PURDUE UNIVERSITY

Emergency Preparedness for Access & Functional Needs Populations Plan

January 1, 2021

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PREPARE, PLAN, STAY INFORMED

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Section 1: Plan Fundamentals

1.1 Purpose

A) The purpose of this document is to provide a framework for Purdue University West Lafayette campus emergency response personnel working with members of the Purdue community who may need additional assistance in times of emergency. For the purposes of this plan, the University is committed to working with any individual with a physical or mental impairment or condition that requires assistance to relocate within or evacuate a University building, facility, or campus area in an emergency situation. Members of the Purdue community with limited English proficiency may also have unique considerations. This document also lists steps and resources to help prepare those in the Purdue community who may need assistance in an emergency situation. Our mission is to assure access to emergency preparedness, response, and recovery services for at risk and hardest to reach campus populations.

B) The plan is intended to help guide those with access & functional needs with emergency preparedness planning, response, and recovery. It provides the planning information and guidelines that are relevant for consideration before campus emergencies occur.

C) It may become necessary to turn to local resources to fill the gaps of any facility that is selected.

D) At Purdue University, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness.

1.2 Scope

E) "Access & Functional Needs populations" for this plan are defined as anyone who may need assistance during a building or campus emergency. The University recognizes that persons with physical or mental impairments or conditions, temporary and permanent, may require additional assistance with emergency notification, evacuation, sheltering, and transportation. It is the responsibility of the University to provide for people with a physical or mental impairment or condition the same level of safety afforded to all.

1.3 Laws and Authorities:

A) Accordingly, federal/state laws and policies help mandate and form an impact on planning and response to emergencies particular to this document. Laws and authorities that form an impact on Purdue's planning and response are listed below.
   1) Rehabilitation Act of 1973, as amended

2) Americans with Disabilities Act of 1990, as amended
3) Fair Housing Act of 1968, as amended
4) Architectural Barriers Act of 1968
5) Communications Act of 1934
6) Individuals with Disabilities Education Act (IDEA) of 1975
7) Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
8) Executive Order 13347

1.4 Situation and Assumptions

A) Situation
1) Purdue has over 300 academic and service buildings, 16 residence halls, and 12 athletic facilities, with the majority of them being accessible.

2) The Purdue community includes employees, students, and members of the public who identify themselves as needing additional assistance in an emergency due to a functional need. This plan is intended to address emergency planning; however, additional resources are available at:
3) Resources for students: https://www.purdue.edu/drc/
4) Resources for employees: https://www.purdue.edu/hr/
5) Emergency responders and other rescue personnel may experience communication barriers while assisting certain members of the Purdue community.
6) Types of impairments and conditions that may affect communication and must be considered include, but are not limited to, cognitive/intellectual impairments or conditions, mental illnesses, physical impairments or conditions, hearing impairments or conditions, or visual impairments or conditions. These impairments or conditions may be permanent or temporary, visible or not readily identified, chronic, episodic, physical, or mental. Those persons with limited English proficiency should be included in the vulnerable populations and associated planning.
7) Major needs of at risk campus populations may include assistance with the following activities associated with emergency or disaster response and recovery, including but not limited to, preparation, notification, evacuation and transportation, sheltering, first aid and medical services, temporary lodging and housing, transition back to the community, clean up, and other emergency- and disaster- related programs, services, and activities.
8) Some people with at risk considerations will identify the need for assistance during emergency situations; others will not.
9) Some people may utilize service animals, which are trained to do work or perform tasks for the benefit of an individual with a disability.

B) Assumptions
1) The ADA Coordinator for the Purdue University West Lafayette campus is the Director of OIE. Purdue's West Lafayette campus depends on the ADA Coordinator to provide guidance on and interpretation of matters regarding all aspects of the ADA.
3) Emergency response personnel may need guidance from the community when working with those individuals who have a hearing impairment or

condition, a cognitive/intellectual impairment or condition, a physical impairment or condition, and those with limited English proficiency who require special assistance.

