

# 2015



# Campus Evacuation Plan

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## *University of North Carolina at Charlotte*

In the event of an on campus emergency, this plan is designed to assist in the safe and effective evacuation of students, faculty, staff and visitors. Members of the campus community should familiarize themselves with this plan to ensure this process is carried out in an orderly manner. It should be noted that emergencies come in a wide variety of forms and they can occur anywhere and at any time. Therefore, the enclosed evacuation routes may be altered to ensure the safest possible evacuation routes are being utilized.

# UNC Charlotte: Campus Evacuation Plan

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# UNC Charlotte: Campus Evacuation Plan

## I Introduction

The UNC Charlotte Police Department developed this campus evacuation plan (The Plan) in collaboration with a multitude of community partners including, but not limited to:

Risk Management

Business Continuity Planning

Parking and Transportation Services (PATS)

Office of Disability Services

Facilities Management (FM)

This plan establishes the protocols for a safe and orderly evacuation of people due to hazards (e.g., severe weather event, hazardous material spill, terrorist act, etc.) that threaten the University or a significant portion of the University. This plan describes the process for safely evacuating members of the campus community, assigns responsibilities, and specifies actions required to conduct a full or partial evacuation of the University.

## II Purpose and Priorities

The Plan makes provisions for the orderly evacuation of the University of North Carolina at Charlotte in a manner that protects the health, safety, and welfare of all students, faculty, staff, and visitors evacuated from campus. Priority consideration is given to the following activities:

- Protect life (highest priority),
- Provide for the immediate emergency needs of students, faculty, staff, and visitors, and
- Protect critical business functions to allow the University to resume operations as quickly as possible.

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## III Executive Summary

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the safety of the campus community, the UNC Charlotte Police Department (Police Department) will immediately notify the campus community using a systemized emergency communication procedure. If the Chancellor of UNC Charlotte determines that one of the aforementioned situations requires a campus evacuation, the Police Department, in conjunction with the UNC Charlotte Office of Public Relations (Public Relations) will utilize these procedures to inform the campus community of the impending evacuation order.

In addition to notifying the campus community of the situation, the University will also inform the local off-campus community as soon as is reasonably prudent. Public Relations will coordinate all subsequent non-urgent communications to both the on-campus and off-campus communities as well as all media outlets to ensure that a unified and coordinated message is disseminated. These messages may include information regarding the status of the emergency, student pick-up points, media staging areas, and other information deemed pertinent.

The Police Department will coordinate the actual evacuation of all vehicular and pedestrian traffic from the campus, with assistance from mission critical personnel (i.e. essential personnel) from University departments including but not restricted to Facilities Management and Parking and Transportation Services. The Police Department will also determine if conditions will allow for the safe establishment and operation of an Emergency Operations Center (EOC) on the campus or if the EOC must convene at an alternate site off-campus.

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## IV Assumptions

- The campus could be subjected to a disaster at a time. Therefore, an evacuation may have to be conducted with minimal preparation time.
- Spontaneous evacuation will only occur when there is insufficient warning about a threat to the campus community.
- Some people will refuse to leave, regardless of the threat.
- The emergency may be countywide, further complicating evacuation efforts due to congested city streets and minimal available county/city resources.
- Students requiring special transportation assistance can pre-register with the UNC Charlotte Office of Disability Services. Students in need of immediate assistance can contact the UNC Charlotte Police Department at (704) 687-2200.
- Many students will require off-campus, overnight shelter (i.e., out-of-state students, international students, students lacking reliable transportation, etc.).
- Some people may attempt to re-enter evacuated buildings and sites, triggering the implementation of security measures for these buildings/sites.
- Medical care for evacuees may be required both inside and outside the affected area.
- Some evacuees may have serious personal or psychological problems requiring specialized social services.
- University-owned research animals could be affected and require care.
- Research data and academic works could be affected and must be addressed.
- Safes, money deposits, and all point of sale locations must be secured.
- Sufficient University resources exist to handle many natural or man-made incidents. However; added regional, state, and national resources may be required if an incident overwhelms local capabilities.

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## **V Procedures for Declaring and Initiating a Campuswide Evacuation**

The decision to initiate an evacuation of the campus or a part of the campus will be made by the UNC Charlotte Chancellor, or a designated representative based on recommendations from the Vice Chancellor of Business Affairs, Associate Vice Chancellor of Risk Management, Safety and Security (RMSS), the UNC Charlotte Police Chief, and other relevant University stakeholders.

