UCSB Emergency Assistance Program

I.   Create an Emergency Response Action Plan

II.   Identify a Support Team of Volunteers For Special Evacuation Needs

III.   Download and Print an Emergency Assistance Response ID Card

IV.   Enroll in E-Alert for Special Notification and Response

Templates for the *UCSB Department Emergency Operations Plan* are on the EH&S Web site at http://ehs.ucsb.edu/eap

I.   Create an Emergency Response Action Plan

The campus is generally responsible for emergency preparedness and response; however, everyone must also actively participate in planning and preparation to insure individual safety in an emergency. A person with a disability knows best what he or she may require in the event of an emergency. If you will require special assistance in an emergency, developing an action plan is a critical first step. We encourage you to work closely with your department, immediate supervisor or other appropriate personnel in assessing your needs and developing an individual emergency response action plan. Your plan may include the following: Designated Areas of Refuge, e.g., Stairwells, Communication Needs, Special Equipment Needs, e.g., Evacuation Chair.

First Responders to any emergency situation will be better able to assist you if your plans have been communicated in advance to the Campus Emergency Preparedness Manager. Please contact the **Campus Emergency Preparedness Manager**, Jim Caesar at (805-450-1437), james.caesar@ehs.ucsb.edu for assistance in evaluating your needs and developing an individual emergency response action plan.

You may also ask the Campus Emergency Preparedness Manager to add your contact information and action plan details to a confidential database for use only in emergency situations. Your individual action plans can then be incorporated into the annual fire drill for the applicable buildings or facilities in your plan. The personal information maintained in this database is protected as described in the University Privacy Statement. The information will only be shared with emergency personnel to insure your safety.

II.   Identify a Support Team of Volunteers For Special Evacuation Needs

If you have a disability or restriction that will prevent you from safely evacuating from a building or facility without assistance, e.g., a wheelchair user on the upper floor of a

multi-story building, the Campus Emergency Preparedness Manager will assist you in identifying and training a support team that will help notify First Responders or Incident Command of your location and need for evacuation assistance. Please contact the **Campus Emergency Preparedness Manager**, Jim Caesar at (805) 450-1437, james.caesar@ehs.ucsb.edu to start the process of preparing and implementing your support team plan in collaboration with your department head, supervisor or identified volunteers.

III.   Download and Print an Emergency Assistance Response ID Card

You are encouraged to download and print the Emergency Assistance Response ID Card and carry it with you at all times on campus. In the event of an emergency, you can give the ID card to a designated volunteer or other available volunteer to notify First Responders or Incident Command of your location and special assistance needs.

IV.   Enroll in UCSB Alert Programs for Special Notification and Response

UCSB Alert is an alert system that allows University Officials to send text messages to designated email accounts (school, work, home, other) or cell phones, smartphones and other handheld devices.

If you are not already enrolled in UCSB Alert, we encourage you to enroll.

We also encourage people with disabilities and special needs to request enrollment in the **UCSB Alert- Special Needs** alert system. This will provide an additional level of University emergency notification to your designated email account or cell phone. We will use the **Special Needs** system to request confirmation from you that you have been notified of the emergency and safely evacuated from any building or facility involved in the emergency. If you do not respond promptly and are in an area or building within the emergency, this information will be shared with Incident Command and emergency personnel will take appropriate action to find you and insure your safety.

To enroll in the UCSB Alert- Special Needs system, please contact the **Campus Emergency Preparedness Manager**, Jim Caesar at (805) 450-1437, james.caesar@ehs.ucsb.edu

The personal information gathered from both of these alert systems will be used to contact you in case of an emergency and is protected as described in the University Privacy Statement.