

## ASPR TRACIE Technical Assistance Request

**Requestor:** [REDACTED]  
**Requestor Phone:** [REDACTED]  
**Requestor Email:**  
**Request Receipt Date (by ASPR TRACIE):** 16 December 2016  
**Response Date:** 23 December 2016  
**Type of TA Request:** Standard

### Request:

[REDACTED] requested technical assistance in searching for college/ university emergency planning best practices and resources for students with access and functional needs. She also asked to be put in contact with an ASPR TRACIE Subject Matter Expert (SME) for further consultation.

### Response:

The ASPR TRACIE Team conducted a search for resources related to emergency planning for students, faculty/ staff, and visitors with access and functional needs, specifically geared towards colleges and universities. Materials gathered are provided in Sections I and II of this document. Section I includes emergency operations plans and guidance documents, and Section II provides webpages that include an overview of campus emergency procedures. We would also like to direct you to the [ASPR TRACIE Access and Functional Needs Topic Collection](#), which includes various resources including plans, tools, and templates.

ASPR TRACIE respectfully uses the term “access and functional needs,” but we acknowledge that there are many other terms that are frequently used such as at-risk, special needs, and vulnerable populations. Using these various terms do not negate the usefulness of these resources, which provide valuable planning concepts and ideas for inclusion of the whole community.

Since there are several resources included in this document, we would like to specifically highlight the following resources we feel provide the best examples:

Purdue University. (2016). [Integrated Emergency Management Plan](#).

Purdue University has incorporated its major emergency planning programs into the Integrated Emergency Management Plan (IEMP). Specifically, [Attachment 7](#) to the IEMP is an emergency operations plan geared towards individuals with access and functional needs.

Ready.gov. (n.d.). [Campus Ready](#). (Accessed 12/20/2016.)

This resource provides multiple emergency planning and training resources related to college and university campuses to include resources geared towards individuals with access and functional needs.

University of Central Florida Office of Emergency Management and University of Florida Student Disability Services. (2015). [University of Central Florida Emergency Plan for Individuals with Disabilities \(Special Needs\)](#).

This plan is a component of the University of Central Florida's Comprehensive Emergency Management Plan. It incorporates provisions to address the specific needs of people with temporary or permanent "impairments to their vision, hearing, or mobility."

## **I. College/ University-Specific Emergency Operations Plans and Guidance Documents (for Individuals with Access and Functional Needs)**

California State University, Long Beach (CSULB). (n.d.). [CSULB Emergency Operations Plan: Evacuation. Services to Students with Disabilities: Disaster Emergency Preparedness Plan for People with Disabilities](#). (Accessed 12/20/2016.)

This document provides guidelines students with access and functional needs can follow before and during emergencies while on the university campus. It also includes a section on evacuation policies.

Dartmouth College. (2005). [Special Assistance Needs and Disability Emergency Building Evacuation Plan](#).

This document provides general guidance on evacuation procedures for people with access and functional needs in case of fire and other building emergencies. It includes a Special Assistance/ Emergency Preparedness form that students and employees can fill out if they require special assistance in the event of an emergency evacuation. NOTE: This plan is relatively old, but may still be helpful for campus emergency planners.

District of Columbia Public Schools, Office of Public Education Facilities Modernization. (2008). [Guidelines for Developing an Emergency Evacuation Plan that Includes Individuals with Disabilities](#).

This document provides guidelines on emergency evacuation plans and procedures for individuals with access and functional needs. NOTE: While not specific to the higher education setting, this resource may still be helpful.

Gallaudet University. (n.d.). [Emergency Preparedness Guide](#). (Accessed 12/20/2016.)

This webpage provides several links to resources for individuals with access and functional needs, including local emergency contact information, emergency planning guidelines, tips for getting help in an emergency, and procedures for specific types of emergencies.

Purdue University. (2016). [Integrated Emergency Management Plan](#).

Purdue University has incorporated its major emergency planning programs into the Integrated Emergency Management Plan (IEMP). Specifically, [Attachment 7](#) to the IEMP is an emergency operations plan geared towards individuals with access and functional needs.

Ready.gov. (n.d.). [Campus Ready](#). (Accessed 12/20/2016.)

This resource provides multiple emergency planning and training resources related to college and university campuses to include resources geared towards individuals with access and functional needs.

Temple University, Institute on Disabilities. (n.d.). [Emergency Preparedness](#). (Accessed 12/20/2016.)

This webpage provides several resources including tools for personal emergency preparedness, tools for emergency preparedness planners, and resources tailored to people with access and functional needs.

The State University of New York, Canton. (n.d.). [Emergency Evacuation Plan for Students with Disabilities](#). (Accessed 12/20/2016.)

This document provides an emergency evacuation plan specific to students with access and functional needs for the various buildings on the State University of New York, Canton's campus.

