



## **ANNEX D**

### **EMERGENCY EVACUATION**

#### **I. PURPOSE**

To provide general guidance on basic evacuation procedures which will allow for safe, orderly evacuation of individuals, and to outline the general responsibilities of the University community.

#### **II. SITUATION**

Some emergencies require the evacuation of buildings due to natural disaster, fire, flood, bomb threat, facility/utility failure and/or hazardous materials. It is possible that in the event of a flood or other major emergencies that the entire population of the University would need to be evacuated.

#### **III. ASSUMPTIONS**

- A. There may be little or no advance warning of an emergency requiring evacuation.
- B. The area from which people will need to be evacuated depends upon the area that is endangered by the specific emergency, the scope of impact on transportation capabilities, weather variables and other factors. Emergencies may involve evacuating just one part of a building, a specific facility or the entire campus.
- C. The scope of the emergency may require continued evacuation of facilities for the duration of the emergency.
- D. The safety of UNC students, faculty and staff will be a priority while following evacuation procedures.
- E. The Operations and Logistics Chiefs will coordinate with city and county fire and police support departments.

- F. General emergency guidelines and procedures pertaining to the safe evacuation and/or rescue of persons with disabilities are outlined in academic and administrative departments, as well as Housing & Residence Life, and Dining Services procedures, and will be followed by a majority of staff and students.
- G. Coordination with national, regional and local media will be handled by representatives of the Office of Media Relations. Requests for information will be referred to the University Public Information Officer.
- H. The Logistics Unit will work collaboratively with the Operations Unit to ensure provision of temporary staging areas for victims of evacuation to alternative campus facilities. If campus facilities are unavailable, American Red Cross may be asked to help provide alternative staging sites.
- I. The Logistics Unit will provide support staff should residents need to be evacuated to alternative locations for lodging and/or feeding and will coordinate these needs with local emergency and American Red Cross agencies.

#### **IV. RESPONSIBILITIES**

It is the responsibility of each department or program area to establish evacuation procedures for their specific activities and locations. The final written plans must be reviewed by the Department of Environmental Health and Safety (EH&S) for consistency with established University guidelines and adherence to appropriate standards of care. General evacuation responsibilities are described below:

- A. It is the responsibility of the Executive Director for Emergency Management to determine when evacuation of the entire campus is required due to imminent danger.
- B. Faculty members are responsible for monitoring the safe evacuation of their students from classroom situations in the event of an alarm.
- C. Departmental heads, building coordinators and others in management positions will be responsible for ensuring an orderly employee evacuation from work areas.
- D. All disabled faculty, staff or students are responsible for planning evacuation procedures for the areas they will be routinely visiting and pre-arrange for the assistance of others in advance of

emergency situations. It is the responsibility of the Disability Support Services, in cooperation with Environmental Health and Safety, to provide informational assistance to departments developing area-specific evacuation/emergency plans for disabled persons.

(Departments/programs will refer occupant inquiries of this nature to the Disability Support Services or existing UNC policies.)

- E. The Operations Unit personnel will be responsible for:
  - 1. Deploying appropriate resource agency and personnel.
  - 2. Maintaining clear access for emergency responders (pedestrian and vehicle traffic control).
  - 3. Controlling access to the building following evacuation.
  - 4. Signaling the "all-clear" after the emergency has been addressed or dismissed.
  
- F. The Logistics Unit will manage and coordinate the evacuation of people to off campus locations. Evacuation routes will be identified with the aid of outside resources and will consider all available information including:
  - 1. Estimation of the traffic capacity of each designated route.
  - 2. The current condition and state of route.
  - 3. Select routes from risk areas to designated mass care facilities.
  - 4. Examine access to route from each part of the risk area.
  - 5. Coordinate with operations unit to prepare a movement control plan.
  
- G. Housing & Residence Life and Dining Services staffs on duty are responsible for the prompt evacuation of students, staff and guests from Residence Halls and Dining Halls. Housing & Residence Life management will provide written procedures to all occupants, and staff describing the appropriate evacuation procedures for these areas. They will also ensure that their staff has received appropriate training and that routine drills are conducted. The written procedures, like those of other departments, will be

reviewed by EH&S prior to distribution or posting. Occupancy information will be brought to evacuation meeting sites by Housing & Residence Life and Dining Services staffs.

1. The safety of UNC students and staff will be a priority while following evacuation procedures. Housing & Residence Life and Dining Services will develop and maintain a list of missing persons and staff, and forward this information to the Emergency Management Center.
  2. Housing & Residence Life, Dining Services and Emergency Personnel will coordinate reports regarding residents hospitalized and/or treated at emergency centers and forward this information to the Emergency Management Center.
  3. Housing & Residence Life and Dining Services will provide support staff should residents need to be evacuated to alternative locations for lodging and/or meals and will coordinate these needs with local emergency and American Red Cross agencies.
- H. Students are responsible for following the instruction of authorities during emergencies and for evacuating buildings promptly whenever an alarm sounds or orders to evacuate have been given by authorized personnel. Students must immediately report all fires and similar emergencies by calling appropriate personnel or by engaging building alarm. It is the responsibility of UNC students to respond promptly to evacuation orders and to treat these activities with appropriate gravity -- which includes refraining from initiating false evacuations.
- I. UNC emergency personnel will determine when it is safe for residents to return to academic buildings, residence halls and dining facilities and when operation of these facilities can resume in a safe manner.
- J. It is the responsibility of all faculty and staff to promptly report all fires or other situations that endanger campus occupants.

## **V. GENERAL EVACUATION PROCEDURES**

The following guidance should be distributed to the general campus community:

- A. Never block, even temporarily, building evacuation routes and exits.