Upon notification that the Chancellor has ordered an evacuation of the campus, the Incident Commander will lead and manage the evacuation process. Under most circumstances, the Incident Commander will be the UNC Charlotte Police Chief. The Incident Commander will determine whether circumstances allow for a staggered evacuation to alleviate both vehicular and pedestrian traffic congestion. The Incident Commander will also determine whether the enclosed evacuation routes are sufficient or if the specific circumstances surrounding the emergency have made certain evacuation routes unsafe or impractical. If evacuation routes have to be altered, the Incident Commander will determine how the evacuation routes will be altered and inform evacuation personnel.

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## VI Evacuation Procedures and Operations

In the event of a campuswide evacuation, everyone will be required to leave campus immediately. Only essential emergency personnel will remain on the premises to maintain campus security. Members of the campus community will be strongly encouraged to follow the posted color-coded signs (unless otherwise directed by an authorized University official), which direct traffic to the shortest route off campus.



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## 1. Evacuations

Primary Responsibility: UNC Charlotte Police Dept.

Secondary Support: PaTS, CMPD, Facilities Mgmt. (FM)

The affected area(s) will be evacuated in a systematic manner using the evacuation zones identified in this document. Depending on the nature and size of the emergency, the on-scene Incident Commander may alter these routes if he/she determines that doing so would better protect lives, property, or would expedite the evacuation process.



## 2. Traffic Control

Primary Responsibility: UNC Charlotte Police Dept.

Secondary Support: PaTS, CMPD, FM

Effective traffic control requires a timely response to changing conditions. To ensure safe and expedient movement of traffic during an evacuation:

- Traffic routes should be assigned in advance.
- Necessary traffic control devices should be put in place.



# UNC Charlotte: Campus Evacuation Plan

- A credentialing system should be established to identify essential personnel who must be on campus.
- Timely reports of traffic-related (or other) issues must be relayed to the Incident Commander.

## 3. Security

Primary Responsibility: UNC Charlotte Police Dept.

Secondary Support: Housing and Residence Life (HRL), FM

Once building and/or designated area are cleared, essential personnel will:

- Limit access to the evacuated area(s) to individuals deemed essential (by the Incident Commander) to the emergency response.
- Protect buildings and property in the evacuated area. University buildings will be secured to prevent re-entry. Assistance from the University Lockshop may be required.
- Return to the evacuated area only once the Incident Commander or designee has determined that the area is safe.

## 4. Re-entry

Primary Responsibility: UNC Charlotte Police Dept.

Secondary Support: PaTS, HRL, FM, Public Relations (PR)

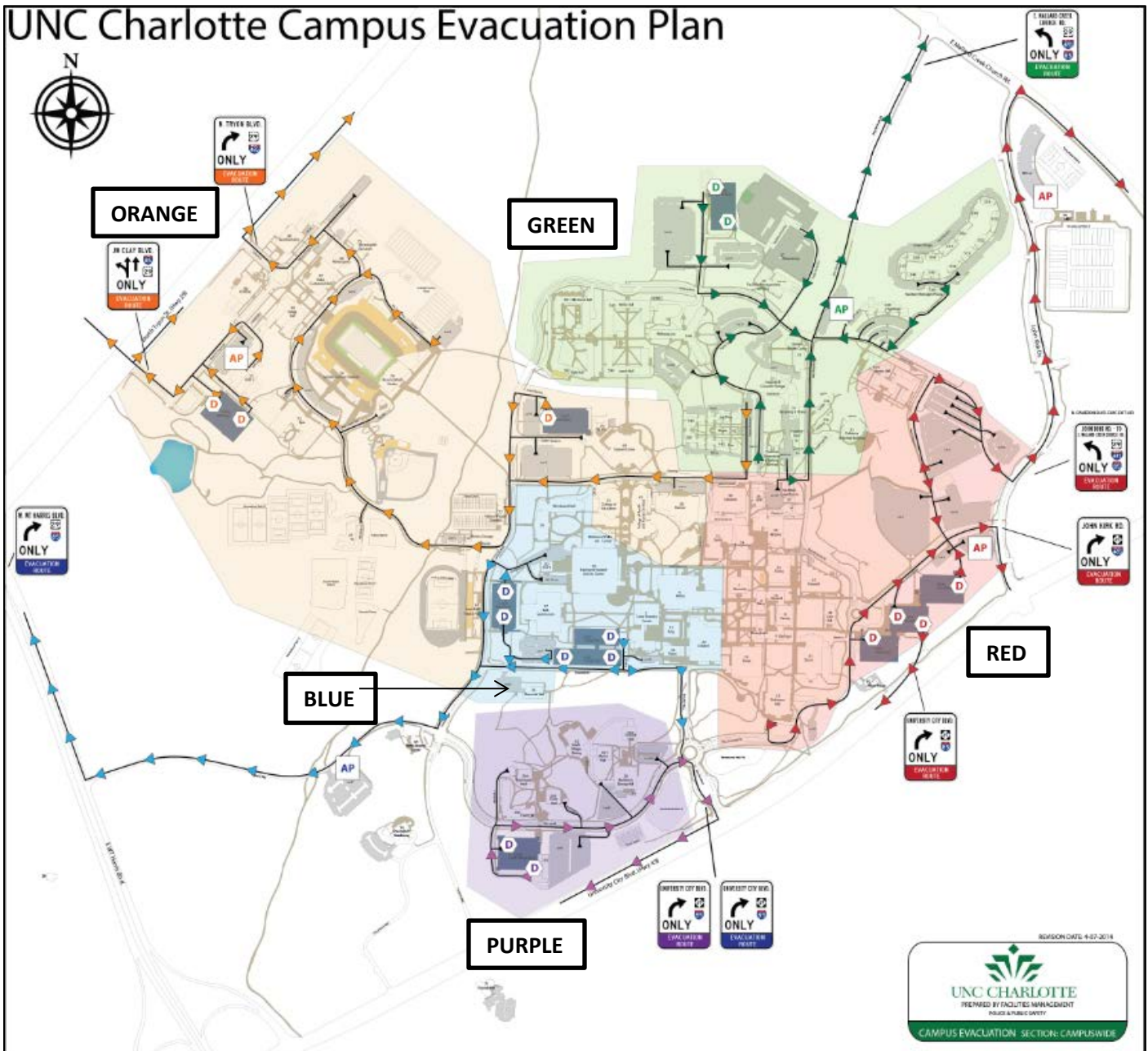
Once the threat has been eliminated, and it is determined that campus can be safely re-entered, the University will initiate a systematic and orderly re-entry process.

