General Evacuation Procedures

I. Building Evacuation

A. All building evacuations will occur when an alarm sounds and/or upon notification by institutional personnel.

B. When the building evacuation alarm is activated during an emergency, those present are to leave by the emergency evacuation route for the area in which they are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.

C. Assist those with disabilities in exiting the building. Do not use the elevators in case of fire and/or potential power loss. Once outside, proceed to a clear area that is at least 1000 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Identify an assembly point to congregate once outside.

D. An assembly point for evacuations should be established.

E. Do not return to an evacuated building unless instructed to do so by institutional personnel or law enforcement.

II. Campus Evacuation

A. All persons are to immediately vacate the area in question and move to another part of campus as directed. Persons with disabilities should be given necessary assistance to evacuate.

III. Department of Housing Catastrophic Emergency Evacuation Plan

A. In the event of an emergency requiring the evacuation of the entire campus, the following plan will be implemented. The plan will cover the following areas:

1. Campus Officials to Be Notified

2. Relocation of Residents

3. Transportation

4. Temporary Housing and Food Needs

5. Identification of Special Needs Residents

6. Dealing with the Media

7. Aftercare

8. Campus Officials to Be Notified

B. Per a campus emergency response plan, the Chief Student Affairs Administrator is the lead official of any crisis involving the residence halls. At the beginning of any crisis, the following officials are to be notified:

1. The Director of Housing and his/her supervisor, if not the Chief Student Affairs Administrator

2. The Assistant Director(s) of Housing for Residence Life

3. The Chief of Institutional Police Department

4. The Director of University Relations (for media contacts)

5. The Director of Counseling Services (for the aftercare)

6. The Director of Student Health

7. Responsible administrator for the building(s) to be evacuated

8. Director of Physical Plant / Facilities

9. Local emergency management agency (e.g., Red Cross, law enforcement), if necessary

C. Relocation of Residents

1. Once the decision has been reached to evacuate all of the residence halls the Hall Directors in each building will be notified to contact hall staff members to prepare them for the evacuation.

a. If time permits and the incident is a non-life threatening situation, then hall staff will go room to room to inform residents of the evacuation and notifying residents of what personal items may be brought with them.

b. If time does not permit and the incident is an actual or potential life-threatening emergency, then the fire alarm will be immediately pulled and hall staff will proceed through the building clearing the rooms using the standard fire drill procedures. Residents will be directed to a central location for notification and transportation off campus.

2. The Hall Director or Assistant Hall Director will bring the latest copy of the hall roster with him or her to determine which residents are accounted for. Upon notification, some residents may decide to leave campus on their own. The staff should make effort to note on their rosters the residents who chose to leave campus by means of personal transportation.

D. Transportation

1. Upon the decision that residents must be evacuated from the building, transportation will need to be arranged. The three initial contacts for transportation are:

a. Institutional Motor Vehicle Operations for vans

b. Local Board of Education for school buses

c. Tennessee National Guard for trucks

1. If additional transportation is needed, neighboring school districts as well as charter bus companies can be contacted.

E. Temporary Housing

1. Arrangements for the temporary housing of dislocated residents will be of prime importance. If the need to evacuate the halls does not necessitate the need to evacuate campus, residents can be temporarily housed in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. If the entire campus must be evacuated, the following local locations can be used for temporary housing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Cots and blankets will need to be provided.

4. Agencies such as the American Red Cross and the Tennessee National Guard can be contacted for help.

F. Food Needs

1. Once the residents have been relocated, plans for providing food will need to be implemented.

a. If the relocation is on campus or local, Campus Dining Services can be used to facilitate this function.

b. If Campus Dining Services are not in service or unable to operate, local churches and aid agencies such as the American Red Cross can be contacted for assistance.

G. Aftercare

1. The Director of the Counseling Center should be contacted to have counselors available at the relocation site should their services be needed by any resident or staff member.