- B. Never ignore a sounding alarm or official instructions to evacuate a building.
- C. Ensure that those in the general vicinity are aware of the evacuation.
- D. Close, do not lock, doors behind you as you exit your work areas or classrooms.
- E. Evacuate quickly and calmly, by way of the nearest exit, to a safe distance from the building (500 feet or more). Keep clear of emergency vehicles. Leave sidewalks and roadways clear for emergency responders.
- F. Stay with the group from your area or with your class. **Do not** re-enter the building until the all clear has been given. Follow instructions given by University Police, Environmental Health & Safety personnel, University administrators or other emergency authorities.
- G. If it is necessary to evacuate the campus in a vehicle, exit in the direction given by University Police or other emergency authority. Do not put your vehicle in a position where it blocks the way for others. Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate. If the road is not usable, leave your vehicle and evacuate on foot.

## VI. DEPARTMENT AND PROGRAM PROCEDURES

- A. Each department should establish evacuation and emergency procedures appropriate to their area and area activities. Representative(s) and alternate(s) for each geographic area should be selected to act as Evacuation Guides during an emergency to ensure that occupants are evacuating when an alarm or other warning method has been initiated. This individual(s) would be the last to evacuate the area, as safety permits<sup>1</sup>, and would ensure that no able-bodied occupants remain in the area. In the event that any individual(s) are unable to evacuate, the Evacuation Guide would relay the location of the remaining individual(s) to emergency responders after evacuating the area.

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<sup>1</sup> Nothing in these procedures should be interpreted in such a way that it places any individual(s) in jeopardy.

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- B. Whenever possible, a specific location should be selected for the department or program members to meet immediately following evacuation of buildings/campus. If possible, when large numbers must be accounted for, the manager, director or Evacuation Guide should take a list of names with them to the meeting site to ensure that all individuals have successfully evacuated. Missing individuals and their building location, when known, should be reported to on-scene emergency responders or to UNC Police Communications Center as soon as possible.

## **VII. CLASSROOM EVACUATION**

Evacuation of classrooms and buildings is mandatory when the alarm sounds; when an evacuation is verbally ordered by authorized personnel; or a threat is apparent. Faculty will instruct their students to follow posted evacuation procedures, to take their valuables, to remain with the class and to meet at a site designated by the faculty member a safe distance from the building (500 feet or more). Faculty should report the location, if known, of any occupants/students that remain in the building to emergency responders on-scene or to UNC Dispatch as soon as possible. Students and faculty will keep clear of emergency responder traffic. Re-entry into the evacuated building is not permitted until an authorized representative, generally the UNC Police, has given the all-clear. Faculty should remain on scene (as safety permits) until they have conveyed information regarding their classes' evacuation to appropriate emergency responders or administrators acting as their representatives. If a faculty member is unable to accompany students to the designated site, the faculty member should designate an individual (see Buddy System: IX.C.) to communicate information to the emergency responders.

## **VIII. RESIDENCE HALL AND DINING FACILITY EVACUATION**

- A. The facility from which people are evacuated, and the location of the area of rescue, are defined per Housing & Residence Life and Dining Services evacuation procedures and are based on the type of emergency causing the need for evacuation. Areas of rescue and occupancy plans stipulating the location of persons with disabilities, when known, will be provided by Housing & Residence Life and Dining Services to emergency response personnel. Housing & Residence Life and Dining Services staffs will not act as agents of rescue, which could ultimately impede the response of trained emergency personnel.
- B. Housing & Residence Life staff will report the names and locations of individuals with disabilities requiring evacuation to on-scene

emergency responders or to UNC Police Communications Center as soon as possible. Dining Services will maintain a list of on-duty staff for each dining facility and attempt to verify that all staff have safely evacuated.

- C. In the event students are relocated from on-campus housing, Housing & Residence Life personnel will provide comprehensive records of the occupants and staff of each facility and arrange for registration of these victims at emergency relocation sites.
- D. Transportation may be provided to those who need it by UNC Transportation Services as available. The Disability Support Services may be able to provide an accessible van to be used to transport individuals with disabilities.
- E. In most cases personal vehicles will be the primary means of transportation during an evacuation. However, in a large scale incident where mass transportation is needed the Logistics Unit will coordinate with the Weld County Paramedic Services and the City of Greeley Transportation Coordinator to request additional transportation services and assistance.

## **IX. EMERGENCY EVACUATION FOR INDIVIDUALS WITH DISABILITIES**

- A. Individuals with disabilities must prepare for emergencies ahead of time. Prior planning and practice of evacuation routes are important in assuring a safe evacuation. Individuals with disabilities should become involved in the evacuation process by discussing their abilities and needs with faculty, as well as campus employers, and Housing & Residence Life staff if living on campus. The use of the "buddy system" for evacuation is recommended, and "buddies" should be established for each setting. "Buddies" can be anyone willing to help evacuate a disabled individual during an emergency. If an individual is physically unable to evacuate during an emergency, the "buddy" should inform rescue personnel of the individual's location within the building.
- B. If physically unable to evacuate, individuals with disabilities should attempt to move to specifically constructed and designated "safe rooms." Individuals with disabilities should remain in the safe room or area of rescue until professional rescuers arrive. If safe rooms are unavailable, the individual should attempt to reach an "area of rescue" away from danger zones. Areas of rescue are rooms:
  - 1. Always ask the individual how you can help before attempting any rescue technique or giving any assistance.

2. Listen to the answer; the individual is the best authority on his or her own disability.
3. Some individuals utilize service animals such as guide or hearing dogs; where possible, keep the team together.
4. Also ask the disabled individual if he or she has any special considerations or items that need to come with the individual during the evacuation.
5. "Buddies" should not attempt to carry electric chairs for persons who use them. Electric chairs should be left behind if they cannot be safely driven from a building or into an area of rescue.