- Upon receiving the “All Clear” for emergency personnel, Public Relations will disseminate a message to the campus community advising that it is safe to return to campus. Special instructions concerning the re-entry process will also be provided.
- The UNC Charlotte Police Department will develop a traffic control plan for the re-entry of vehicular and pedestrian traffic.
- Onsite University officials will assist (or refer for assistance) individuals experiencing emotional distress caused by the emergency incident.

# UNC Charlotte: Campus Evacuation Plan

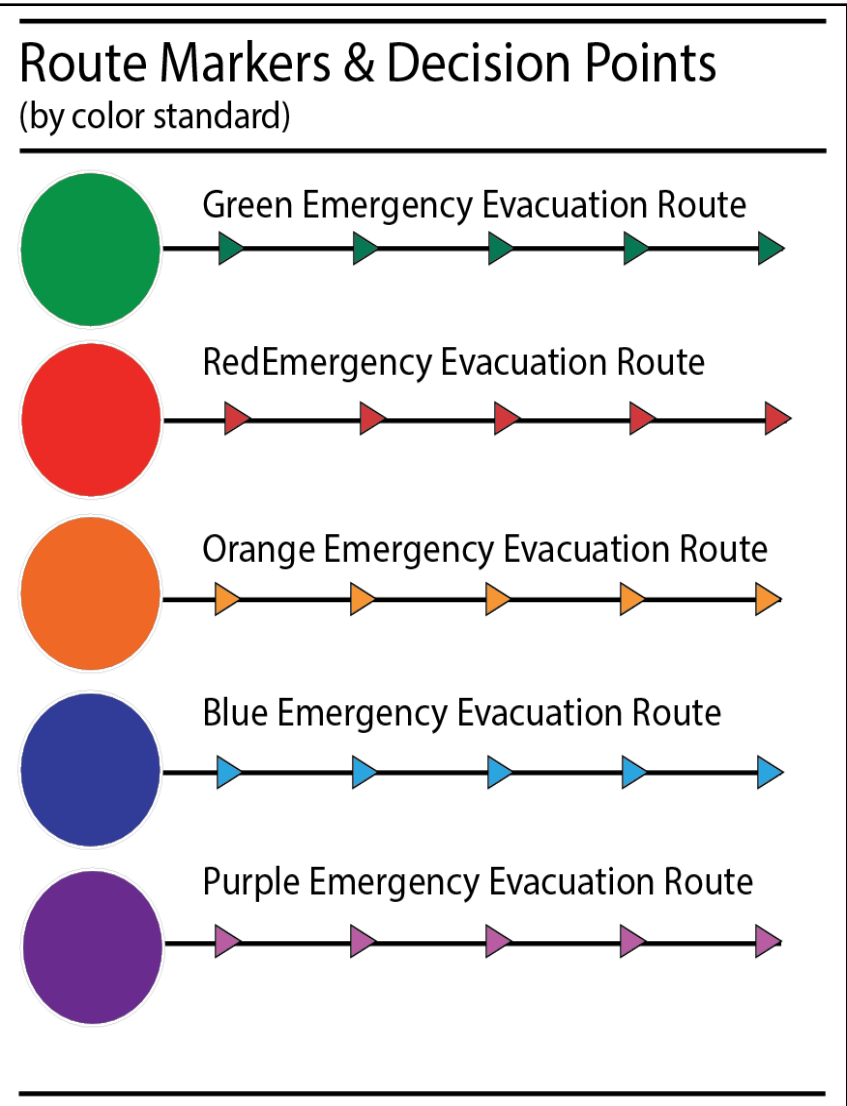
## VII Identification of Evacuation Routes

