

 <p><b>UNIVERSITY of</b> <b>West Georgia</b> <b>POLICE</b></p>	<p><b>8-114 Evacuations &amp; Sheltering</b></p>
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### 8-114.1 Overview

The purpose of this policy is to establish guidelines for evacuating buildings and communities due to a bomb, chemical-biological, hazardous material, fire, or natural disaster threat. Evacuations may take two forms: evacuating the campus or evacuation by sheltering in place. The method used will be determined by the nature of the event and the most effective method to preserve life and property.

### 8-114.2 Policy

In any emergency or threat environment, it is the policy of the University of West Georgia to determine the necessity and the means to evacuate citizens from imminent danger. The safety of persons, including emergency service providers is the first priority in a threatened area. It is essential that evacuations to planned and carried out systematically, efficiently and in a manner that gives primary consideration to the protection of human life.

### 8-114.3 Definitions

1. Threat - A threat in the context of this document can incorporate a wide variety of situations in which a significant segment of the campus community may be endangered. Examples include crimes involving barricade and hostage situations, civil disturbances, natural disasters, fires on lands that threaten the campus or fires that involve commercial establishments that contain chemical, petroleum, or other explosive or toxic materials; accidents involving trains or commercial vehicles that release or threaten the release of toxic substances, explosives or other dangerous materials; as well as the use or the threat of deploying conventional explosives, biological, chemical or nuclear weapons, or other means of inflicting injury and casualties over a wide area.

## 8-114.4 Procedures

### A. Initial Response

The initial response will vary for each incident, depending on the threat at hand. When first arriving at the scene of the threat, the initial responding officer(s) shall:

1. Observe the situation from a safe distance, make a determination of the nature and severity of the threat and notify an immediate supervisor of the situation.
2. Determine the scope and likely boundaries of the area in which the threat exists as well the potential need for evacuation of businesses and residences.
3. Notify the communications center of all information pertinent to the incident scene to include but not limited to:
  - a) The type, nature, and apparent severity of a chemical spill, accident, natural disaster, threat, hazard or related problem.
  - b) The type of emergency equipment and personnel required and information on the best route for approaching the scene if safety issues exist, to include the possible immediate need for:
    - 1) Fire Department and or Hazmat response
    - 2) Ambulances for visibly injured or potentially injured persons
    - 3) Utility personnel, including power, water, and telephone
    - 4) Public works and highway emergency personnel
4. Activate the incident command system if warranted.
5. Take initial steps to contain and isolate the scene of the threat by:
  - a) establishing an inner and outer perimeter to the threat area to provide a reasonable degree of safety for emergency responders and civilians.
  - b) Barring all unauthorized persons from entering the threat area.
  - c) Ordering all unauthorized persons to evacuate from within the perimeter. use the public address system, bullhorn, or another means of communication to clear all persons within the area of discernable threat and take further action if needed pending further determination of the level of threat involved.

6. If the incident area is contaminated with hazardous materials, substances or poses other life threatening situations, officer(s) shall perform the following to the extent that it does not unnecessarily risk their life or safety and subsequent render them unable to provide further assistance:
  - a) Where possible, assist persons in leaving the hazard area,
  - b) As time and resources permit, render emergency first aid to individuals who have suffered physical injuries and make initial determinations of victims requiring immediate medical assistance in preparation for EMS arrival.

## **B. Officer in Command**

Once a senior officer has arrived at the scene, he or she will assume responsibilities as the officer in charge (OIC) until such time as he or she is relieved by a superior. The OIC shall be briefed on the situation by the officer(s) at the scene and take such steps as may be deemed appropriate. These may include but are not limited to the following:

1. Establish a command post of sufficient distance from the threat area.
2. Notify other personnel in the chain of command.
3. Ensure that personnel and resources noted in item IV.A.3.b above have been made and are responding and request any additional support services where deemed necessary.
4. Determine if mutual aid is necessary and request activation of mutual aid agreements or emergency assistance from other jurisdictions and/or the military where appropriate.
5. Assign, as necessary, individual officers to oversee specific tasks and operations. These include but are not necessarily limited to such tasks as:
  - a) maintaining information exchange with the watch commander and other senior executives of development surrounding the incident;
  - b) ensuring the breadth and security of the inner and outer perimeter;
  - c) establishing a separate tactical operations center where necessary;
  - d) establishing a staging area for police officers and other responding agencies arriving for assignment;

- e) ensuring that routes for traffic flow and crowd control are established and personnel assigned to expedite evacuation and the management of incoming emergency vehicle traffic;
- f) making provisions for recording personnel assignments and developing a chronological and/or photographic and video record of events at the incident scene;
- g) making provisions for recording actions and decisions made at the command center and tactical operations center
- h) ensure that all necessary emergency equipment and resources have arrived as requested and are made available at the staging area;
- i) ensure that emergency medical services are available and all injured persons are removed or being removed from the incident scene;
- j) designate and staff a media staging area.

