

UW Whitewater Police



Evacuation of Buildings And/Or Areas

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Special Instructions:			
Approved By: Chief Kiederlen	Effective Date: 12/1/2011	Revised Date: 8/10/2012	Revision number: 2

I. Purpose

The purpose of this General Order is to provide UW-Whitewater Police Department personnel with guidelines for the effective evacuation of buildings and/or areas in an event of bomb, chemical-biological, hazardous material, fire or natural disaster incident.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to quickly and thoroughly evacuate any building or campus area in an emergency situation in the most orderly procedure. The safety of persons, including emergency personnel, is the first priority in a threatened area. It is essential that evacuations be planned and carried out systematically, efficiently and in a manner that gives consideration to the protection of human life.

III. Procedure

A. Initial Response to Evacuation of University Buildings

1. Officer(s) will respond to the building for a specific incident which will vary for each incident. The initial officer will observe the situation from a safe distance to make a determination of the nature and severity of the threat.
2. Officer(s) will gather available information about the type of incident (i.e. fire, chemical spill, etc.) and speak with Building Supervisors/Building Managers/Complex Directors; Office of Risk Management, Loss Prevention and Safety Staff and Whitewater Fire Department personnel to determine the risk to people.
3. Depending on the circumstances the Whitewater Fire Department may assume duties as the lead agency in the initial evacuations, such as a fire or chemical leak incident.

B. Evacuation of University Buildings

1. If it is determined that an immediate evacuation is needed, the officer(s) will use the fire alarm system to signal the occupants. The officer(s) may also use the public address system in the building to give more specific information to occupants, such as where to move to or to not use certain exits.

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2. If it is safe to do so, officer(s) in conjunction with the Whitewater Fire Department or other staff at the scene will conduct a walkthrough of the building to make sure everyone has exited the building. Special attention should be made to areas of rescue assistance or where staff has advised a person needing assistance in evacuating may be located.
3. Officer(s) and Fire Department Personnel will make sure that once someone leaves the building they do not reenter until the building is declared safe.
4. Officer(s) may need to direct people away from the building if they have not moved a safe distance away, i.e. 500 feet away from the building.
5. Officer(s) may also evacuate people to other nearby buildings in an event of a long-term evacuation or inclement weather.
6. In the event people are moved to another building, appropriate university staff will be notified and the new location will be unlocked and staffed by either police or university personnel.
7. As soon as possible, Officer(s) on scene should contact the On-Call Supervisor if a supervisor is not on duty.

C. Specific Locations for Evacuation of Residence Halls

1. In the event a Residence Hall needs to evacuate for a temporary period of time the following should be conducted with the Office of Residence Life.
 - a. If space permits, students should be moved to the nearest Dining Hall or to lounges in the nearest safe Residence Hall.
 - b. The Office of Residence Life will use the Williams Center as a housing area when lounge space is insufficient to handle the number of evacuees.
 - c. The Office of Residence Life staff will work with outside vendors, City of Whitewater Staff and the American Red Cross for long term housing in a crisis.

D. Evacuations of Large Sections of the University

1. Officer(s) will respond to the initial call for service as trained.
2. Officer(s) will observe the situation from a safe distance and make a determination of the nature and severity of the threat.
3. Officer(s) will request additional resources as necessary, ie Supervisor, Fire Department, Mutual Aid Agencies, etc.
4. Officer(s) will determine the likely boundaries of the area that needs to be evacuated. This may be determined by a perimeter already set up for a crime in progress or may be an area of potential contamination in an event of a chemical or gas leak.
5. Officer(s) will inform the Dispatch Center of what resources are needed and the safest way to get those resources to the scene.
6. Officer(s) will take initial steps to contain and isolate the scene of the threat by:
 - a. Stabilizing inner and outer perimeters to provide a degree of safety for emergency personnel and citizens.
 - b. Barring all unauthorized personnel from entering the threat area.