To ensure an efficient and effective evacuation, the campus of UNC Charlotte has been divided into five zones, each with a designated evacuation route. The zones were selected by geographical proximity to evacuation routes, number of available parking spaces in each zone, and access to major thoroughfares carrying vehicular traffic away from campus. Each zone is color-coded to show a clear delineation between zones.



\*Click the picture to open full map.

# UNC Charlotte: Campus Evacuation Plan



# UNC Charlotte: Campus Evacuation Plan

## Parking Deck - Emergency Exit Points (by color standard)



**Green Route Start Point**  
(North Deck - Poplar Lane N.)



**Red Route Start Points**  
(East Deck I, II, III - Mary Alexander Rd.  
and Van Landingham Rd.)



**Orange Route Start Points**  
(Union Deck - Cameron Blvd and CRI Deck I  
on Robert D. Snyder Road)



**Blue Route Start Points**  
(Cone Deck I, II on University Road, and  
West Deck on Cameron Blvd.)



**Purple Route Start Points**  
(South Deck on Alumni Way)

## Emergency Assembly Point locations (by color standard)



**Lot 12 Assembly Point**  
(Mary Alexander Exit Road)



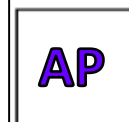
**Lot 4A & John Kirk Fields  
Assembly Points**  
(Van Landingham Exit Rd. & John)



