

ANNEX B: GENERAL EVACUATION PLAN

INTRODUCTION: This plan deals with the safe and orderly evacuation of people due to a hazard (i.e., wild land fire, hazardous material spill, terrorist act, etc.) that threatens the university or a portion of the university. This plan describes the organization, assigns responsibilities, and specifies actions required to conduct a full or partial evacuation of the university.

EXECUTIVE SUMMARY: Upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or employees, the Office of Public Affairs (OPA) will immediately notify the campus community using a systemized emergency communication procedure (the campus Emergency Alert System (EAS)). The university has developed an integrated and comprehensive procedure which may include the following: cell phone text messages using the NAUAlert system; priority e-mails; indoor notifications utilizing campus electronic bulletin boards; Internet notifications at the university's home page, the university emergency information website <http://www5.nau.edu/emergencyinformation>, MyNAU portal, Facebook, and Twitter; broadcast using university police department patrol cars, campus phone trees, and university radio and television stations.

In addition to the notification to the on-campus community, the university will also report any significant emergency or dangerous situation to the local community. The initial report will be executed by Northern Arizona University Police Department (NAUPD) or OPA as appropriate. All follow-up reports and all communications to local and regional media will be managed by OPA. This will ensure that consistent information is provided to those off campus.

The university will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the EAS, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

- Determination of whether the entire campus community, or just an affected portion, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message.
- Activation of the campus EAS redundant communications listed above.
- Potential activation of the campus Emergency Operations Center (EOC).

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- The university police chief or designee
- The emergency manager
- The director of the Office of Public Affairs or designee

The campus EAS equipment is tested at least twice annually to ensure it is working properly. At least once per calendar year the university will conduct a full activation of the campus EAS, which will be advertised to the university and local communities beforehand. The evacuation plan is tested at least once per year as a tabletop exercise. In addition, the individual building fire and emergency evacuation plans are tested at least once per year.

PURPOSE: The purpose of this plan is to make provisions for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, and property of the students, employees, and visitors of Northern Arizona University when faced with an emergency.

PRIORITIES: Priority consideration is given to the following activities when conducting emergency operations:

- *Protect life (highest priority)*
- Provide for the immediate emergency needs of students, employees, and guests. This may include rescue services, medical care, and food and shelter requirements
- Protect the environment
- Protect property
- Temporarily restore facilities that are essential to the health, safety, and welfare of our campus population. This may include support functions such as sanitation, water, and electricity
- Mitigate hazards posing threats to life, the environment, and property.
- Protect critical business functions to allow the university to resume its operations as quickly as possible

ASSUMPTIONS:

- Some emergency events can develop slowly, while others may occur with little warning, therefore, an evacuation may need to be conducted with minimal preparation time.
- The campus could be subjected to more than one disaster at a time.
- Spontaneous evacuation will occur when there is sufficient warning of the threat.
- Some people will refuse to leave, regardless of the threat.
- The primary means for evacuation will be by private vehicle. Individuals who do not have private vehicles may require transportation, although some may seek rides with classmates or co-workers.
- Students requiring special transportation assistance can register with Disability Resources.
- Approximately 2,000 students at risk could require shelter (i.e., out-of-state students, international students, lack of reliable transportation, etc.).
- Some people may attempt to reenter evacuated buildings and sites requiring the implementation of security measures for these buildings/sites.
- There may be a need for medical care both in and outside the affected area for evacuees.
- Some individuals may have serious personal or psychological problems requiring specialized social services.
- University-owned research flora and fauna could be affected and require care.
- Research data and academic life works could be affected and will need to be addressed.

- Safes and money deposit points will need to be secured.
- Sufficient capabilities exist to handle most natural or man-made incidents locally. However, added regional, state, and national resources may be required if an incident overwhelms local capabilities.
- Events that affect portions of the city and county, but not the university may require involvement of university staff, personnel and equipment.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Office of the President and the Leadership and Policy Group The decision to initiate an evacuation of the campus or a part of the campus will be made by the university president, or a designated representative, and based on a recommendation from the university emergency manager and the Emergency Management Advisory Group (EMAG).

