



## **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. Individual safety 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 the campus Emergency Evacuation Guidelines for Individuals with Disabilities found on the Environmental Health and Safety (EHS) website and attached to this document. This information should be used as a guide for faculty, staff and students.
- G. Coordination with national, regional and local media will be handled by representatives of the Office of University News & Public Relations. Requests for information will be referred to the University PIO.
- 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, arrangements may be made with private business or volunteer organizations such as the American Red Cross.
- 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 volunteer 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 EHS and the University Police Department 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 Incident Commander 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. This may include a pre-arranged personal evacuation plan. Disability Support Services can provide educational emergency information and area of refuge location materials to individuals and departments developing personal evacuation plans for disabled individuals.
- 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. Communicating the "all-clear" on scene after the emergency has been addressed or dismissed by the Incident Commander.
- 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 & Residential Education (HRE) 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. Occupancy information will be brought to evacuation meeting sites by HRE 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 Operations Center. If the Emergency Operations Center is not active, the list should be provided to the police supervisor on scene.
  2. HRE, Dining Services and Emergency Personnel will coordinate reports regarding residents hospitalized and/or treated at emergency centers and forward this information to the Emergency Operations Center.
  3. The Emergency Operations Center 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 volunteer 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 respect -- which includes refraining from initiating false evacuations.
- I. It is the responsibility of all faculty and staff to promptly report all fires or other situations that endanger campus occupants.
- J. 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.

## **V. GENERAL EVACUATION PROCEDURES**

The University has multiple buildings on campus of varying shape, layout and capacity. The following information provides an outline of expectations regarding all evacuations on University property. Each

department should use this information as a starting point to create a full evacuation procedure for their respective building(s).

- 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. 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 emergency personnel.
- 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. If the road is not usable, leave your vehicle and evacuate per the directions of emergency personnel.
- H. It is the responsibility of all faculty, staff and students to have some familiarization with the layout of the buildings they use and visit. If an individual has mobility impairments, those issues should be reviewed with Disability Support Services and an evacuation plan should be created for the individual. See also Emergency Evacuation for Individuals with Disabilities under section IX.
- I. In the event that faculty, staff and students are asked to evacuate the campus, but the nature of the emergency precludes persons to return to their homes off-campus, emergency shelter will be coordinated with the Weld County Office of Emergency Management and volunteer organizations. Those individuals living on campus will be sheltered in accordance with the actions listed in Residence Hall and Dining Facility Evacuation under section VIII.

## **VI. DEPARTMENT AND PROGRAM PROCEDURES**

- A. Each department should establish evacuation and emergency procedures appropriate to their area and area activities. Should an

emergency occur, pre-determined representatives (most likely building coordinators, supervisors, instructors, or other classroom leaders) will serve as Evacuation Guides and should direct their respective groups to a safe area away from the building. This individual(s) would be the last to evacuate the area, as safety permits, and would encourage all able-bodied occupants to leave 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. There is no direct or inferred obligation for an Evacuation Guide to unreasonably risk their life or risk injury in assisting others.

- 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 as soon as possible.

## **VII. CLASSROOM EVACUATION**

Evacuation of classrooms and buildings is mandatory when the fire alarm sounds; when an evacuation is verbally ordered by authorized personnel; or a threat is apparent. Faculty should direct their students to follow posted evacuation procedures, to remain with the class and to meet at a site designated by the faculty member a safe distance from the building (if the situation allows, persons should take their personal belongings). Faculty should report the location, if known, of any occupants/students that remain in the building to emergency responders on-scene as soon as possible. Students and faculty will keep clear of emergency responder traffic. Re-entry into the evacuated building is not permitted until authorized by the University Police Department or their representative. 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 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 & Residential

Education evacuation procedures and are based on the type of emergency causing the need for evacuation. The same is true regarding Dining Services locations. Areas of rescue and occupancy plans stipulating the location of persons with disabilities, when known, will be provided by Housing & Residential Education to emergency response personnel. Housing & Residential Education and Dining Services staffs will not act as agents of rescue, which could ultimately impede the response of trained emergency personnel.

- B. 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 & Residential Education 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.
- E. In most cases personal vehicles will be the primary means of transportation during an evacuation. In a large scale incident where mass transportation is needed the Logistics Unit will coordinate additional transportation services and assistance.

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

- A. All individuals with disabilities at the University of Northern Colorado must be prepared in the event of an emergency. Prior planning of emergency evacuation procedures and practicing evacuation routes are important to assuring a safe evacuation during an emergency.
- B. If a safe evacuation is not possible, individuals with mobility impairments who are unable to evacuate the building on their own should move to an Area of Refuge, call 911, and wait for assistance from emergency personnel.