

Evacuation or Shelter in Place

Since the residence halls are governed by their own evacuation procedures based on the nature of the emergency, other than automatic evacuation, the Incident Commander will decide whether or not the University community should evacuate one, several, or in extreme cases, all campus buildings. Note that with certain emergencies, the Incident Commander may decide that evacuation of a building or of the campus is not an appropriate course of action. Examples of such incidents are:

- An armed hostage situation
- Gunfire – an active shooter on or in the vicinity of the University campus
- A violent incident outside the campus perimeter
- A local hazardous or toxic airborne plume or local hazardous waste spillage

In such case, and upon direction of the Incident Commander, all people present within the University buildings will be instructed through Rave to shelter in place.

Shelter in Place Procedures:

The University will broadcast a direction to shelter in place via the Rave emergency notification system. This same message will instruct students in route to the school to avoid seeking entry to the University campus or residence halls, depending upon the location of the incident.

Upon receipt of the shelter in place notification, the community should follow the practice of A.L.I.C.E. training and depending upon the affected building, students and faculty should report to assigned classrooms immediately. Staff and unassigned faculty should report to their respective offices immediately. Unassigned students should seek shelter in the nearest classroom, or other similarly protected area. Residence hall students should return to their respective rooms.

Faculty and staff on each floor should make a reasonable effort to ensure evacuation of all hallways and elevators, and that everyone in sight has gone to a classroom or similarly protected area. Residence Advisors should make a reasonable effort to ensure that all students return to their residence hall rooms.

- Close and lock all doors and windows.
- Close drapes and stay away from windows and exterior doors.
- Turn off pilot lights, air conditioners and exhaust fans.
- Do not open windows or doors and remain in protected areas until receipt of an “ALL CLEAR” Rave message indicates the danger has passed.

Evacuation:

In the event of a high-level emergency, and if the Incident Commander decides that evacuation of University buildings is necessary, evacuation shall be initiated through the fire alarm system. If the fire alarm sounds, members of the University community should evacuate immediately.

General Evacuation Procedures:

When evacuating a building or work area:

- Stay calm
- Do not rush or panic

- If instructed to evacuate, gather personal belongings if it is safe to do so. Reminder: take prescription medications, keys, purse, glasses, etc. if at all possible, since it may be hours before you are allowed back in the building
 - If safe, close and leave unlocked office doors and windows
 - Use the nearest fire stairways to proceed to an exit. Do not use the elevator
 - Proceed to a safe evacuation area as directed by police officers
 - Wait for instructions from emergency responders
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- Do not re-enter the building or work area until instructed to do so by police officers who are acting under the instruction of the Incident Commander