



**General Practice Residency Program
1707 W Charleston Blvd suite 280 & 290
Building Evacuation Plan**

Date Revised
June 2017

Risk Management and Safety

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BUILDING EVACUATION PLAN

The purpose of this document is to increase the safety awareness for students, faculty, staff and visitors while on the UNLV campus. It is vital that you evacuate the building every time the alarm sounds; and that you are aware of evacuation routes, exit points, and the location of your Emergency Assembly Area. You should also be conscious of the locations of pull alarms, first aid kits, emergency eye wash stations, and emergency showers. Additionally, if you are assigned any responsibilities in the following document you should be aware of what the position entails and be ready to assist in emergency situations.

I. BUILDING INFORMATION

1. **Building Name:** 1707 W Charleston Blvd suite 280 & 290, Las Vegas, NV

2. **Building Safety Coordinator (BSC) Name:** Dr. Dr. George McAlpine
Campus Address: 1707 W Charleston Blvd suite280 & 290, Las Vegas, NV
Phone No. (702) 671-5130
Email: george.mcalpine@unlv.edu

3. **Alternate BSC Name:** Carol Einhorn
Campus Address: 1707 W Charleston Blvd suite280 & 290, Las Vegas, NV
Phone No. (702) 671-5134
Email: carol.einhorn@unlv.edu

4. **Emergency Assembly Area (EAA) Location:** Parking lot, behind building 1707 W. Charleston.

5. Departments

A: General Practice Residency Program Supervisor: Dr. George McAlpine
Phone No: 671-5130
Email: george.mcalpine@unlv.edu

6. Campus Safety Committee:

UNLV SDM Health and Safety Committee

Dr. Davin Faulkner	Chairperson			774-2559	davin.faulkner@unlv.edu
Dr. Robin Reinke	QI Undergrad Program		Director	774-2581	Robin.reinke@unlv.edu
Dr. Robin Reinke	QI Grad Program		Director	774-2581	Robin.reinke@unlv.edu
Dr. Robert Danforth		Radiology		774-2680	robert.danforth@unlv.edu
Dr. Edward Herschaft	Interim	Microbiology		774-2654	edward.herschaft@unlv.edu
Mr. Lorenzo Bethea		Clinical Operations	Director	774-2483	Lorenzo.bethea@unlv.edu
Mr. Eduardo Rangel	QI		SDM Health and Safety Manager	774-2678	ed.rangel@unlv.edu
Dr. Rick Thiriot	ex officio		Acting Co-Associate Dean - Clinics	774-2655	rick.thiriot@unlv.edu
Dr. Wendy Woodall	Chairperson	Clinical Sciences		774-2722	wendy.woodall@unlv.edu
Ms. Kathy Underwood		UNLV Student Health Center	Associate Director -	895-0283	Kathy.underwood@unlv.edu
Mr. John Tomola		UNLV Risk Management and Safety	Occupational Safety Officer	895-4943	john.tomola@unlv.edu
	ex officio	Clinical Sim Center	Director	774-2106	
Mr. Kunal Patel	Student Rep	DS3			kunal.patel@sdm.unlv.edu
	Student Rep	DS3			
Ms. Amy Baker			Administrative Assistant to the Committee	774-2489	Amy.baker@unlv.edu

7. Emergency Staff

A **Role Taker** is a building occupant assigned to take roll call at the EAA after a building evacuation.

A **Floor Monitor** is a building occupant assigned to assist with a floor and building evacuation during an emergency by checking for and alerting other occupants on their way out of the building.

A. Roll Takers

1. Department or Unit: General Practice Residency Program

Primary: Michelle Vargas

Alternate: Mayensey Dribon

B. Floor Monitors

1. *Department or Unit:* General Practice Residency Program

Primary: Mayensey Dribon

Alternate: Michelle Vargas

8. Audible and Visible Alarm(s):

A. Fire Alarm Sound and Warning Strobe Color: White

B. Elevator Alarm Sound: Bell

9. Potential Fire Hazards:

The following are the potential fire hazards identified in this building, shops and work areas:

- Combustible materials: paper, cardboard, wood
- Flammable/combustible gases in laboratories. Oxygen, Butane
- Flammable/combustible liquids in laboratories. Acetone, Alcohol, Liquid Naphtha

Fire hazards are controlled by proper storage and housekeeping procedures.

10. Fire Prevention Procedures:

To prevent a fire, this building maintains a good housekeeping policy by storing flammable and combustible materials in an approved manner and avoiding accumulation of flammable and combustible materials in work areas and exit hallways.

The BSC works with the Fire Safety Officer at RMS to ensure that there is no excess accumulation of flammable and combustible materials in this building.

Custodial services are provided to this building by Accurate Building Maintenance Company, an outside contractor

A schedule of custodial services in this building may be obtained by contacting the custodial services provider..

