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**POLICY TITLE:**            **Evacuation of Facilities**

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**POLICY PURPOSE:**    Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))

**BACKGROUND:**        All Hazards approach for evacuations.

**APPLIES TO:**         All Facilities under the operation/control of Fort Hays State University.

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:**    The University normally does not close facilities because of brief interruptions in normal services (e.g., short-term water outages or heating/cooling). Occasionally, however, an unplanned incident may render one or more facilities unsuitable for normal habitation or use. In such a case, it may be necessary to evacuate one or more buildings and/or campus in general.

An evacuation may be necessary if there is a fire, power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, active shooter, flood, or any other situation that makes the facility or campus unsafe or uninhabitable.

***Buildings***

A building evacuation may be initiated by the building fire alarm, by notice from emergency personnel such as police or fire officials, or by administrative decision. If the fire alarm sounds, emergency personnel or University Official gives an evacuation notice, everyone must leave the building. Individuals remain responsible for their own evacuation.

Building occupants may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials, unless otherwise notified by emergency personnel or University Official.

All building occupants will follow instructions issued by emergency personnel or University Officials. The building may not be reentered until authorized by the emergency personnel or University Officials.

Building Floor Plans are posted at various floors and entrances of each building, which defines the designated tornado shelter area, the direction of

egress for both tornado safety and building evacuation, areas of rescue assistance and location of the emergency call master station and defibrillation unit.

When evacuating a building, remain calm and evacuate the building in an orderly fashion. Go to a place of safety at least 200 feet from the building, unless otherwise directed by emergency personnel or University Officials. Building Supervisors, Faculty and Staff members should assist students and visitors with a prompt and orderly evacuation, reporting to 911 any individuals that are missing, trapped or requiring assistance with evacuation.

Areas of rescue assistance for each campus building have been identified and are defined in Appendix C.

### ***Campus***

In the event of an incident requiring the evacuation of campus, you will receive an emergency notification alerting you to vacate campus and go to where you feel safe off campus. Direction will be given relating to whether the campus evacuation includes students in on-campus housing. Campus community members with vehicles are to leave campus by the shortest route possible, unless otherwise directed by law enforcement or university personnel. Pedestrians are to leave campus by the shortest route possible. The University web site will post additional information as the event occurs.

### ***Shelter-in-place (Staying where you are)***

Shelter-in-place is terminology that means to stay where you are. This response is typically used during tornados and other events where evacuation cannot be completed in time. In an active shooter situation, and dependent upon what is occurring at that moment, you should protect yourself by following the principle “run, hide, fight”. This means that if you can run away from the shooter safely, you should do so. If you cannot run out safely, you should find a safe place to hide, putting as much of a barrier between you and the shooter as possible. Finally, if you cannot safely run or hide, you should be prepared to fight. Act with aggression, improvise weapons, and commit to your actions. Again, your response is dependent upon what is occurring at that moment. For more information on surviving an Active Shooter Event, go to <https://www.fhsu.edu/university-police/emergencies/>

In the event of a prolonged evacuation, the University’s Incident Management Team will determine alternative arrangements for displaced students, faculty and staff.

### ***Emergency Evacuation for individuals with disabilities.***

The University prohibits discrimination in its programs and activities, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, 1990. University procedures require everyone, including people with disabilities or other conditions, to evacuate the facility when the fire alarm is activated or when otherwise instructed to do so. The University is committed to assisting with the development of personal action plans and training to identify and assist people who may

need assistance in an emergency. The University also recognizes that not everyone with a disability is in need of assistance.

It is recognized that people with disabilities or other conditions may require assistance with evacuating in the event of an emergency. Therefore, people needing assistance in an emergency are encouraged to identify themselves to the University as an individual with a temporary or permanent disability or other condition and make a request for assistance in advance of an emergency.

The Department of Residential Life will assist students with disabilities and other conditions in developing a plan for evacuating their housing residence. The Coordinator of Disability Student Services (located in the Kelly Center) will assist on-campus students with disabilities. University employees with disabilities and other conditions should work with their supervisor and the Personnel Office in developing personal action plans.

Individuals remain responsible for their own evacuation. Additionally, if an individual needs assistance evacuating, it is the individual's responsibility to identify evacuation assistants and request the assistance, in advance if possible, of those individuals.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

Replaces existing policy, and the evacuations sections of the Annual Security Report, Emergency Management Plan on the University Web page and the Residential Life handbook.

**KEYWORDS:**

Evacuation of Facilities

**RESPONSIBLE  
OFFICE:**

Critical Incident Policy Group, Director of University Police, Co-Emergency Managers and General Counsel.

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

**ORIGINATION DATE:** 1/2016

**REVIEW CYCLE:** 3 Years

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**POLICY ADDRESS:**

**LAST APPROVED ON:** Adopted by President's Cabinet 8/28/2019

**REVIEW/CHANGE HISTORY:** Replaces existing policy, and the evacuations sections of the Annual Security Report, Emergency Management Plan on the University Web page and the Residential Life handbook.

Adopted by ELT 1/29/2016

**NEXT REVIEW DATE:** 8/2022