



Emergency Evacuation Procedure for Persons with Disabilities

Per Title 8 of the California Code of Regulations, §3220, an Emergency Action Plan (EAP) shall be in writing and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

With the support of the Alameda County Fire Department and Oakland Fire Department, the County of Alameda has developed the following procedure for evacuating persons with disabilities. Agencies or departments may choose to enhance the standard EAP and incorporate elements to better meet the needs of employees or members of the community for whom they serve.

In the event of a fire or other emergency requiring evacuation, each County department/agency shall:

- Identify an “area of refuge” for persons with disabilities, located at the top or at the landing of a stairwell in emergency action plans for facilities with floors above or below ground.
- Identify a useable circulation path to the area of refuge that is clearly marked.
- Designate a Persons with Disabilities Monitor who would identify employees or members of the public who required assistance in navigating stairs and direct them to the area of refuge, and communicate evacuation needs to the evacuation manager and/or emergency personnel.
 - Persons with mobility disabilities requiring only minor physical effort to assist in reaching the public way could be assisted by others, under the guidance of the evacuation manager.
 - Persons with mobility disabilities requiring major physical effort to assist in reaching the public way would remain in the area of refuge until trained emergency personnel arrived.

Emergency personnel would manage the evacuation of the persons with disabilities from the area of refuge. In imminent life and death situations only, the Monitor and Evacuation Manager should seek help from others to assist persons with mobility issues that required major physical effort to navigate the stairwell, and only if doing so would not endanger the life of others.