

Campus Evacuation Plan
07/31/20

I. PURPOSE

To provide for the timely and orderly evacuation of all or part of the University of Nebraska at Kearney campus when it is determined that such action is the most effective means available for protecting the campus community.

II. RESPONSIBILITIES

A. Incident Commander

Responsible for the overall control of the incident. Oversees the dissemination of all internal information related to the emergency and the evacuation, to include activating the *UNKALERT* system.

B. Chancellor

Responsible for issuing campus evacuation and re-entry orders.

C. Emergency Management

Liaison between the administrative team and the incident command, coordinating support activities and managing resources for the emergency.

D. UNK Police

Responsible for advising the Administrative Team on evacuation decisions made by the city. Conducts actual evacuation efforts, designating evacuation routes, providing traffic and movement control, providing traffic control equipment, establishing security for the evacuated area and advising the EOC on all evacuation decisions. When necessary, they will assist in warning the public.

E. Facilities

Responsible for managing all HVAC systems to preserve the building and its contents, manage generator operations, lead and advise the EOC and the Incident Command for all HAZMAT events, keep all evacuation routes controlled by the University operational, and assist in securing all University buildings. After an evacuation Facilities will assist in determining the ability of the University to reoccupy evacuated buildings/areas.

F. Student Health and Counseling

Provide services to support the physical and mental health of students in the event of an evacuation.

G. Human Resources

Provide employee information needed to assist in the evacuation. After an evacuation, Human Resources would advise the campus community on payroll matters for the affected time, coordinate and offer EAP services, and handle the

need for any altered work schedules for the future or recruitment to replace any employees.

H. **Residence Life**

Responsible for communicating evacuation plans to all residents and evacuating occupants of residence halls.

I. **Communications and Marketing**

Responsible for development, distribution and monitoring of all external communication related to the emergency and evacuation.

J. **Information Technology Services**

Responsible for maintaining network and application services, including those hosted in Lincoln/Omaha, email and other communication tools, and the campus web site. The departmental Disaster Recovery/Business Continuity Plan may be initiated to establish alternate sites for services if necessary. Provide internet connectivity for Incident Command and EOC or assist in providing Internet connectivity and communication if either group is located off-campus. If necessary, secure and shut down network and application services. Responsible for setting up and maintaining telecommunication services for the IC and the EOCs. Facilitate voice communication services at alternate locations as required by the business continuity plans of the affected areas.

K. **Academic Affairs**

Provide information on sensitive functions or areas of campus that may need special response considerations such as animal labs or radioactive/hazmat materials and advice on academic COOP matters.

L. **Student Affairs**

Coordinate all student response efforts.

M. **Disability Services for Students**

Coordinate and execute preplanning for emergency situations with students registered with a disability.

N. **Business Services**

Responsible for establishing or coordinating contracts needed to assist in the evacuation process. Coordinate food service efforts. Complete insurance reviews.

O. **Child Development Center**

Responsible for evacuating the children from the building utilizing non-motorized devices.

P. **UNMC**

Inform UNMC personnel and students, account for employees and students at both on campus and off campus work sites.

- Q. **Buffalo County Emergency Manager**
Responsible for communicating to the UNK Emergency Manager and coordinating support activities, resource management and evacuation decisions for the city.
- R. **Volunteer organizations**
Responsible for coordinating mass care activities including registration, lodging and feeding evacuated individuals. This effort will be supported by the Red Cross, Salvation Army, and other service organizations.

III. **CONCEPT OF OPERATIONS**

- A. **Direction and Control**
Overall, direction and control of the incident and any ensuing evacuation will be the responsibility of the Incident Commander. The Emergency Manager will coordinate evacuation support activities.
- B. **Evacuation Order**
The overall responsibility for issuing evacuation orders rests with the Chancellor, his or her designee or by the direction of the city of Kearney. When there is an immediate need to protect lives and provide for public safety, the Incident Commander can make the decision to evacuate. Individual responsibility should be taken by all faculty, staff, students and guests to ensure for their own safety.
- C. **Evacuation Decision Considerations**
Evacuation may be only one of several protective action alternatives. Care must be exercised by decision-makers to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering an evacuation, the following considerations should be addressed:
1. Weather conditions;
 2. Evacuation routes, their capacities and susceptibilities to hazards;
 3. The availability and readiness of shelters for evacuees;
 4. Modes of transportation for evacuees and for those unable to provide their own;
 5. In the event of a hazardous material incident, the choice needs to be made between evacuation and in-place shelter. The decision should be based on the speed and density of the plume and the chemical substance involved.
- D. **Evacuation Area Definition**

The area to be evacuated will be determined by those officials recommending or ordering the evacuation based on the advice of appropriate advisory agencies.