4) Some members of the Purdue community may have to be evacuated without or may be separated from durable medical supplies and specialized equipment they need (i.e., wheelchairs, walkers, telephones, etc.). Every reasonable effort should be made by emergency managers and shelter providers to ensure these durable medical supplies are made available or are rejoined with the community member.

5) Many physical or mental impairments or conditions may not be visible to community members and first responders.

Section 2: Concept of Operations

2.1 Self-identification

A) <u>Voluntary Registry Program</u>: The Purdue University "**Voluntary Registry for Persons Requesting Additional Assistance**" is an effort to collect emergency response-based information for access & functional needs populations. This registry allows students, staff and faculty with to communicate their additional assistance needs under different types of emergency situations on campus so that campus emergency response agencies can better plan to serve the registrants in times of disaster or other emergencies. The "Voluntary Registry for Persons Requesting Additional Assistance" Form can be found on the Emergency Preparedness Office website [here].

B) University staff, students and faculty should refer to the following for further guidance:
   1) Purdue University Fire Department: responsible for collection and storage of the "Voluntary Registry for Persons Requesting Additional Assistance" Form--1250 Third Street, West Lafayette, IN 47907

C) The University is required by law to keep all medical information confidential. However, emergency and safety personnel and other University representatives may be informed if an individual with a physical or mental impairment or condition identifies themselves and might require help with alerting, evacuating, or sheltering during an emergency. The information shared with such personnel shall be limited to information necessary to help alert, evacuate, or shelter the individual during an emergency.

2.2 Building Emergency Plans and Individual Emergency Plans

A) By recognizing that members of our University community may require special assistance in an emergency, the University asks that all persons become familiar with the Building Emergency Plan for those buildings they regularly occupy. Also it is suggested that in addition to completing a Voluntary Registry Form one should create an Individual Emergency Plan. This planning will allow for the individual, building support staff, and responders to prepare for an evacuation or shelter in place emergency. Individual Emergency Plans should include:
   1) **Evacuation Procedure.** Together with their personal support persons, individuals needing assistance will develop a path of travel that leads to an exit point or an area to shelter-in-place that may or may not be designated by pre-existing University building maps.
   2) **Shelter in place.** It may be advisable for a person who requires additional assistance to move to a secure area or stay in place until proper evacuation can be facilitated by responders. Each floor above the ground floor may have a proper safety area known to building staff

and first responders. Contact the Building Deputy for more information.

3) **Designated means of communications.** Together with personal support persons, individuals needing assistance will outline the procedures of emergency notification, as well as design methods for the individual to notify emergency response personnel should an emergency occur.

NOTE: Recommend that persons work with Building Deputies of frequently visited buildings in order to develop the best evacuation routes or shelter in place points.

2.3 Notification

A) Purdue University uses "Purdue ALERT," a multi-layered approach in emergency warning systems, such as sirens and/or other audible alerts, to warn students, staff, faculty and visitors of impending danger. In these situations, Boiler TV and local TV stations are notified to institute open captioning and public notice announcements, in accordance with the Integrated Emergency Management Plan (IEMP).

B) Purdue Police and Fire Department staff may be tasked to conduct loud speaker announcements, vehicular siren notifications, and door-to-door alerts.

2.4 Emergency Evacuation for Persons with Physical or Mental Impairments or Conditions

A) In order to better prepare for an emergency requiring an evacuation, it is advised that individuals familiarize themselves with building maps, evacuation plans, and manual fire alarm pull stations. Most of Purdue's buildings have accessible exits at the ground level floor that can be used during an emergency. In most Purdue buildings, persons will need to use stairways to reach building exits. Elevators should not be used because they may be unsafe to use in an emergency and are normally automatically disabled during a fire emergency.

B) Persons using wheelchairs or other similar mobility aids should stay in place, or move to a safe area, during an emergency requiring a building evacuation. If the person requiring additional assistance is alone, s/he should phone emergency services at 911 before leaving her/his location to tell emergency services which safe area s/he is going to use. All members of the Purdue community are also encouraged to immediately notify first responders and emergency personnel the location of any individual sheltering in place.

