Introduction and Assumptions

During a situation where a campus emergency poses a serious threat to the entire campus, a campus wide evacuation may be directed by the leadership of the university. A plane crash on campus, train derailment, interstate accident or a credible bomb threat and severe weather are examples demonstrating the need to activate this annex.

Prior to any evacuation, this annex for Campus-Wide Evacuation must be placed on the Emergency web page to allow the campus community to become familiar with the evacuation routes prior to any evacuation.

In order to conduct a campus-wide evacuation, the UofL Alert system must be functional and evacuation notification must be made to the campus community.

Units with Assigned responsibilities

Communications and Marketing
ULPD Communications
ULPD
Physical Plant
Parking and Transportation
CERT Team
Building Emergency Coordinators
Residence Life Staff
Environmental Health and Safety

Emergency Notification

If extremely severe weather is forecast, a credible bomb threat is made in multiple locations or at an unspecified location on campus or if a major emergency occurs such as a plane crash on campus, university leadership may determine that the campus should be evacuated. Evacuation requires that all individuals leave the affected campus. This includes requiring students in classes, labs or residence halls leave the campus.
Information Distribution

Communications and Marketing or other Alert Administrators will disseminate information regarding a campus evacuation using UofL Alert. A campus evacuation will require the use of almost every mode of communications outlined in the UofL Alert Guide, including:

- Text Message
- Email
- Web Page
- NOAA Weather Radio Announcement
- Traimarc Signs
- 1610 am local radio
- Outdoor warning sirens

Evacuation of the campus during a critical emergency will be on foot to prevent traffic jams as cars leave the campus. Campus evacuation due to a forecast of extremely severe weather forecast may be by personal vehicle.

Evacuation routes will be publicized online allowing faculty, staff and students to familiarize themselves with the plan. At the time of the evacuation, Communications and Marketing will stress the evacuation routes along with instructions to take only the personal belongings that can be carried.

Building/Unit/Department Actions

ULPD Communications Center

Once a potential severe emergency event has been forecasted, is expected or has occurred, the communications staff on duty will contact the university leadership to determine if a campus-wide evacuation is warranted. Communications will either begin disseminating the information via UofL Alert or they will provide the information to Communications and Marketing for dissemination.

As soon as possible, ULPD Communication will notify the MetroSafe communications center of the campus-wide evacuation. The appropriate number to call would be 574-2043. The information conveyed during the initial call will outline our evacuation actions and information. The university leadership will contact Louisville Metro leadership as soon as possible with follow-up information as it becomes available. The university leadership will also notify Manual High School, who in turn will notify Noe Middle School and the Youth Performing Arts School (YPAS). The numbers for all three schools are listed below.

- Noe Middle School 485-8307
- Manual High School 485-8241
- YPAS 485-8355
ULPD

University police and security officers will be dispatched to areas of campus to direct faculty, staff and students away from the campus. Whether the evacuation is by foot or vehicle, ULPD staff will work to quickly move everyone away from campus.

Parking and Transportation

Parking and Transportation will assist in the movement of people off campus by supplying bus transportation for those individuals with mobility impairment. Buses will continue along their normal routes, providing transportation for those with mobility needs. Once the buses have a full load, they will move to staging areas such as; Churchill Downs, Kentucky Fair and Exposition Center or the hockey field at the Youth Performing Arts School to off load their passengers and contact ULPD Communications to determine if a second or third trip is necessary. Transportation will be on site to handle mobility impaired individual at the staging site on a case by case basis.

Parking officers not otherwise being utilized will be provided to ULPD to assist in traffic control and direction. Once the campus has been evacuated, parking officers will be released and should evacuate the campus.

Physical Plant

Physical Plant staff with assigned vehicles will be made available to ULPD to assist in the evacuation effort by directing traffic or placing barricades. All other Physical Plant staff will evacuate from campus per the instruction disseminated in the UofL Alert. Once the campus has been evacuated, all Physical Plant workers providing traffic control will be released and should evacuate the campus.

CERT

Once the CERT has been notified and gathered, they will contact ULPD Communications to provide assistance in either helping move mobility impaired individuals or directing traffic. Once the campus has been evacuated, CERT Team Members will be released and should evacuate the campus.

Building Emergency Coordinators

Building Emergency Coordinators (BECs) will be notified of the evacuation of the campus via the UofL Alert system. Once they receive notification, the BEC will work to make sure that everyone evacuates their building and is directed to the route they should use to evacuate the campus. The BEC will then assist in getting anyone mobility impaired to the bus sites for evacuation. If a mobility impaired person cannot get to the bus site, the BEC should contact ULPD Communications for special assistance.