E. **Public Notification**

Persons to be evacuated should be given as much warning time as possible.

1. **Pre-evacuation Warning**

On slow moving events, pre-evacuation notice should be given to affected residents if it appears that hazardous conditions may warrant such action. Consideration should be given to early precautionary evacuation of large events.

2. **Evacuation Warning**

All warning modes will be utilized to direct the affected population to evacuate campus. This will include use of the UNKAlert system to notify individuals by phone, e-mail and text message. The University will also post information on the University Web and social media pages. Wherever possible, the University building evacuation plans will be implemented and work area reps and floor monitors will walk through buildings notifying occupants. Persons who refuse to follow evacuation instructions will be left alone. The Buildings Emergency Coordinator will relay this information along with information related to individuals needing assistance to evacuate to the EOC. UNK Police, time permitting, will make further efforts to persuade them to evacuate.

3. **Emergency Public Information**

The Office of Communication and Marketing will ensure that emergency and evacuation information is disseminated to the media on a timely basis. Instructions to the public such as traffic routes to be followed, location of shelters, and situation updates will be issued as that information becomes available.

F. **Movement**

It is anticipated that the primary evacuation mode will be in private vehicles. Coordination of the evacuation efforts will be conducted by UNK Police along with other law enforcement agencies.

1. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.
2. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Specific traffic control points will be determined at the time based on anticipated traffic volume and identifiable problem areas.

- 3 Law Enforcement and Buffalo County Communications will coordinate use of wrecker services needed to clear disabled vehicles.
- 4 Traffic control devices such as signs and barricades will be used as needed.

G. **Transportation**

The Incident Commander will determine the need for special transportation and Emergency Management will coordinate the use of transportation resources to support the evacuation. The University Child Development Center will take priority when assessing transportation needs.

1. **Assembly Area**

Convenient centralized locations in the evacuation area will be identified as assembly areas by the Incident Commander. These locations will be announced in evacuation instructions.

2. **Special Needs Transportation**

There could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need a special type of transportation. Emergency Management will make provisions for vehicles to transport these individuals. The public will be instructed how to notify EOC of any special transportation problems.

4. **Transportation Resources**

University vehicles will be used to their full availability. When additional resources are required, the Emergency Manager will contact the Buffalo County Emergency Manager for assistance.

H. **Mass Care of Evacuees**

Mass care of evacuees will be request through the American Red Cross

K. **Access Control**

During times of evacuation University buildings will be locked. In certain situations determined by the Incident Commander, buildings may be pinned so that only authorized emergency personnel have access. A perimeter and access pass system could be established and enforced by UNK Police.

L. **Re-entry**

Reoccupation of an evacuated area requires the same considerations, coordination and control of the items undertaken in the original evacuation. The re-entry order will be made by the Chancellor after the threat has passed and the evacuated area has been inspected by all necessary safety personnel. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over.

2. If needed, ensure buildings have been inspected and are safe to return to.
3. If buildings have been damaged, determine any long-term housing requirements.
4. Coordinate traffic control and movement back to the area.
5. Inform the public of proper re-entry actions and any precautions they should be aware of when returning to normal activity.

M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies and technical advice. The following agencies may become involved in the emergency evacuation of an area.

1. Department of Roads

The Department of Roads can provide updated information on road conditions, such as their capacities, usability to support the evacuation, or rerouting traffic. They can also provide equipment and manpower to maintain and repair roads and bridges to usable conditions in support of an evacuation. Personnel may assist in traffic control by erection barricades, warning lights and signs, or provide manpower.

2. Health and Human Services System

The Nebraska Health and Human Services System can make recommendations regarding health problems within an area which may dictate an evacuation.

3. State Fire Marshal

The State Fire Marshal may recommend evacuation of an area be initiated because of an existing fire emergency. They may coordinate disaster assistance through local fire departments.

4. State Patrol

The State Patrol may assist in establishing control points for traffic control, maintaining order, obtaining medical assistance and directing emergency vehicles to proper destinations within the disaster area.

5. Game and Parks Commission

The Game and Parks Commission may assist law enforcement personnel and provide boats to assist in evacuations during floods.