2.5 Sheltering

A) Depending on the scope and severity of an emergency or disaster, the American Red Cross, in collaboration with Purdue University, may provide students, staff, faculty and visitors with safe refuge during or after the emergency in shelters on and off campus.

Section 3: Organization and Assignment of Responsibilities

3.1 Purdue University Emergency Preparedness and Planning Office

A) Responsible for carrying out the emergency management program for the Purdue West Lafayette campus. The Director will coordinate the activities of all organizations for emergency management on campus and with additional emergency management agency's/organizations throughout the county and state.

B) Should always consider the requirements and priorities of those with physical or mental impairments or conditions during all decision making cycles of emergency- and disaster-related operations, regardless of the scope and severity of the emergency or disaster.

3.2 Senior Director of Environmental Health and Public Safety

A) Will assume responsibility as the Emergency Operations Center Director upon activation of the EOC and will establish response and recovery priorities through the EOC, and in conjunction with the Campus Emergency Preparedness and Planning Director, will coordinate the resources needed to support the emergency operations.

3.3 Public Information Officer

A) Provide official information and instructions to the community, utilizing all available means of communications before, during, and after an emergency or disaster situation, including but not limited to: television, radio, websites, closed captioning, large print materials, Braille. See Basic Plan and ESF #15 Public Information and External Communications.

3.4 Transportation Unit Leader (or ESF #1 Coordinator)

A) When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people. Continuing transportation needs typically involve the movement of relief supplies, equipment and emergency workers during response and recovery efforts.

B) Consideration must be given to transporting service animals along with their owners and to special resources needed to transport the at-risk populations (i.e., transportation with wheelchair lifts). See ESF #1 Transportation plan.

3.5 Public Health & Medical (or ESF #8 Coordinator)

A) Access & Functional Needs populations may have unique medical needs. Consideration must be given to ensuring they have their durable medical supplies, prescriptions, medical attendants, and other specialized medical equipment and services. See ESF #6 Mass Care, Housing, and Human Services and ESF #8 Public Health and Medical Services plans.

Section 4: Training

4.1 Training and Exercises

A) Emergency exercises should periodically include a scenario that provides for the demonstration of coordination of resources and support for Access & Functional Needs populations.

Section 5: Resources

5.1 Resources:

A) Voluntary Registry for Persons Requesting Additional Assistance, Campus Emergency Preparedness and Planning

B) Emergency Management under Title II of the ADA, www.ada.gov/pcatoolkit/chap7emergencymgmt.pdf

C) "ACCESS PURDUE: A Disability Resource Guide for Faculty and Staff" http://www.purdue.edu/ethics/oie/.

D) Purdue's Disability Resources Page http://www.purdue.edu/accessibility/

5.2 Transportation Resources:

City Bus of Greater Lafayette
1250 Canal Rd
Lafayette, IN 47902
Phone: (765) 423-2666
Website: www.gocitybus.com

5.3 Student Resources:

Office of the Dean of Students
Schleman Hall of Student Services,
Room 207
475 Stadium Mall Drive
West Lafayette, IN 47907
Phone: (765) 494-1747
Website: www.purdue.edu/odos/

Disability Resource Center
Ernest C. Young Hall, Room 847
151 South Grant Street
West Lafayette, IN 47907
Phone: (765) 494-1247
Website: www.purdue.edu/drc/

5.4 Employee Resources:
Office of Institutional Equity
Ernest C. Young Hall, 10th Floor
155 South Grant Street
West Lafayette, IN 47907
Phone: (765) 494-7253
Web: www.purdue.edu/ethics/oie/

5.5 Other Resources:

A) Assistive Technology Center (ATC)
Stewart Center, Room 111
Phone: (765) 494-4387
Website: https://www.itap.purdue.edu/learning/services-resources/accessibility/assistive-technology-center.html

B) Purdue Campus Emergency Preparedness and Planning Office
Terry Memorial House, Room 176
205 South Intramural Drive
West Lafayette, IN 47907
Phone: (765) 494-0446
Website: www.purdue.edu/ehps/emergency_preparedness/