11. Critical Operations Found in Building: There are no critical operations in this building for which employees are required to remain in the building during an emergency. There are no operations that should be checked immediately after an emergency.

12. Medical and AED trained employees Duties:

No occupant has been assigned or has volunteered for medical or AED duties specific to emergency situations in this building. Employees may have volunteered and been trained for Community Emergency Response Team (CERT), Rapid Response Team (RRT) or Disaster First Aid by EH&S for campus disaster situations (e.g. a fire, chemical spill). These volunteers will report to the specific locations designated for field teams in a disaster.

II. IMPORTANT PHONE NUMBERS

Copy this page and post it near your work phone for easy reference.

1. Campus telephone numbers for life-threatening emergencies:

- a. From any office or campus phone **911**
- b. From your outside phone or cell phone **(702) 895-3669**

2. Telephone numbers for non-life threatening emergencies:

- a. University Police (UNLVPD) **(702) 895-3668**
- b. RM&S **(702) 895-4226**
- c. Facilities Management **(702) 774-2389**
- d. Facilities Maintenance Help Desk **(702) 895-4357**

e. Student Medical Facilities

Student Health Service

(702) 895-3370

Hours:

Monday – Thursday 8 AM – 8 PM

Friday 8 AM – 5 PM

3. Where to Get Information During a Large-Scale Emergency:

a. Campus radio station

KUNV 91.5 FM

III. EMERGENCY PROCEDURES

1. Emergency Notification Procedures:

When you call **911 or (702) 895-3668** to request emergency assistance, you will be connected to the Public Safety Dispatch. Call from a safe location, remain calm and be prepared to give the dispatcher as much information about the emergency as you can for example (what the emergency is, where it is, if there are injuries and how serious are the injuries, etc.) The dispatcher will ask questions so do not hang up until you are told to do so. The dispatcher may also give you instructions.

2. Evacuation Procedures:

All building occupants are required **by law** to evacuate the building when the location alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding.

When evacuating your building or work area:

- **Stay calm; do not rush or panic.**
- Safely stop your work.
- If safe, gather your personal belongings; take prescription medications with you.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. **Do not use the elevator.**
- Proceed to the designated Emergence Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- **Do not** re-enter the building until the emergency responders instruct you to do so.

3. Fire Procedures:

All building occupants are required **by law** to evacuate the building when the evacuation alarm sounds.

- Immediately notify the fire department by pulling the fire alarm pull station. Call **911 or 895-3668** from a safe location to provide details of the situation.
- If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. **Evacuate immediately if one extinguisher does not put out the fire.**

- Evacuate the building as soon as the alarm sounds and proceed to the EAA, **at least 100 feet from the building.**
- On your way out, warn others.
- Use stairs only; **DO NOT USE ELEVATORS.**
- Move away from fire and smoke. Close doors and windows if time permits.
- **Touch all closed doors before opening. Do not open them if they are hot.**
- Re-enter the building **only** when instructed to do so by emergency responders or the On- site Incident Commander.

4. **Earthquake Procedures:**

During an earthquake:

Inside the Building:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the EAA or another designated location. Report to your roll taker.
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)

Outside the Building:

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the EAA or a pre-designated alternate assembly area. Report to your roll taker.
- Stay alert for further instructions.

5. **Crisis Situations/Acts of violence:**

A Crisis Situation Response is to be utilized for situations where an actual crisis situation has occurred. An appropriate response should be implemented for any situation involving the following scenarios:

- Shots being fired on or immediately adjacent to the campus.
- Report of weapon(s) on campus.
- A stabbing on campus.
- An explosion near, but not on the campus.
- A hostage situation or an armed barricaded subject on or immediately adjacent to the campus.
- A natural disaster, hazardous materials incidents, or threats involving Weapons of Mass Destruction, which would indicate immediate danger to those on campus.

NOTIFY THE UNIVERSITY UNIVERSITY POLICE DEPARTMENT BY CALLING 895-3668, OR 911 FROM A CAMPUS PHONE AS APPROPRIATE. PROVIDE THE DISPATCHER WITH ALL AVAILABLE INFORMATION REGARDING SUSPECT(S) DESCRIPTION, LOCATION, TYPE(S) OF WEAPONS, AND ANY OTHER CRITICAL; INFORMATION.

Do not close your buildings unless the University University Police advise you to. If it becomes necessary to evacuate, follow directions from University Police/ or administrators. Proceed to the EAA and wait for additional instructions.

6. Criminal or Violent Behavior:

Assist in making your work location a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call University University Police (sec. II) as soon as possible. Follow notification procedures (sec. III). If safe to do, wait for University Police to provide them with more information.