Residence Life Staff

Residence Life Staff will be notified of the evacuation of the campus via the UofL Alert system. Once they receive notification, the Residence Life Staff will work to make sure that everyone evacuates their building and is directed to the route they should use to evacuate the campus. The BEC will then assist in getting anyone mobility impaired to the bus sites for evacuation. If a mobility impaired person cannot get to the bus site, the BEC should contact ULPD Communications for special assistance.
Environmental Health and Safety

Department of Environmental Health and Safety will organize and be available to provide rapid assistance to mobility impaired individuals or any other services required in evacuating the campus. They will stage at the DEHS and will have vehicles to assist in moving those people that are mobility impaired that don’t require wheelchair lifts.

Controlling the Evacuation

When prudent, the evacuation of the campus should be staged to control the flow of people leaving campus. In most cases if a campus evacuation is warranted, students, staff and faculty will be instructed to evacuate on foot. This is due to the traffic jams that will occur if car evacuations are implemented. If the potential emergency (i.e., snow, high winds) is the source of the evacuation and time permits, evacuation by auto should be considered.

If the evacuation requires immediate action, evacuation by foot is the best option. There are two techniques that can be used to control the evacuation and make it more orderly, these are evacuating by zone or by alphabet.

Evacuation Zones

Belknap campus has been divided into 7 zones (see attached map). If warranted, the evacuation can be conducted by zone. This would require that the zone(s) at most risk are evacuated first and subsequent zone in 5-10 minute increments.

Alphabetical

Employees on Belknap Campus would be evacuated incrementally by the first letter of their last name. Three groups have been designated in this system and they will be released on 5-10 minute increments. These groups are; A-I, J-R and S-Z.

Automobile Evacuation

If it has been determined that the campus evacuation should take place by automobile, traffic control points will be implemented as soon as possible and all cars will be directed away from the campus via predetermined routes. These routes have been developed to most efficiently evacuate the campus by automobiles and bicycles. The routes to be utilized for automobile evacuation are attached.

Bicycle Evacuation

If it has been determined that the campus evacuation should be take place by bicycle in conjunction with a walking or vehicle evacuation, bicyclist will be directed away from campus via predetermined routes. It is imperative that bicyclist use these routes to minimize the potential of accidents. These
routes have been developed to most efficiently evacuate the campus by automobiles and bicycles. The routes to be utilized for bicycle evacuation are attached.

**Evacuation Map**

Attached to this Annex is a traffic control and flow map for the evacuation of Belknap Campus by automobile and bicycles.

**Manpower, Barricades and Signage for Traffic Control**

The resources needed to effectively evacuate the campus will require at a minimum the following resources:

- 15 Traffic Control Officers
- 20 Barricades
- 4 Right Turn Only Signs
- 1 Left Turn Only Sign

The following list outlines the locations requiring Traffic Control Officers, barricades and/or signs:

1. **Main Garage Exit**
   - 1 Traffic Person and Barricade (primary traffic position)

2. **Side Exit (by SAC)**
   - 1 Traffic Person and Barricade (secondary traffic position)

3. **Brandeis St. and Floyd St.**
   - 1 Traffic Control Person & Control of traffic light (primary traffic position)

4. **Brandeis St. and Arthur St.**
   - Barricades

5. **Warnock and Floyd St.**
   - 1 Traffic Control Person (primary traffic position)

6. **Floyd St. and Hahn St.**
   - 1 Traffic Control Person and Barricade (primary traffic position)

7. **Floyd St. Natatorium & McD’s Lots**
   - Barricades

8. **1st St. at Cardinal Blvd.**
   - 1 Traffic Control Person (primary traffic position)

9. **Cardinal Blvd. at Brook Street**
   - 1 Traffic Control Person & Control of traffic light (primary traffic position)

10. **Cardinal Blvd. at 2nd Street**
    - Barricades blocking eastbound Cardinal Blvd. & Control of traffic light

11. **Cardinal Blvd. at 3rd Street**
    - Barricades blocking eastbound & westbound Cardinal Blvd.

12. **Speed Museum Exit**
    - Traffic Control Signage (Right Turn Only)

13. **Oval Exit**
    - Traffic Control Signage (Right Turn Only)

14. **Eastern Parkway**
    - Light Control - until available manpower

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2 traffic control persons & Control of traffic light (secondary position)

South 3rd Street Parking Lot  Traffic Control Signage (Right Turn Only)

Eastern Parkway  1 Traffic Control Person & Control of traffic light primary traffic position)

Rear of Speed Lot  Barricade

4th Street  Traffic Light Control for north & south bound traffic
Cardinal Blvd.  Barricade eastbound Cardinal

Brandeis St.  Barricade

Floyd St. at RR Tracks (Exit pkg Lot)  Barricade & Signage (Left turn only)

Floyd St. at Northern PJCS Exit  Traffic Control Signage (Right Turn Only)

Floyd St. at Southern PJCS Exit  1 Traffic Control Person (primary traffic position)

Floyd St. & Central Ave.  2 Traffic Control Persons & Control of traffic light (primary traffic position)