safety officer. **[NYS F404.2.1(1)]**

Response to Evacuation Order or Fight Building Evacuations

(Strong Memorial Hospital, Wilmet Cancer Center, Ambulatory Care Facility, Golisano Children's Hospital at Strong, Sawgrass Surgical Center, Psychiatry, Medical Center, Central Utilities Plant, Hutchison Hall, Laboratory for Laser Energetics, Strong West ED and Surgical Center)

1. Fight building means certain personnel are trained to fight the fire with a fire extinguisher once the first 3 steps of the RACE process have been completed and if the fire is small and contained and there is a clear exit from the fire. Those who have not been trained shall immediately evacuate the area/building.
2. If not creating a hazard or additional risk to yourself, secure hazardous materials such as biological, radioactive, highly flammable or hazardous chemicals, or shutdown hazardous operations such as carpentry, kiln, gas supplies for acetylene or bench top work, actives, etc. **[NYS F404.2.1(2)]**
3. After exiting the building, proceed immediately to your designated assembly area (see CEMP 2.1.1 or 2.2.6) to be counted. Remain there until released. No employee should leave the assembly area or leave the campus. Stand well clear of the building to allow maneuvering of emergency apparatus and emergency personnel. **[NYS F404.2.1(5)]**

4. Do not re-enter the building without direct authorization by a senior staff member or a Public Safety officer.
5. Public Safety will notify 911 via the direct line, a business line or a cell phone, if normal modes are inoperable to notify first responders. **[NYS F404.2.1(8)]**
6. Public Safety escorts the community emergency personnel to the location of the emergency and they will render the emergency services needed. **[NYS F404.2.1(6)]**
7. Additional Information for Patient Care Areas include: **[NYS F404.2.1(1,2,4&6)]**

Moving patients from a patient care unit to another patient care unit on the same level or different level, moving patients to a location in the Medical School on another level, or moving patients to the appropriate discharge portals of the hospital for transportation to another facility requires coordination and compliance with an established plan.

The initial step in any evacuation is the prioritization of patient movement. Patients should be moved according to the threat of imminent danger from the emergency, their ability to survive the move, and the ease in which they can be moved. The medical considerations of this step should be made by the highest-ranking medical person on the unit at time of the incident.

If emergency conditions dictate an immediate relocation away from a patient unit, patients should initially be moved horizontally (if conditions allow) or via the unit stairwell to the closest unit not impacted by the emergency. If the incident is contained to one unit, movement should be horizontally and if unable to go horizontally the movement should be down, depending on patient care compatibility needs and incident conditions. Once patients have been relocated to a point of safety, they should remain there until directed to further relocate or return to their home unit.

If the incident involves an organized evacuation of a major portion of the hospital, unit staff should follow the process identified in the hospital evacuation annex. When directed, staff and patients should move as per the directions of the Evacuation Group Supervisor.

Ambulatory patients and non-ambulatory carry-compatible patients (as designated by unit staff) directed to move should be taken down a stairwell or elevator designated by the Evacuation Group Supervisor to the designated receiving site.

Non-critical and non-carry-compatible patients may be transported to the designated receiving site via designated elevator in the hospital or Medical School which has been deemed safe by the incident manager in

collaboration with the Facilities representative and/or the Fire Department and an elevator company representative (if available).

No critical patient may be moved via an elevator without either a physician or nurse in attendance.

Evacuation of Individuals with Disability (NYS F404.2.1(4))

Pre-Emergency Preparation

- All members of the University community should become thoroughly familiar with their facility and the location of **all** its exits and areas of refuge.
- They should become familiar with the distinct sound of the fire alarm signal.
- Persons in need of assistance should seek out volunteers (“buddies”) who might be able to assist them in an emergency.
- Individuals with disabilities should have knowledge of the safest route to an area of refuge and a clear/accessible path to an exit.
- Individuals, who use a wheelchair and also have verbal communication difficulties, should be able to provide written instructions on how they can be assisted to anyone trying to help them.
- They should carry a loud whistle, horn or similar device to alert people of their location if they become trapped or isolated.

Responsibility of Individuals with Mobility Impairment

- It is critical to the health and safety of an individual with mobility impairment that they are knowledgeable of their needs during an emergency evacuation. They should be expected to convey these needs to their supervisor at the beginning of their employment or the academic year. In the event of a fire emergency, an individual with a mobility impairment may choose one of the following alternatives:
- Proceed to an enclosed stairwell, accompanied by a partner or “buddy” and wait inside the stairwell. Remain in the stairwell while your partner goes to the Command Post to give your location until the responding fire department arrives and safely completes the evacuation.
- Proceed to a designated “area of refuge”. Designated “area of refuge” includes a two-way communication device and a fire rated area.
- Defend in place. Seek refuge in rooms or sections of a building, that by virtue of its construction associated with the location of the fire incident, will provide a safe area for persons to remain during a fire situation until rescue is made. The door should be kept closed. If possible, individuals should call University Public Safety (x13/275-3333) to advise them of his/her location.

Mobility Impaired – Wheelchair

- Individuals who use a wheelchair may need to be evacuated with the wheelchair particularly if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist the non-ambulatory person if they can do so without endangering their own life.

Mobility Impaired – Ambulatory

- Individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance. If an emergency evacuation is imminent, this individual should wait until heavy pedestrian traffic has cleared before attempting to use stairways.

Hearing Impaired

- Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their assigned rooms or offices. Staff should be aware of those persons with hearing impairments and should attempt to provide assistance and guidance in the event of an emergency evacuation.

Visually Impaired

- Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide an individual with a visual impairment from the building. Special attention should be given to obstacles or route obstructions.

Speech Impaired

- Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer or “buddy” capable of communicating with that individual should assist them during the evacuation.

Developmentally Disabled

- It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

Section 5: Plans

- The University's Environmental Health & Safety Fire Safety Unit has site plans identifying fire hydrants and fire lanes and a procedure identifying assembly points. **[NYS F404.2.2(3)]**.
- They also have floor plans that identify primary and secondary exit evacuation paths, areas of refuge for those buildings having them, location of manual fire alarm pull stations, fire extinguishers and fire alarm control panels and annunciators. **[NYS F404.2.2(4)]**

Section 6: Responsibilities

- The University's Environmental Health & Safety Fire Safety Unit oversees the maintenance of fire protection systems and equipment. The maintenance work can be done by University Facilities or the fire alarm vendor depending on the scope of the work. **[NYS F404.2.2(6)]**

Section 7: Training

The employee is trained on the University emergency procedures at time of hire. The University performs fire drill to train employees on evacuation techniques. Fire extinguisher training is available upon request through the University Fire Marshal's Office (585) 275-3243.

Section 8: Contact Information

For further information regarding this plan or emergency procedures, please contact the Director of Environmental Health & Safety at (585) 275-3241. **[NYS F404.2.1(9)]**