7. Explosion or Bomb Threat Procedures:

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive device. **DO NOT HANDLE OR DESTURB THE SUSPECT OBJECT.** Move to a safe area and notify the **University University Police immediately at 911 or 895-3668.** Provide as much information as possible. Use a telephone in a safe area. **Do not use cell phones, radios, operate any power switches, and do not activate the fire alarm.**

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if safe and directed to do so by emergency responders.
- Stay away from windows or objects that may fall as a result of the explosion or shock wave.
- Do not light matches, lighters, etc.
- Move away from the hazard site to a safe location, **at least 100 feet from the location.**
- If instructed to evacuate, use the stairs only; **do not use the elevators** (Sec. III).

If you receive a telephone bomb threat:

- Stay calm and keep your voice calm.
- **USE THE BOMB THREAT CHECK LIST** (Sect IV).
- Have co-worker notify the University University Police by dialing 911 or 895-3668 immediately. Give the dispatcher as much information as possible **including the telephone number that the call was made to.**
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.

- Take notes. Pay attention to details. Ask as many questions as possible:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Listen to the caller's voice. See if you can identify
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Check your work area for unfamiliar items. **Do not touch suspicious items**; report them to the University Police.
- If you are told by emergency responders to evacuate the building, see "**Evacuation Procedures**" above (Sec. III):

8. Hazardous Materials Release Procedures:

If in your work area there is a hazardous materials spill with material that you are familiar with, you should first determine if the spill would cause any immediate threat to individuals in the area. If there is immediate danger to life or property notify The Environmental Health and Safety Department at 895-4226 and The University University Police Department at 895-3668 or 911. The Material Safety Data Sheet (MSDS) should provide information on precautions to take with the material. In general, all students/employees should be evacuated up wind from the spill and kept away from the area until the area is properly cleaned up. **No one shall be allowed to return to the area until instructed to do so by the emergency responders.** If safety conditions permit, try to prevent the material from spreading into other areas (rooms, sewer system etc., **only if it is safe to do so.**

If in your work area there are hazardous materials that you are not familiar with or may cause harm to yourself or others, you should notify Environmental Health & Safety at 895-4226 or, if there is immediate danger to life, call the University University Police Department at 895-3668 or 911. Keep all students/employees away from the site.

9. **Utility Failure:**

In the event of a major utility failure, notify Facilities Management or the building owner if you are off-campus in a leased space.

Evacuate the building if the fire alarm sounds and/or upon notification by University Police. Do not panic; evacuate in an orderly manner, proceed to the EAA and wait for further instructions.

In laboratory buildings, fume hoods do not operate during a power outage and many laboratories should not be used until ventilation is properly restored. For more information, refer to EH&S or Facilities Management.

10. **Elevator Failure:**

If you are trapped in an elevator, use the emergency telephone located inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help. Notify Facilities Management and the University University Police.

11. **Flooding, Plumbing or Steam Line Failure:**

If your building has a plumbing failure, a flood, or a steam line failure:

- Cease using electrical equipment.
- Evacuate the building if necessary and proceed to the EAA.
- Notify Facilities Management and University University Police.

12. **Natural Gas Release or Leak:**

If you smell natural gas:

- **Immediately** call University Police, EH&S and Facilities Management or your building owner/contact person for leased space.
- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible. Evacuate all personnel up wind and at least 100 feet from the site.
- Follow procedures for Hazardous Materials Release.

13. **Ventilation Problem:**

If you smell odors coming from the ventilation system:

- Immediately notify Facilities Management and EH&S if you are located on campus or the building owner/contact person if you are off-campus.
- If necessary, cease all operations immediately.
- If necessary, evacuate the building and proceed to the EAA.

- If smoke is present, pull the fire alarm, evacuate the building, and then call University Police from a safe location.

IV. **EMERGENCY PREPAREDNESS**

1. **Supplies:**

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry when evacuating the building. A second kit should be located in your vehicle for emergencies, as well.

The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day; 3 days' supply recommended)
- Food (keep airtight in pest-proof packaging)
- Flashlight and extra batteries
- Utility knife
- First aid kit with special personal needs such as prescription medication and glasses
- Sturdy, comfortable shoes and clean socks
- Space blanket or a standard blanket
- Light sticks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Duct tape and barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- Jacket or sweater

Replace items when expired, or necessary.

2. **Training and Documentation:**

Law requires training on the BEP. The DSC is responsible for training the department employees on the BEP and keeping training records. It is the **responsibility of the occupant** to become familiar with the BEP, to know evacuation routes and assembly areas, and to attend training(s) given by the department on emergency preparedness and safety. As a supplement to the training, the BSC will post information in the building for occupants and guests.

