

Incident Annex 6 – Campus Evacuation

Coordinating Department

Department of Public Safety (Emergency Management)

Supporting Departments

Department of Parking and Transportation Services, Facilities Services/Auxiliary Facilities Services, Offices of the Chancellor and Vice Chancellors, Department of Public Safety (Police Operations), Residence Life and Housing

Supporting Outside Agencies

Mountain Metropolitan Transit, Colorado Springs Office of Emergency Management, American Red Cross, Colorado Springs Police Department, Colorado Springs Christian School, Pulpit Rock Church/Mac Laren School

Section I: Plan Activation

Scope

An evacuation of part or all of the UCCS campus may be required before, during, or after a significant incident, emergency, disaster or major disaster, or catastrophic incident as defined in the UCCS Basic Emergency Operations Plan. An evacuation may constitute the movement of people from one area of the campus to another, or it could require movement to an off-campus location away from the hazards effecting an evacuation requirement. Such an evacuation may lead to an eventual return to the campus, or may involve reunification and/or mass transportation efforts in the event the return of people to the campus is not feasible.

Concept of Operations

A. General

1. The primary goal is a safe and orderly evacuation to save lives and allow responding emergency personnel unimpeded access to address the campus incident.
2. Identify specific areas of the campus to be evacuated, and where the displaced people are to be sheltered (and by what method if beyond walking distance).
3. Specify transportation pickup location(s) for mobility impaired persons.
4. The authority to issue a campus evacuation order rests with the Chancellor or their designee; the authority to issue an order covering the area surrounding and/or including the campus rests with the City according to its ordinances and plans.
5. Alert shelters of the incident and evacuation plan, as well as the approximate number of evacuees to be expected. This includes notifying shelter operations organizations such as the American Red Cross.

6. The evacuation order should not be lifted until consultation is made between the campus EOC, ICP, and the City EOC (if activated). The authority to lift a campus evacuation order rests with the Chancellor or their designee; the authority to lift an order covering the area surrounding and/or including the campus, issued by the City, rests with the City according to its ordinances and plans.

B. Specific

1. The UCCS campus is divided into eight Evacuation Zones, hereinafter identified as Evacuation Zones 1 through 8. See the campus map below delineating these zones.
2. There are different types of evacuations of the campus.
 - a. An evacuation of one part of the campus which has been affected by an incident to another, unaffected part of the campus; for instance, an evacuation of Evacuation Zone 2 sending all affected people to shelter in the University Center which is in Evacuation Zone 3.
 - b. An evacuation of part or all of the campus (one or more of the Evacuation Zones) to an off-campus shelter location; for instance, an evacuation of Evacuation Zone 4 to shelter at Colorado Springs Christian School.
 - c. An evacuation of the entire campus, due to a large-scale threat or hazard, to an off-campus location. This type of evacuation could be prompted as an order by the campus or by the City.
3. UCCS has entered into Shelter Memoranda of Understanding (MOUs) with the following pre-planned off-campus shelter locations (confidential after hours contact information is maintained on file in the EOC and Public Safety):
 - a. Colorado Springs Christian School, 4855 Mallow Road:
 - b. Pulpit Rock Church, 301 Austin Bluffs Parkway:

Section II: Pre-Event Coordination and Planning Responsibilities

Coordinating Department

Department of Public Safety (Emergency Management)

- A. Compile Evacuation Plan and update as necessary; coordinate cross-planning between supporting departments and agencies.
- B. Provide prior coordination, including drafting Memorandums of Understanding (MOUs), with possible sheltering sites including but not limited to Colorado Springs Christian School and Pulpit Rock Church.
- C. Exercise the plan; identify and correct capability gaps or shortfalls.

Supporting Departments

Department of Parking and Transportation Services

- A. Identify actual and potential transportation resources available to assist in an evacuation.
- B. Coordinate transportation needs and assets with Mountain Metropolitan Transit.
- C. Provide Parking Enforcement Officers to assist with traffic control and direction.

Facilities Services/Auxiliary Facilities Services

- A. Provide services at the request of the ICP and/or EOC, including but not limited to snow removal, additional transportation services, physical plant services, and delivery services.

Offices of the Chancellor and Vice Chancellors

- A. Prepare to issue, modify, or rescind evacuation orders if necessary.
- B. Execute MOUs with potential sheltering sites.

Department of Public Safety (Police Operations)

- A. Develop internal plans and procedures to initiate and/or assist in a campus evacuation, including but not limited to building evacuation and sweep, public assistance, traffic control, crowd control, and law enforcement operations in both the evacuated areas and at shelters if necessary.
- B. Maintain equipment and capabilities covering both vehicle-mounted and handheld public address systems, barrier tape, cones and/or barricades, inclement weather and/or hazardous situation operations, and crowd control.

Residence Life and Housing

- A. Develop internal plans and procedures to assist in a campus-wide evacuation as it applies to housing residents, including but not limited to building evacuation and sweep, way finding for residents, accountability, and shelter support.

Supporting Outside Agencies and Facilities

Mountain Metropolitan Transit

- A. Coordinate with the Department of Parking and Transportation Services, and the City Office of Emergency Management, to provide transportation assets to enable an evacuation.

Colorado Springs Office of Emergency Management

- A. Publish and maintain an evacuation plan in conjunction with the City Emergency Operations Plan.
- B. Coordinate with the UCCS Department of Public Safety (Emergency Preparedness) on evacuation planning, exercises, and incident coordination.

American Red Cross

- A. Provide Shelter Operations resources

Colorado Springs Police Department

- A. Coordinate with the UCCS Department of Public Safety (Police Operations) to plan, exercise, and conduct an evacuation of the campus.
- B. Maintain capabilities, plans, and procedures to conduct an evacuation of the greater campus community in accordance with the City EOP and evacuation plans.

Colorado Springs Christian Schools, Pulpit Rock Church/McLaren School

- A. Coordinate with the Department of Public Safety (Emergency Management) to maintain updated 24-hour contact information necessary to initiate MOU's for short-term sheltering.