### **C. Evacuation Procedures**

1. The decision to evacuate will be made by the incident commander. If it is determined that the hazard or threat will pose a serious danger to people living or working in the immediate proximity, a mass evacuation may be necessary in order to protect the people and property. A number of factors must be considered when deciding whether or how to evacuate an incident scene to include:
  - a. the nature of the hazardous material, condition, or threat (if applicable);
  - b. weather conditions, wind speed and direction, drainage;
  - c. location of the incident scene;
  - d. density of the population, housing and businesses involved, and nature of the affected location;
  - e. traffic patterns and routes of egress from the affected area;
  - f. means of transportation for stranded persons or the physically challenged;
  - g. suitable locations for providing temporary shelter of displaced persons;
  - h. hazards associated with evacuating versus not evacuating.
2. If an evacuation is deemed necessary, determine the boundaries of the evacuation effort and the order of priority--the area in the greatest degree of

danger will be evacuated first. Carroll County EMA will provide guidance as to the distance from campus the community must be moved.

3. The evacuation area should be enlarged as conditions change and time permits.
4. The incident commander may initiate one or a combination of three methods of evacuation:
  - a. Phone evacuation – the Communications Center will contact ITS and ask that a phone message be sent to all phones on campus advising of the problem and to evacuate. The message must briefly explain the situation and provide the direction that people are to move towards. Residence Life will be requested to contact staff in each hall to also spread the message and direct people to leave the Halls.
  - b. Audible evacuation - Officers will be assigned to drive through specific areas using the audible siren of their police vehicles and directing residents to evacuate via loud speakers.
  - c. Physical evacuation - Officers and others assigned will go door to door informing residents of the Residence Halls and classroom buildings of the need for and means of evacuation. Each Building will be logged as the notifications are made.

***Note: A refusal to evacuate is not a violation of law. Occupants shall be warned that a refusal to evacuate may be hazardous or deadly to all occupants. Those refusing to leave will not be arrested or forced to leave the campus.***

Officers and persons assigned shall be monitored and removed should the threat become too great to continue door-to-door evacuation.

5. Utilize the news media to inform residents of the affected area to evacuate.
6. Inform all persons residing in the buildings, homes or neighborhoods of the situation and that an evacuation of the premises has been ordered.
7. Assist all disabled persons out of buildings or homes and instruct all individuals being evacuated to proceed out of the building in a calm and cooperative manner.

8. Direct evacuees to designated safety zones and administer aid to any persons in need of medical assistance.
9. Police roadblocks should be constructed to prevent outsiders and nonessential personnel from entering or reentering the evacuated area.
10. Campus shuttles will be utilized to evacuate residents in the Halls that do not have cars. Depending on the number of buses and drivers that are available, the halls will be divided by the number of buses and a bus will be assigned to evacuate those in the respective halls.
11. Relocate residents to shelters for the duration of the evacuation, provide security at the shelter location, and contact the American Red Cross for assistance with food, blankets, etc. where necessary. Carroll County EMA will provide the locations of the shelters to the University.
12. If there is a greater hazard to the rescuers and the chance of saving victims is minimal, careful consideration should be given to calling emergency rescue workers back to a safe location for reassembly.