**Lot 2A Assembly Point**  
(Robert D. Snyder Road)



**Lot 27 Assembly Point**  
(Alumni Way Exit Road)



**CRI Lot 2 Assembly Point**  
(Robert D. Snyder @ Epic Lane)

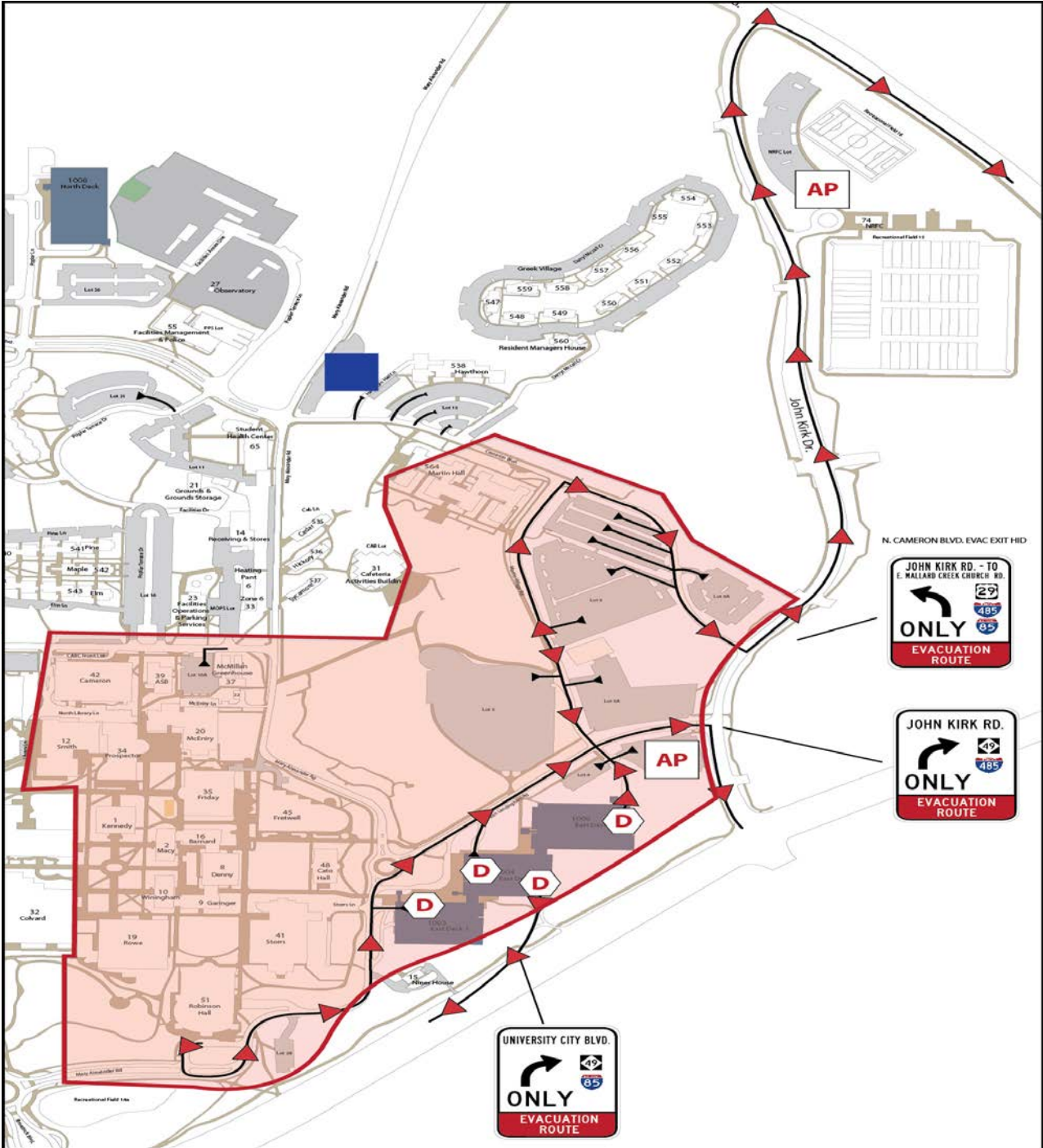


# UNC Charlotte: Campus Evacuation Plan

## Area 1

Parking Area: East Decks 1, 2, & 3, Lots 4 & 4A, Lots 5 and 5A, Lot 6

Evacuation Routes: Van Landingham Road to John Kirk Road  
 Cameron Blvd to John Kirk Road  
 East Deck 2 to University City Blvd. (Hwy. 49)



