

CAMPUS EMERGENCY EVACUATION/SHELTER IN-PLACE GUIDELINES

Evacuation Guidelines

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of “gridlock”. However, other considerations come into play during an evacuation. Steps will be taken to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool or bicycle.

The character and immediacy of the emergency situation directly affects the means by which people will leave their building or area of campus. There are two stages of evacuation:

Stage 1: Department Coordinators will ensure that all members of their department (including students and visitors) will proceed to the **Evacuation Assembly Area** outside their building. The Department Coordinator serves as liaison with the Building Coordinator to assure that all individuals have been accounted for and the building is appropriately secured.

Stage 2: If further evacuation is required. Building Coordinators will direct Department Coordinators to lead their employees, students and/or visitors to the **Evacuation Area** as directed by the Incident Commander. In certain situations, people may be directed to leave campus immediately. Evacuation procedures and locations of evacuation areas for each building are listed in Appendix E.

The decision to implement evacuation procedures generally rests with the Emergency Director. In situations requiring immediate action, public safety responders (Law Enforcement, Public Safety, Fire, and Hazmat Response Team) can also order an evacuation. When evaluating a possible evacuation. Consideration will be given to the specific incident (bomb, fire, storm, tornado, explosion, hazardous material incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of public safety officials.

Shelter- In-Place Guidelines

Certain incidents may require that occupants of a building shelter-in-place for protective actions. Examples of these are tornado warnings, active shooter and certain hazardous materials incidents. Public Safety Officials will advise occupants when these types of actions are appropriate.

OFF CAMPUS ASSISTANCE AND MUTUAL AID

Neither MWSU nor any municipality or jurisdiction has the resources to effectively handle all potential emergencies. In certain circumstances, the University may request outside assistance from a variety of sources. It is recommended by this plan that written Mutual Aid Agreements be implemented with any agencies that may be asked to interact with MWSU during an emergency. These mutual aid providers may be generally divided into two categories: Other **Institutions** and **Non-Campus**.

It is critical that all requests, other than those of public safety, for outside assistance are made with the approval of the President according to emergency protocol.

Other Institutions: A variety of supports may be needed and requested from other education institutions. This type of aid is of the nature that only a similar facility would be able to provide.

Non-Campus: The Incident Commander may access local, county and state mutual aid resources. These specifically include fire and police resources, although other specialized resources may be accessed through specific procedures. Campus Public Safety maintains Mutual Aid agreements with the St. Joseph Police Department. The Buchanan County Sheriff Department as well as all State and Federal Law Enforcement agencies have jurisdiction on State owned University property. The St. Joseph Fire Department has mutual aid capabilities through a Statewide Mutual Aid Statute