

## OVERVIEW

College and Universities by their very nature are very difficult places to initiate large scale evacuations. Furthermore, there are many different ways during emergencies to implement policies involving evacuations on campuses across America. For the purposes of this document “Evacuation” is the process of removing individuals from a building to a safe area.

The success of this procedure, and the reduction of injury and/or loss of life, is all based on awareness and knowledge of what to do, and immediacy of action.

## PROCEDURE

In most instances, the Campus Safety and Security Department will be first to receive information that a situation exists that will require a “Emergency Evacuation”. The officer on duty will ensure that the College’s **Executive Advisory Group** (Refer to Crisis Plan for details) are notified and provided with all information available as soon as it is practical concerning the need to activate this plan. In general the need for this plan to be activated will involve life threatening emergencies.

The decision to initiate an “Evacuation” will be the responsibility of the Director of Campus Safety & Security who will consult with the **Executive Advisory Group**. The need for an “Evacuation” can also be brought to the attention of the Security Director by any Vice President, Dean or Director once he/she becomes aware of a clear and present danger situation. Upon declaration of an “Evacuation,” the Campus Safety & Security Department will notify **the City of Grinnell Police Department if they have not already been contacted.**

The Director of Safety & Security or his/her designee will assign staff to notify the building coordinators by phone, email or any available means of communications that is deemed necessary at the time. The building coordinators will be given a brief explanation of the emergency, informed that an “Evacuation” is in effect.

Campus Safety & Security employees, building coordinators and law enforcement authorities, if on the scene, will assume responsibility for ensuring that persons evacuated are directed to locations of safety.

The Director of Safety and Security will direct the actions of college personnel handling the emergency, and will ensure that building coordinators are frequently informed of critical information. This may be via radio, email, text messaging or direct telephone calls.

## CAMPUS WIDE EVACUATION STAGING LOCATION

In the event of an all-campus evacuation during an emergency, members of the campus community are directed to go to the Bear Athletic Center Indoor Track area and await further instructions. If there is a need for campus members to go to a different location, this will be communicated through one or all of the following communications methods: pioneer alert, email, text messaging, telephone, Grinnell.edu website, and/or word of mouth.

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08/26/14

Grinnell College, Crisis Preparedness Plan  
Emergency Campus Wide Evacuation Plan

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**EVERGENCY BUILDING EVACUATION CHECKLIST**

- ☐ The Director of Safety & Security will make the determination to activate a course of action.
- ☐ The Director of Safety & Security shall notify the Building Coordinators of the emergency.
- ☐ The Director shall assign send out an all campus email/Text message concerning the emergency.
- ☐ The Building Coordinator will assume responsibility in assisting in the “Evacuation” process.

In the event that an incident calling evacuation occurs after hours (Night) it shall be the responsibility of the Campus Safety & Security Department to insure a timely evacuation of campus building.