Emergency Manager and EMAG

- Provide recommendations to the university president or designated representative regarding options for response to a specific emergency that may require a partial or full evacuation of the campus.
- As the situation dictates and in accordance with the Incident Command System (ICS), establish the EOC and Incident Command Post (ICP) and manage the campus evacuation and overall response to the emergency.
- Communicate, coordinate, and collaborate with the City of Flagstaff, Coconino County, and the State of Arizona as appropriate for joint response to the emergency.

Emergency Operations Center The EOC may be activated, in whole or part, to support the Incident Commander (IC) and the ICP in the response to the emergency and the management of the evacuation. The role of the EOC is to provide centralized policy recommendations, communication, coordination, and overall support to the IC and ICP.

Incident Commander The IC will lead and manage the tactical situation. The IC will execute these duties from an ICP that is located as near the emergency as safely possible. The size and command of the ICP will be based on the specific nature of the emergency.

Office of Public Affairs (OPA) In the event of a planned full or partial evacuation of the campus, the public information objectives of OPA would be:

- To be the single point of contact for all information being disseminated related to the emergency and evacuation.
- To serve as the point of contact for media relations.
- To keep evacuees and the general public informed on evacuation activities and specific actions they should take.
- To help maintain a sense of calm and order during the crisis.
- To instill a feeling of confidence in campus departments and community agencies dealing with the incident.
- To establish and staff a specific telephone number that parents and relatives of students and employees can call for information. The community at large would be able to call (928) 523-0007 or go to nau.edu/mynau for additional information.

Students and Employees

- Become familiar with all areas they may occupy; review posted emergency evacuation floor plans, which show exit routes (primary and secondary means of evacuation), fire alarm-pull stations, and location of fire extinguishers and other emergency equipment.
- Evacuate the building upon hearing the fire alarm, or listen for and follow voice instructions.
- Close all doors upon evacuation.

CONCEPT OF OPERATIONS The operational aspects of this plan are highly dependent on the hazard the university faces. The magnitude, intensity, speed of onset, duration, and impact on the local community are all significant elements to be considered. They will determine the number of people to be evacuated, time available in which to perform the evacuation, and the time and distance of travel necessary to ensure safety. In general, the following actions need to occur:

- Determine the vulnerable zone. Project the hazard magnitude, intensity, speed of onset, duration, and impact on the university.
- Activate the EOC as determined by the hazard.
- Clearly define the area to be evacuated.
- Contact the National Weather Service to acquire up to the second weather information such as wind speed, wind direction, and forecasts. This information will assist in the determining the size of the affected area.
- Before an emergency, define the needs of special populations (i.e., people with disabilities, summer program participants, people without transportation, etc.).
- Identify the travel routes and travel distances/destinations needed to ensure safety.
- Describe the mode of transportation that will be used to move evacuees. Unless the hazard is disrupting normal transportation, most evacuees will use private transportation to leave the area.
- Identify assembly areas for picking up people who do not have transportation.
- Implement a public relations/communications plan to keep evacuees and the public informed of evacuation activities and the specific actions they should take.
- Develop plans to control access and provide security to the evacuated area.
- Develop plans to allow for the return of people to the evacuated area.

For a general evacuation checklist please refer to the last page of this plan/annex.

EVACUATION SUPPORT FUNCTIONS**OPERATIONS****Evacuation/Traffic Control/Security:**

Primary: Northern Arizona University Police Department

Evacuation by Zones: The evacuation of the affected area will be accomplished in a systematic manner by using clearly identified evacuation zones. Depending on the size of the area to be evacuated, the on-scene law enforcement incident commander could decide to use one or more zones. For example, if a hazard threatened north campus only, the campus could be divided into two zones using University Drive as the midpoint. North campus or the north zone would be the evacuation area. South campus or the south zone would be the safe area. In this case, law enforcement would systematically evacuate people south to University Drive and evacuees would be sent to pre-identified collection points on south campus. With this approach:

- As many zones as necessary can be used to make the evacuation as manageable as possible. A single evacuation team can work within each zone.
- Each team is responsible for evacuating, securing, and clearly marking each building in its designated zone as having been checked and cleared.
- Each team will provide approved instructions to the evacuees as dictated by the IC.
- Building managers and Residence Life staff will identify people who refuse to leave and provide that information to the EOC. The EOC will provide that information to the IC to take appropriate action.
- Each team will coordinate transportation for evacuees without means to quickly leave the affected area to a collection point.
- Each team will coordinate medical assistance to evacuees as needed.