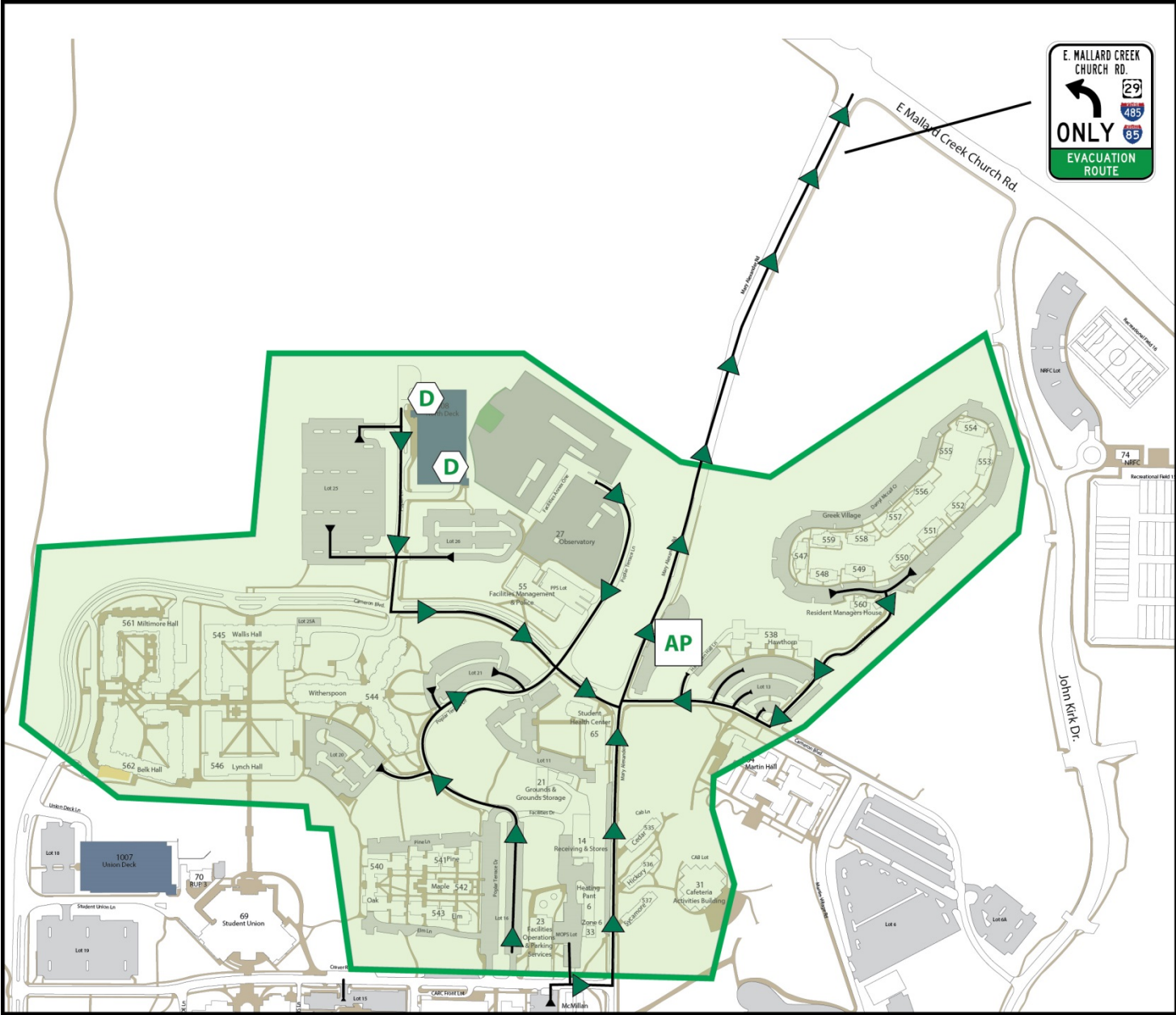


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## Area 3

Parking Area: North Deck, Lots 13, 16, 20, 21, 25, 26 , Greek Village

Evacuation Routes: Poplar Terrace Road to Cameron Blvd.  
Cameron Blvd. to Mary Alexander Road  
Mary Alexander Road to E. Mallard Creek Church Rd.