The State University of New York, Geneseo. (n.d.). [Emergency Evacuation Procedures for Persons with Disabilities](#). (Accessed 12/20/2016.)

This resource outlines procedures for alerting, evacuating, or sheltering persons with access and functional needs located on the State University of New York, Geneseo campus during an emergency. NOTE: These are similar procedures to The University of Chicago's Emergency Evacuation Procedures for Persons with Disabilities also found in this document.

The University of Chicago, Environmental Health and Safety. (2013). [Emergency Evacuation Procedures for Persons with Disabilities.](#)

This resource outlines procedures for alerting, evacuating, or sheltering persons with access and functional needs located on the University of Chicago campus during an emergency. NOTE: These are similar procedures to The State University of New York, Geneseo Emergency Evacuation Procedures for Persons with Disabilities also found in this document.

Towson University. (n.d.). [Emergency Preparedness for Individuals with Disabilities.](#) (Accessed 12/20/2016.)

This webpage contains emergency preparedness information and general guidance for individuals with access and functional needs. It also provides links to other resources such as the Emergency Resources Guide, information on the Campus Emergency Notification System, and an Emergency Pocket Guide.

University of California, Berkley. (n.d.). [Safety Preparedness for Persons with Disabilities.](#) (Accessed 12/20/2016.)

This webpage is geared towards people with access and functional needs and includes links to campus safety resources (e.g., evacuation procedures, designated waiting areas, and individual evacuation planning for students).

University of California, Berkley. (2011). [Disabled Students' Program \(DSP\) Student Emergency Preparedness Program.](#)

This document provides information on the UC Berkeley Disabled Students' Program (DSP), including evacuation plans for individuals with access and functional needs.

University of California, San Diego. (n.d.). [Emergency Evacuation for People with Disabilities.](#) (Accessed 12/20/2016.)

This resource provides information and guidance materials on how to develop a departmental emergency action plan, and how to prepare for and assist individuals with access and functional needs during disasters.

University of Central Florida Office of Emergency Management and University of Florida Student Disability Services. (2015). [University of Central Florida Emergency Plan for Individuals with Disabilities \(Special Needs\).](#)

This plan is a component of the University of Central Florida's Comprehensive Emergency Management Plan. It incorporates provisions to address the specific needs of people with temporary or permanent "impairments to their vision, hearing, or mobility."

University of Georgia. (2015). [Emergency Procedures for Students, Faculty, Staff and Visitors with Disabilities.](#)

This resource outlines departmental responsibilities, emergency procedures, and materials available to the University of Georgia community that pertain to individuals with access and functional needs.

## II. College/ University-Specific Emergency Planning Webpages (for Individuals with Access and Functional Needs)

Brown University. (n.d.). [Student and Employee Accessibility Services \(SEAS\).](#) (Accessed 12/20/2016.)

This webpage provides suggestions for individuals with access and functional needs on emergency preparedness and building evacuation. It also provides information on how students and employees can register for the Disability Emergency Evacuation Program, which allows individuals to provide information about their location and contact information and prompts emergency personnel to check in with registered individuals in the event of an emergency.

DePaul University. (n.d.). [Procedures for the Disabled.](#) (Accessed 12/20/2016.)

This webpage provides general procedures and guidelines for the evacuation of individuals with access and functional needs.

Florida Polytechnic University. (n.d.). [Emergency Procedures for Persons with Disabilities.](#) (Accessed 12/20/2016.)

This resource provides general building evacuation guidance for individuals with access and functional needs.

Loyola University Maryland. (n.d.). [Evacuation for Persons with Disabilities.](#) (Accessed 12/20/2016.)

This resource provides evacuation information for individuals with access and functional needs and guidelines for persons assisting these occupants.

San Francisco State University. (n.d.). [Emergency Preparedness for Students, Faculty, and Staff with Disabilities.](#) (Accessed 12/20/2016.)

This webpage provides emergency preparedness suggestions for people with access and functional needs, and guidance for other faculty, staff, and students on assisting people with these needs in an emergency.

Stephen F. Austin State University. (n.d.). [Disability Services Emergency Response Procedure](#). (Accessed 12/20/2016.)

This webpage includes evacuation information for students with access and functional needs and general procedures for assisting those students.

The University of Texas at San Antonio. (n.d.). [Student Disability Services. Emergency Preparedness](#). (Accessed 12/20/2016.)

This webpage includes suggestions for students with access and functional needs regarding emergency preparedness and how faculty and staff can assist them.

University of Missouri. (n.d.). [Emergency Evacuation for Persons with Disabilities and Others Who May Need Assistance in the Event of an Emergency](#). (Accessed 12/20/2016.)

This webpage provides emergency evacuation guidance for persons with access and functional needs.