

# Evacuation Plan

## Universities at Shady Grove (also refer to Fire and Evacuation Police 1.011)

### **II. Long Term Evacuation**

Instances where the University may institute a long term evacuation may include:

- Notice of Hurricane
- Complete loss of utilities
- National Emergency

In situations where the emergency/evacuation is restricted to campus the Montgomery County Police Department (MCPD) should be contacted by the Director of Administration and Finance and/or the Security Director and a request should be made for officers to assist with traffic control. In situations where the University has 6-12 hours of notice or longer to evacuate the campus the campus should:

- Notify the public that the University is closed and that traffic will not be allowed to enter the University.
- Notify the faculty, staff and students that the University will be closing. The website, text messaging system, mass email, media, telecommunications, and any other medium should be used to make this notification.

Evacuation will be performed by:

- Personal vehicle
- On foot
- Public transportation (should be requested through MCPD)

Responsibilities for evacuation:

#### **Director of Administration and Finance/Security Director**

- Contact MCPD and request assistance
- Place security and USG facilities staff in parking lots to assist with traffic control
- Use USG facilities staff for word of mouth notifications within buildings and grounds.

### **III. Short Term Evacuation**

Instances where the University may institute a short term evacuation may include:

- Catastrophic damage to campus

- Transport away from a contaminated campus
- Unknown impending crisis

In situations where the University has little if any notice to evacuate the campus the campus should:

- Notify the public that the University is closed and that traffic will not be allowed to enter the University.

Evacuation will be performed by:

- Personal vehicle
- On foot
- Public transportation (should be requested through MCPD)

Responsibilities for evacuation:

**Director of Administration and Finance/Security Director**

- Contact MCPD and request assistance
- Place security and USG facilities staff in parking lots to assist with traffic control
- Use USG facilities staff for word of mouth notifications within buildings and grounds.