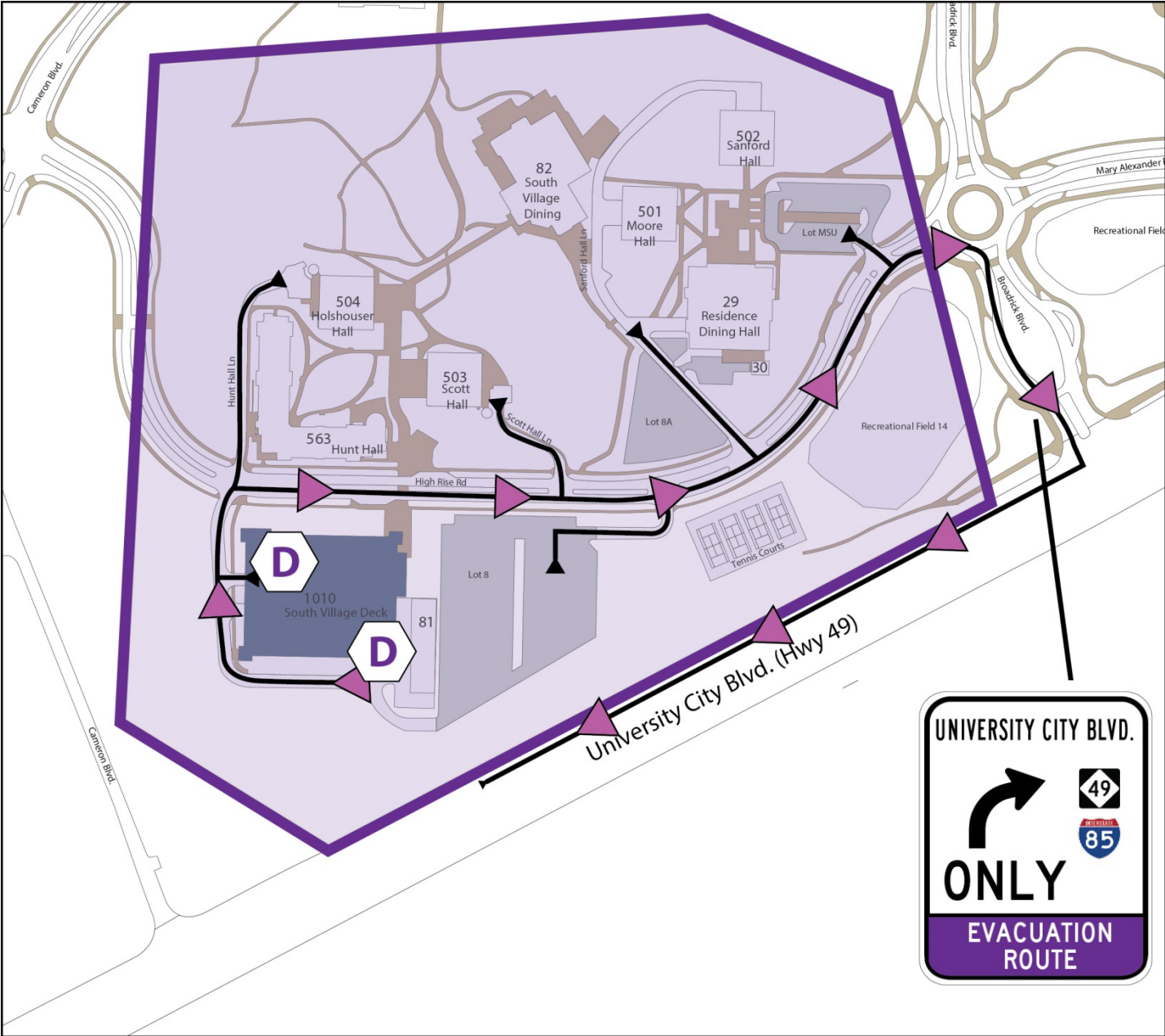


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## Area 4

Parking Area: South Village Deck, Lots 8 & 8A, MSU Parking Lot

Evacuation Routes: Alumni Way to Broadrick Blvd.