Traffic Control: In addition to good planning, an effective evacuation requires effective traffic control to respond to changing conditions and ensure that evacuees follow designated routes. The safe and expedient movement of traffic during an evacuation requires operational consideration be given to:

- assigning routes;
- establish perimeter security, including controlling traffic on inbound routes and outbound routes;
- implementing access-pass system for authorized entry into the evacuated area;
- providing reports of traffic movement and other related problems to IC/EOC;
- providing necessary traffic control devices.

Security: Once a building and/or area has been evacuated law enforcement will:

- limit access to the evacuated area. Unless approved by the IC, only those individuals directly involved in the mitigation of the incident will be permitted inside an evacuated building and/or area;
- protect buildings and property in the evacuated area. As needed, university buildings will be re-keyed to prevent re-entry using lock shop assistance or access will be limited via the keyless entry system;
- re-entry to the evacuated area will only be permitted when the appropriate officials (IC, police chief, fire chief, Capital Assets and Services, Environmental Health and Services, etc.) have declared the area safe.

Re-entry: Once the building and/or area has been approved by the IC and EOC for safe re-entry:

- the university public shall be informed of re-entry status (and if necessary, why re-entry is not possible at a given time) through the same media channels as the evacuation was announced;
- return of evacuees to the evacuated area(s) will be according to the same considerations, coordination, and control as the original evacuation.

Specific re-entry considerations include:

- The threat causing the evacuation is completely over.
- Only a safe level or no contamination level exists.
- Buildings have been inspected to determine safety.
- The number of persons who require special accommodations to return is calculated.
- Arrangement to coordinate traffic control and movement are complete.

Medical Issues:

Primary: Fronske Health Center

- Ensures transport and medical care are provided for patients being evacuated.
- Ensures continued medical care is provided for patients who cannot be moved.
- Coordinates with other medical authorities to determine the need for a mass care center.

Mental Health:

Primary: Counseling Center, Employee Assistance and Wellness Office, Fronske Health Center

- Provide services to individuals who may be experiencing serious personal or psychological problems because of the evacuation.

Student/Employee Processing:

Primary: Human Resources, Residence Life, Student Life

All evacuees will be requested to report to specific assembly points for the purpose of:

- identifying evacuees and their disposition,
- providing evacuees with specific instructions,
- if needed, provide for the personal needs of evacuees (i.e., communication needs, medical assistance, transportation, shelter, and food and water).

The assembly points are:

- South Campus
 - Primary Area – Skydome and Parking Lot 66
 - Secondary Area – Parking Lot 62 (Pine Knoll and McConnell)
- North Campus
 - Primary Area – Lot 13 (Riordan and Riordan Ranch Roads) and Audrey Auditorium
 - Secondary Area – Prochnow Auditorium
- Off Campus – In coordination with Coconino County Department of Emergency Management
 - Flagstaff Unified School District Schools

- Coconino County Community College

LOGISTICS

Animals:

Primary: Biological Sciences Annex, Avian Cognition Laboratory

- The Biological Sciences Annex is responsible for animals belonging to the university. The Biological Sciences Annex will follow policies and procedures outlined in the *Northern Arizona University Animal Facility Emergency Guide*.
- Residence Life staff and building managers will work with the Flagstaff Police Department and Second Chance Center for Animals to assist owners of companion animals in arranging for care and housing of animals that cannot be evacuated.

Building Safety:

Primary: All Departments

- Make provisions to protect and secure facilities and equipment that will remain in the area being evacuated.
- Identify and make provisions to relocate the equipment and supplies that will be removed from the evacuation area.
- Terminate any hazardous experiments or other hazardous operations prior to evacuation as time and safety permit:
 - Close, cover, or otherwise contain and secure the material(s) being used.
 - If using exterior fume hood in bio-safety areas, close the sash as soon as possible, even if the hood appears to be working.
 - Secure cabinet doors and flammable storage cabinets.

Temporary Shelter:

Primary: Residence Life

- Residence Life staff will work with the American Red Cross Grand Canyon Chapter in finding temporary shelter for displaced students.

