Information

Belknap Campus Evacuation

Applicability

This procedure applies to the University Community (administrators, faculty, staff, and students).

Administrative Authority

Vice President for Finance and Administration/Chief Financial Officer

Responsible Unit

Emergency Management
Department of Public Safety
University of Louisville
Louisville, KY 40292
502-852-7379
https://louisville.edu/police/emergency-management

History

Revision Date(s): August 3, 2023
Reviewed Date(s):

Categories

Statement:

The university has established procedures and guidelines to follow during an evacuation of the Belknap Campus:

Building Evacuation:

- Do not activate the building fire alarm system to achieve evacuation.
- Do not call 911 unless there is an immediate life-threatening emergency.
- Remain calm but act quickly.

- Promptly secure equipment, research, etc. in safe shutdown condition before leaving.
- Remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.).
- Spread the word of the evacuation order to others as you exit the building.
- Go to https://louisville.edu for regular updates on the emergency situation and information on returning to campus.

Evacuation by Automobile or Bicycle:

- You may use your vehicle or bicycle to leave campus **unless directed otherwise** in the UofL Alert message.
- Follow traffic directions provided by Police, Security and Parking Officers, and Physical Plant workers. Barricades will indicate streets that are not to be used during an evacuation.
- Vehicle and bicycle evacuation routes must be followed, and alternate routes will not be allowed. Bicyclists should refrain from using vehicle routes other than noted due to the potential of an accident during an emergency.

Evacuation on Foot:

- Exit campus as directed in the UofL Alert message for evacuation on foot. These instructions will generally provide a direction of travel to follow when leaving the university.
- Pedestrians should exit campus by the shortest route; use crosswalks, obey police direction, and do not impede traffic flow.
- Move well off campus before stopping to determine how to get to your home.

Evacuation of Mobility Impaired (when an individual with a mobility impairment is on the second floor or above of a building, or in the basement):

- Assist ambulatory individuals by guiding them to the stairwell of the building and waiting near the stairwell until it is clear.
- Assist a non-ambulatory individual by calling Public Safety at 502-852-6111 or 911 and advise them of the situation and the location of the individual. Move the impaired individual near the stairwell and wait for assistance. If the hazard becomes life-threatening (i.e., the fire is getting close or the smoke becomes chocking), move the individual into a room and close the door. Vacate the

building and immediately tell the emergency responders (Public Safety or Fire Department) where the individual is located.

Related Information:

Evacuation orders to be disseminated via UofL Alert.
Staging locations will be identified via UofL Alert messages to allow evacuees to find public transportation to their home.

Definitions:

Ambulatory Individuals - people with disabilities that require special assistance during an evacuation. Examples of these individuals include people who are blind, deaf, or whose mobility is restricted by the use of walkers or crutches.

Non-ambulatory Individuals - people with disabilities that require the use of wheelchairs.

Responsibilities:

Building Emergency Coordinators and their assistants should check all corridors and public areas to make sure everyone has evacuated.