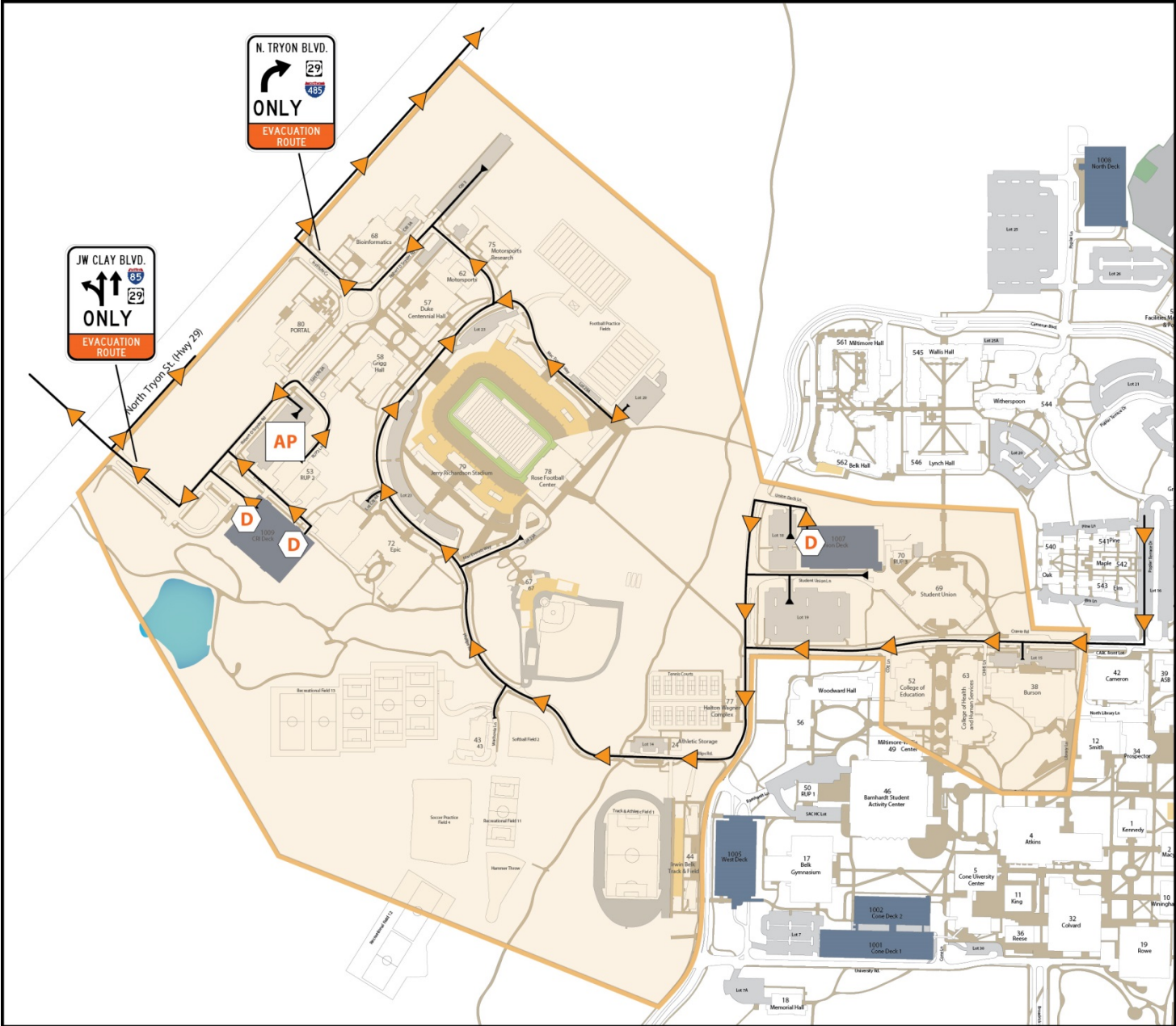


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## Area 5

Parking Area: CRI Deck, CRI Lots 1 & 1A, 2 & 2A, 3 & 3A  
 Lots 23, 14, Wachovia Lot, Union Deck, Lots 18, 19

Evacuation Routes: Phillips Road to N. Tryon Street (Hwy 29), CRI Deck to J.W. Clay Blvd.



# UNC Charlotte: Campus Evacuation Plan

## VIII Assembly Points

The University has established five on campus assembly points for individuals with disabilities or those who lack adequate transportation to evacuate campus. These locations were selected due to their geographical proximity to the periphery of campus, thus allowing affected students/faculty/staff to be moved away from the core of campus and any other potentially dangerous areas. The four identified locations are:

- Northeast Recreational Field Complex (NRFC)
- Lot 27 (located on Alumni Way behind the Harris Alumni Center)
- CRI Lot 2
- Lot 4A (immediately adjacent to East Deck 3)
- Lot 12

Individuals who are able to leave campus should do so or report to a campus assembly point. PATS (if available) will provide transportation to assembly points for students/faculty/staff with special needs. Depending on circumstances and available resources, PATS will either provide additional transportation to an off-campus location, or these spots will be designated as campus “pick-up” spots. Parents and/or other family members/friends will be directed to assembly points (or an off-campus location) to pick up individuals who have been staged there.



# UNC Charlotte: Campus Evacuation Plan

## **IX Medical Issues and Mental Health**

To the extent possible, medical personnel (MEDIC) will be present at both the site of the emergency and at the assembly points. If applicable, personnel from the UNC Charlotte Student Health Center will also assist individuals in need of medical assistance. MEDIC will be responsible for:

- Ensuring medical attention is provided to those in need, with priority to individuals in need of serious medical attention.
- Ensuring individuals in need of more extensive medical care are transported to medical facilities.
- Determining the need for an on-site mass care shelter.

To the extent possible, MEDIC from the UNC Charlotte Counseling Center will be deployed to Assembly Points to provide services to individuals experiencing acute personal or psychological problems.

# UNC Charlotte: Campus Evacuation Plan

## X Red Cross Safe and Well Program

One of the biggest issues with evacuating a population the size of UNC Charlotte's is determining which campus community members made it safely off campus, and where they are located. In the event of a campus evacuation, members of the UNC Charlotte campus community (students, faculty, and staff) can register themselves on "Safe and Well," a free online program developed by the American Red Cross, leaving a brief message for anyone who may be looking for them. Registered names will be placed in a public database displaying the individual's name and any message that he/she wants conveyed to the public. No personal information will be disseminated. The "Safe and Well" website is available 24 hours a day, 365 days a year, and is accessible in both English and Spanish. The Safe and Well website can be accessed at <http://www.redcross.org/find-help/contact-family/register-safe-listing>.

The screenshot shows the American Red Cross website's "Safe and Well" program page. At the top left is the American Red Cross logo. To the right are navigation links: "About Us", "Contact Us", "Governance", "Media Resources", "Connect", and "Español". A red "DONATE NOW" button is positioned in the top right. Below the header is a blue navigation bar with "Back to Redcross.org", "Give Blood", "Volunteer", and "Shop Our Store". The main content area is divided into a left sidebar and a main right section. The sidebar contains links for "Safe and Well Home", "List Myself As Safe and Well", "Enter Confirmation Code", "Search", "FAQ", and "Help", along with a language dropdown menu set to "English". The main section is titled "Safe and Well" and contains three paragraphs of text: one explaining the program's purpose, one titled "Register Yourself as 'Safe and Well'" with instructions, and one titled "Search for Loved Ones" with instructions. A photograph of a woman in a red Red Cross shirt hugging a man is on the right. At the bottom are two blue buttons: "List Myself as Safe and Well" and "Search Registrants".