Transportation Resources:

Primary: Parking and Shuttle Services, Transportation Service Center

- The primary mode of transportation for evacuees will normally be privately owned vehicles; however, additional transportation resources may be needed for people without transportation, people with disabilities, etc.
- A list of students requiring special accommodations will be maintained by Disability Resources.
- Arrange for maintenance or towing support for vehicles with mechanical problems if it is necessary to evacuate such vehicles.

Food/Water/Supplies:

Primary: Capital Assets and Services

- It will be necessary to obtain essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees. Typical items include:
 - Food
 - Water

- Medical supplies
- Food, carriers, leashes, etc. for animals
- Sanitation devices
- Gas and diesel fuel
- Heavy machinery

University Funds and Securities:

Primary: Student and Departmental Account Services (SDAS)

- The SDAS will be responsible for securing safes and deposit points by following its policy and procedures in the event of an evacuation. NAUPD (in conjunction with the lock shop) will be responsible for ongoing security of these sites.

TRAINING/REVIEW

The university emergency manager, with support from the EMAG, will review and update this plan annually. In addition, at least once annually, a campus evacuation exercise will be conducted. All appropriate off-campus agencies will also be invited and encouraged to participate.

A General Evacuation Checklist follows.

✓	Action Item (General Evacuation Checklist)	Assigned
	• PLANNING:	
	• Determine area/population at risk. Identify any special needs facilities and populations in risk area(s).	
	• Determine evacuation routes for risk area(s) and check the status of these routes.	
	• Determine traffic control requirements for evacuation routes.	
	• Estimate public transportation requirements and determine pickup points.	
	• Determine temporary shelter requirements and select preferred designated assembly area(s).	
	• ADVANCE WARNING:	
	• Provide advance warning to Disability Resources to accommodate evacuation, transportation, and reception of students/employees with special needs. Determine if requirements exist for additional support from local government.	
	• Provide advance warning of possible need for evacuation to the university population, clearly identifying area(s) at risk.	
	• Develop traffic control plans and stage traffic control resources at required locations.	
	• Prepare temporary shelters/designated assembly area(s) selected for use.	
	• Coordinate with Parking and Shuttle Services to ensure vehicles and drivers will be available when and where needed.	
	• Advise neighboring jurisdictions that may be affected by possible evacuation plans.	
	• EVACUATION:	
	• Advise neighboring jurisdictions that evacuation recommendation or order has been issued.	
	• Disseminate evacuation recommendation or order to functional needs individuals. Contact Parking and Shuttle Services to provide additional assistance in evacuation, if needed.	
	• Disseminate evacuation recommendation or order to the university population through available warning systems, clearly identifying areas to be evacuated and assembly areas. Emergency public information should address: <ul style="list-style-type: none"> ○ What is the risk or hazard? ○ What should be done to secure buildings being evacuated? ○ What evacuees should take with them? ○ Where evacuees should go and how should they get there. ○ Provisions for functional needs population and those without transportation. 	

✓	<i>Action Item</i> <i>(General Evacuation Checklist)</i>	<i>Assigned</i>
	• Open and staff temporary shelter(s)/designated assembly area(s).	
	• Provide traffic control along evacuation routes.	
	• Provide transportation assistance to those who require it.	
	• Provide security in or control access to evacuated area(s).	
	• Provide situation reports on evacuation to the EOC.	
	• RETURN OF EVACUEES	
	• Determine if evacuated area(s) have been damaged, significant health and safety hazards eliminated, and conduct damage assessments.	
	• Determine traffic control requirements for return of evacuees.	
	• Determine and coordinate requirements for transportation for return of evacuees.	
	• Advise neighboring jurisdictions that return of evacuees will begin.	
	• Advise evacuees through the media that they can return to their residence halls and offices; indicate preferred travel routes and other entry requirements such as personal identification. Include safety measures for damaged areas.	
	• Provide traffic control for return of evacuees. Control access to evacuated areas.	
	• Coordinate temporary housing for evacuees that are unable to return to their residences.	
	• Coordinate with Disability Resources regarding return of special needs individuals.	
	• If evacuated area(s) have sustained damage, provide returning evacuees with necessary information regarding safety measures.	
	• Terminate temporary shelter and mass care operations.	
	• Maintain access controls for area(s) that cannot be safely reoccupied.	