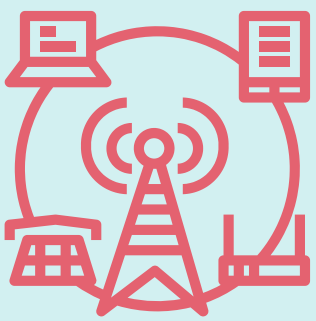


Workplace Emergency Preparedness:



GUIDE TO KEEP EMPLOYEES WITH DISABILITIES SAFE

EMERGENCY ALERTS AND SIGNAGE



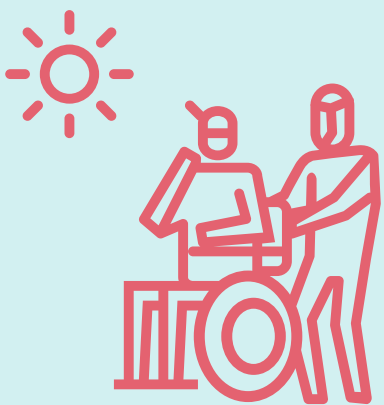
- Install devices that emit both visual and audio cues
- Make sure that all visual signages are easy to read
- Provide audio directions using the company's public address system
- Use tactile devices

EXIT ROUTE

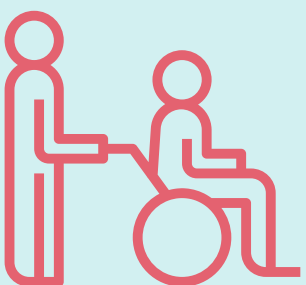
- Multiple emergency exit routes and backup aids
- Install a stair-descent device or evacuation chair
- Make sure that the stairway width is large enough to accommodate the number of evacuating personnel
- Exit doors should be clearly labeled
- Workers should be well-trained in how to assist colleagues with disabilities



DESIGNATED WAITING AREAS (DWA)

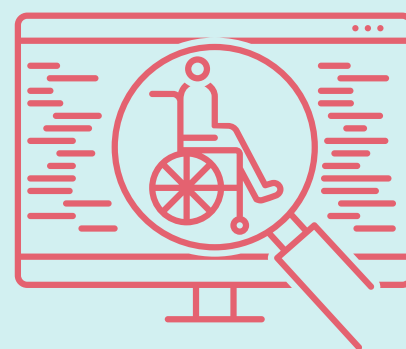


- Part of a stairway landing located within a smoke-proof enclosure.
- Part of an exterior exit balcony immediately adjacent to an exit stairway.
- Part of a one-hour fire-resistive corridor immediately adjacent to an exit enclosure.
- A vestibule that's immediately adjacent to an exit enclosure.
- Part of a stairway landing within a vented exit enclosure.



ACCESSIBLE EMERGENCY INFORMATION

- Using a large font size for workers with vision loss.
- Adding captions on the video or providing a text transcript.
- Providing the information through email, enabling workers to use a screen reader to perceive the text.



INDIVIDUALIZED WORKPLACE EMERGENCY RESPONSE PLAN



- Finding out if an alarm has been activated
- Locating and navigating the exit route
- Communicating with emergency responders
- Traveling through and exiting the building without using elevators
- Locating and utilizing designated waiting areas
- Telling a fellow employee when the alarm has been activated
- Assisting them in locating the exit
- Informing emergency responders how they can communicate with the worker
- Physically supporting another worker who has mobility issues.

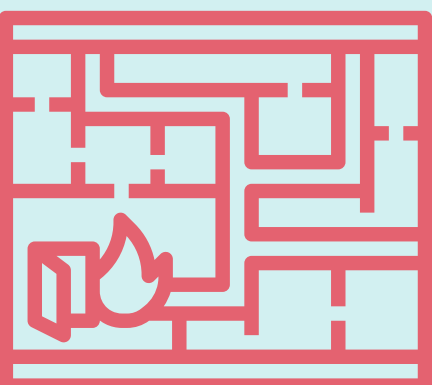


IN ADDITION, THE PLAN SHOULD ALSO INCLUDE:

- The names of all the volunteers as well as their contact information and location
- All the details that show how the worker will be involved during the emergency response
- Which portions of the plan the worker will be independent and which parts he/she will require assistance
- What the volunteers need to do
- All alternate routes that the worker and volunteer can take to exit the building
- The worker's name and location
- Emergency contact information of the worker



ACCOUNT FOR EMPLOYEES AFTER AN EVACUATION



- You will need to do a headcount to make sure all of your employees are safe.
- Inform rescue personnel of the names and the last known locations of anyone unaccounted for.