Other training recommended for building occupants includes CPR, first aid, and fire extinguisher training. An occupant interested in any safety training should see his/her DSC or BSC. Call RM&S for more information on CPR, first aid training, and for fire extinguisher training,

3. Drills:

Building evacuation drills are required for all campus buildings. Consult your BSC if you wish to have an evacuation or fire drill in your building. The BSC is responsible for conducting the drill and documenting it. Obtain a copy of the documentation and submit it to your DSC. The campus Fire Prevention Division at EH&S can help in planning. Call EH&S for more information.

4. Securing Building Contents:

Many injuries do not come from collapsing buildings, but from objects inside the building which fall on people, or from windows shattering and causing lacerations. Make sure that shelves, computers, wall hangings, and equipment are physically secured to prevent falling and the possibility of blocking exit from your area, the items listed below are examples of equipment that should be checked. You may wish to conduct your own inspection of your work area. If there are concerns after your self-inspection, contact your DSC or call RM&S.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall or turn into projectiles
- Freestanding objects that do not have a high enough base: height ratio to be "fall proof" (e.g., a filing cabinet over 4 feet tall)
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors, or plants
- Cupboards or cabinets without secure "automatic" latches
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
- Heavy items which are above head height.
- Doorways that might be blocked by falling objects

For more information about securing falling hazards, please contact your DSC, BSC, RM&S or Facilities Management.

Acronyms and Terms

Acronym	Meaning
BSC	Building Safety Coordinator
BEP	Building Evacuation Plan
DSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EOC	Emergency Operations Center
RM&S	Risk Management and Safety
UNLVPD	University of Nevada Las Vegas University Police Department

Term	Definition
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Building Safety Coordinator	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares the BEP and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the BSC position description.
Building Safety Committee	A group usually composed of members of each department in the building, generally chaired by the BSC, charged with building emergency preparedness and overseeing building safety concerns.
Department Safety Coordinator	A University employee who assists in coordinating, implementing, and documenting the department's safety program. This includes ensuring department employees are trained on their BEP(s).
EAA	A pre-designated safe location near a building where Building occupants assemble and report to the roll taker(s) after evacuating the building.
Emergency Operations Center (EOC)	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.
Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
Roll Taker	A building occupant assigned to take roll call at the EAA after a building evacuation.

APPENDIX B

University of Nevada Las Vegas Evacuation Policy for People with Disabilities

The following guidelines have been adopted by the UNLV campus to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities first, if possible.
- **Do not use elevators**, unless authorized to do so by university University Police or fire personnel. **Elevators could fail during a fire or a major earthquake.**
- **If the situation is life threatening, call 911.**
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.

- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ask someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES:

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto **your arm** as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advice of safest route or direction by pointing toward exits or evacuation maps.

MOBILITY IMPAIRMENT

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - Most enclosed stairwells
 - An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
- If you do not know the safer areas in your building, call the campus Fire Prevention Division at 642-3073 for a building survey.
- Notify University Police or fire personnel immediately about any people remaining in the building and their locations.
- University Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, BSCs should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at 642-3073 from a campus telephone to request evacuation assistance from the Fire Department.
- Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating. As soon as information is available, the campus emergency information line (642-4335) will have a recorded message stating when power is likely to be restored.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES:

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through EH&S.
- Two or more trained volunteers, if available, should conduct the evacuation.
- **DO NOT** evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always **ASK** disabled people how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- **Before** attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.

Summary:

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills

to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare

If you have questions about this campus policy or need additional information, contact one of the organizations below:

- Evacuation policies: RM&S, 895-2990
- Students with Disabilities : Learning Enhancement Services, 895-0866 (voice), 895-0652 (TDD)
- Fire regulations, safe areas: UNLV Fire Safety Officer, RM&S 895-2990

Appendix C

Emergency Preparedness Guidelines for People with Disabilities

Follow the guidelines for People with Disabilities. In particular:

- Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
- Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
- Become familiar with alternate evacuation routes in buildings you use frequently.
- Learn what may constitute a safe area in buildings you use frequently.

If you use a wheelchair and cannot duck and cover under a table:

- Protect your head as much as possible.
- Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
- Engage the electronic brake or wheel locks on your wheelchair.

Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider the following:

- In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
- Are there certain medications or support systems that you need?
- Do you have access to another wheelchair if yours cannot be evacuated?

Know your limitations and be aware of your needs in different emergencies.

If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.

Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.

Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.

If you need to be evacuated, help yourself and rescuers by providing others with information about your needs and the best ways to assist you.

Appendix D

BOMB THREAT CHECKLIST

Ask as many questions as possible

1. When will the bomb explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. Where did you leave it?
6. Did you place the bomb?
7. Who is the target?
8. Why did you plant it?
9. What is your address?

Listen to the caller's voice. See if you can identify:

1. Speech patterns (accent, tone)
2. Emotional state (angry, agitated, calm, etc.)
3. Background noise (traffic, people talking and accents, music and type etc.)
4. Age and gender

Write down other data:

1. Date and time of call
2. How threat was received (letter, note, telephone)