

Florida Gulf Coast University
Emergency Plan for Individuals with Disabilities*
Standard Operating Procedures



University Police
Environmental Health and Safety
Adaptive Services
2015

The Comprehensive Emergency Management Plan (CEMP) at FGCU has been designed to combine the university's supportive expertise, knowledge, and resources with those of local responders and emergency managers. This will provide the University with a unified effort to combat, mitigate and resolve any emergency situation. One of the components of the CEMP is the FGCU Emergency and Safety Guidelines for Individuals with Disabilities.

FGCU recognizes the need to incorporate provisions within all sections of the CEMP to address the specific needs of individuals with permanent and temporary disabilities. There are provisions within the plan for notification and evacuation, with regards to identifying who might need assistance during an emergency. FGCU's Environmental Health and Safety, University Police Department and Adaptive Services will work with all University departments to ensure that individuals with disabilities will have accessibility to all information, plans, products and services developed for emergency preparedness.

The FGCU Emergency and Safety Guidelines for Individuals with Disabilities is supported by the Americans with Disabilities Act, as amended, as well as other federal and state emergency plans, including the following:

- 29 CFR 1910.38, Emergency Action Plans
- 29 CFR 1910.165, Employee Alarm Systems
- Florida Statute 252.355
- Florida Statute 413.08 (2015 revisions)
- FGCU Policy 1.008 - Disability Access and Reasonable Accommodation
- FGCU Comprehensive Emergency Management Plan

The FGCU Emergency and Safety Guidelines for Individuals with Disabilities will be activated any time the University's Comprehensive Emergency Management Plan is activated.

Identifying Individuals with Disabilities

The Equal Employment Opportunity Commission (EEOC) provides guidance regarding what information employers are allowed to have when developing an emergency plan. According to the EEOC:

- 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.

- An employer may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume that everyone with an obvious disability will need assistance during an evacuation. People with disabilities are generally in the best position to assess their particular needs.

FGCU will follow the same guidance for its students as is followed for employees. All students who have self-identified with Adaptive Services will be given the opportunity to disclose needed assistance in the event of an emergency during their intake meeting.

FGCU has the following resources available to assist in identifying individuals with disabilities to aid in providing emergency services:

- Adaptive Services maintains a list of students who voluntarily report the need for academic assistance due to a disability.
- Housing and Residence Life maintains responsibility for emergency accommodations for their residents with disabilities. For more information, please contact the Office of Housing and Residence Life.
- 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.

If required and appropriate, Adaptive Services, Housing and Residence Life, and Department Supervisors will assist the University Police, Environmental Health and Safety, and Campus Reservations and Records Management in identifying faculty, staff and students with disabilities who may need assistance in the event of an emergency.

Communication and Alerts

Communication is a key factor in the university's preparedness to an emergency. FGCU has developed the following communication methods to ensure that all members are provided the opportunity to receive preparedness information that is most comfortable for them:

FGCU ALERT: FGCU ALERT is an emergency notification system that notifies faculty, staff, and students of critical information and situations affecting campus through the use of text messages and email. You may register by going to <http://www.fgcu.edu/alert/>. This system makes immediate notifications across campus without delay.

Posted ALERTS: Safety Alerts will be posted on the FGCU Police Department website at <http://www.fgcu.edu/UPD/alerts.html>, on video monitors, and at other locations around campus to reach the impacted population.

Website: The University website has an Emergency Preparedness page that links to the University Police Department, Environmental Health and Safety, Adaptive Services, and the Office of Equity and Diversity, where accessible egress procedures are explained. This page can be found under the Health and Safety tab.

NOAA WEATHER RADIOS: NOAA weather radios (NWR) broadcast a warning tone and then specific information such as severe weather warnings or other emergencies near campus. Working with the Federal Communication Commission's Emergency Alert System, NWR is an "All Hazards" radio network, making it a single source for comprehensive weather and emergency information.

BUILDING FIRE ALARMS: Fire alarms are in place to notify building occupants of possible fire dangers in the building. If you see or hear the fire alarm, evacuate the building immediately.

Additional information regarding communication and alerts can be found in Section 4 of the FGCU Comprehensive Emergency Management Plan.

Emergency Response

The University President may activate the CEMP upon the occurrence of an emergency event. While people with disabilities have the same rights to access emergency services as any other member of our community, they cannot disregard their personal responsibility to be prepared. However, due to the nature of an emergency, routine services may be disrupted. In these instances, the University will provide reasonable accommodations to ensure that people with disabilities receive required emergency services.

In events and/or instances where circumstances overwhelm University resources, the University Incident Management Team will coordinate with additional, outside entities to provide required services. These may include, but are not limited to: Lee County Emergency Management, the Florida Division of Emergency Management, the American Red Cross and other public and private sector resources.

Procedures

- All buildings are equipped with building maps, denoting exit routes. These maps are located by the elevators. Emergency Exit signs also provide notice of the nearest exit and include Braille for those with low vision or who are blind.
- Areas of Rescue Assistance: An Area of Rescue Assistance is defined as an emergency exit/fire proof stairway landing on above ground floors. Many buildings on campus have signage denoting the Areas of Rescue Assistance and individuals with disabilities should proceed to these areas upon notification of the need to evacuate. If a building does not have this signage, it is likely a building with installed sprinkler systems and individuals with disabilities should proceed to the nearest stairwell. Police or fire personnel will check these areas during the evacuation process.
- If an individual with a disability needs assistance or evacuation is not possible, other individuals should immediately provide the name and location of the individual needing assistance to the FGCU Police Department or Fire Department.

**Developed with guidance from the University of Central Florida's Emergency Plan for Individuals with Disabilities, 2012*