#### **D. Post-Evacuation Procedures**

1. Once the evacuation is complete, the incident area shall be searched thoroughly for persons who are injured or left behind.
2. Injured persons should be moved from the incident area with as little physical contact as possible, and held in an area shielded from the scene until emergency aid is received.
3. If the injured person(s) require transportation to a hospital, the communications center shall notify the receiving hospital if incoming patients are contaminated with hazardous and communicable substances or disease.
4. In order to reduce fright and maintain calm, affected persons, communities and businesses should be notified as soon as appropriate that they are no longer in immediate danger.
5. Once the site has been secured (where no immediate threat exists), investigative teams shall attempt to make a determination concerning the cause of the threat (if not weather related) by such means as:
  - a. checking the site for possible explosives;
  - b. requesting assistance of other agencies to determine the nature of the threat; and/or

- c. coordination with intelligence operation, of this agency, and those of state and federal sources.
6. The incident commander shall conduct a debriefing of all key personnel following the completion of operations and issue a report to the chief executive officer of the department. An evaluation of evacuation procedures, area and perimeter security, the availability of emergency services and coordination shall be included in the report.

## **8-114.5 Emergency Shelter Activation Plan**

### **A. Purpose:**

The purpose of this plan is to create a procedure for the establishment of an emergency shelter for use by University, local community or evacuees from other locations in the event of a natural or man-made disaster.

### **1) Activating the Sheltering Plan**

- a) In the event of a University emergency (i.e.: fire in a residence hall forces the residents out for a period of time), a temporary shelter will be established at the direction of the UWG Chief of Police.
- b) In the event of a community or national disaster requiring the establishment of a temporary or long term shelter, the President will be responsible for authorizing the establishing of a shelter on campus.

### **2) Establishing a Location**

The gym area of the Campus Center will be utilized as a long term shelter. (Long term is defined as exceeding 24 hours). The lower level of Z-6 may be utilized as a short term shelter. (Short term is defined as a need for less that 24 hours).

### **3) Staffing the Shelter**

The following personnel will staff the shelter:

- a) Shelter Manager – the manager will coordinate the operations of the shelter and direct support staff in its operation. The shelter manager will be appointed by the Red Cross or the University president depending on if the shelter need originates on or off campus.
- b) University Police – One or more officers will be assigned to providing security for the shelter on a 24 hr basis. The Uniform Division commander will set the schedule for the officers.

- c) Support staff – University staff will provide temporary registration assistance and medical care as needed. Reimbursement for personnel expenses will be recorded and provided to the Red Cross or GEMA in the event a disaster proclamation is made and funding is provided.

#### **4) Food Service**

If the shelter is managed by the Red Cross they will be responsible for coordinating food service for the shelter residents. If the shelter is opened due to an on campus emergency, ARAMARK will provide temporary food service for the residence.

#### **5) Volunteers**

If volunteers are needed to operate the shelter, the following procedures

- a) Volunteers are very important – they are to be valued but will not run the operation.
- b) Volunteers will have a criminal back ground check run prior to being allowed in the facility. UWG PD Communications Center will provide the required GCIC waiver.
- c) Volunteers should sign in when working
- d) A running list will be created of those and when they can work
- e) A job list will be established for what needs to be done and volunteers assigned to the task if appropriate
- f) A University staff person will be placed in charge of the volunteers

#### **6) Donations**

- a) Donations will only be solicited with the approval of the President
- b) A donations coordinator will be named by the Shelter Manager
- c) A public announcement will be made by the Office of University Communications (UC) requesting the needed items. UC will use radio, print and e-mail to communicate the need. Prior to the announcement it will be determined what items are needed, where they are to be delivered and the hours of operation.
- d) Donated items will be collected at one site and sorted/stored at another. A full time University employee will be placed in charge of the sorting



process. This person will establish a sorting plan and direct all aspects of the operation.

- e) A protocol will be established for distribution to the people who need them. We have an obligation to distribute the materials to the people they were intended for.
- f) The storage area will be a secured area with only limited access by staff or volunteers.
- g) A badging system will be established for security purposes so that volunteers can be identified and access to the shelter controlled.
- h) An account will be established through Business and Finance to handle all cash donations. Receipts will be provided to those making cash contributions.

## **7) Transportation**

- a) If a need arises, a transportation director will be appointed to handle the transportation of shelter residents without vehicles. Transportation will be limited to shopping, receiving medical treatment, or special activities approved by the shelter manager.
- b) The transportation manager will coordinate with churches and civic organizations to obtain vans and drivers if possible. The use of University vehicles will be restricted and any vehicle used must be by a licensed, University employee.

## **8). External Agency Support**

- a) The University will seek assistance from local support groups and governmental organizations as needed.
- b) A list will be created of governmental services and kept on file. This would include but not limited to agencies that provide counseling, housing and food.