

UIS Campus Evacuation Plan

Campus Closing Due To Emergency

If an emergency arises that warrants an evacuation of the campus (e.g. hazardous material leak, chemical spill, catastrophic weather, etc.), the Chancellor or Chief of Police or their designee will initiate the Campus Evacuation Plan.

Critical Emergency Personnel

For purposes of this Plan, Critical Emergency Personnel include: police, building maintenance, housing staff (Resident Directors and Resident Assistants), and UIS Command Staff. Critical Emergency Personnel are expected to remain on duty throughout the emergency until dismissed by the Chancellor or Chief of Police or their designee. Critical Emergency Personnel may be relocated off campus if the situation is warranted.

Only Critical Emergency Personnel will be permitted to remain on campus after it is closed and evacuated. If circumstances permit, campus police will check campus buildings to ensure that no unauthorized personnel remain on campus during the evacuation.

Information Resources

Instructions for evacuation and updates about the incident will be communicated by the University via the UIS-Alert System (text messages), email, classroom phones/outdoor speakers, social media (Facebook/Twitter), campus website updates broadcasting on the campus television channel, or other available means.

An online registry will be available (<https://safeandwell.communityos.org/zf/safe/add>) to permit students, staff and faculty to register and inform friends and family that they are safe and well. Friends and family can search for the status of the evacuees (<https://safeandwell.communityos.org/zf/safesearch/search>) on the online registry.

Evacuation Procedures

1. Students, staff and faculty who are able to secure their own transportation to evacuate campus should do so immediately upon declaration of a campus-closing event.
2. Students, staff and faculty that evacuate campus on their own are strongly encouraged to use the online registry to inform friends and family that they have safely evacuated from campus.
3. The University will provide information about temporary emergency shelter for students, staff and faculty unable to evacuate on their own via the emergency alert system or other available means.
4. If available, the University will provide transportation to pick up students, staff and faculty at either I-Lot at TRAC or B-Lot by Brookens Library (location will be determined on the

nature and location of the emergency) at a predetermined time to transport them to the temporary emergency shelter.

- The designated departure time of the transportation will be strictly enforced. Anyone who fails to report to the loading area will be responsible for securing their own emergency shelter.
- A critical emergency personnel staff members will remain at the emergency shelter at all times.
- Evacuees should expect very limited accommodations and resources at the temporary emergency shelter. The accommodations may consist of sleeping on an open gym floor without cots.
- Evacuees must abide by all rules of the shelter. All University and campus policies remain in effect.

Aftermath/Recovery Plans

Once the emergency has passed, the Chancellor (or designee) will determine when it is safe to return to campus. All buildings, grounds and utilities will be inspected for damage prior to re-entry being permitted.

If the campus is deemed safe:

- The Critical Emergency Personnel member at the shelter will announce a departure time and designated loading area.
- The University will notify evacuees that it is safe to return to campus via text from the UIS-Alert System email and/or update on the UIS homepage, as available.
- Displaced on-campus residents will not be allowed to return to housing until their housing assignments are ready for occupancy (in the event that some but not all of the campus facilities are damaged.)

If the campus is deemed unsafe and/or will be closed for a prolonged period:

- Evacuees and emergency personnel will make individual plans for long-term relocation. Evacuees are expected to make their way to the nearest airport, train station or bus station so they may make appropriate travel plans. All expenses incurred will be the individual's responsibility.
- The University will provide status updates through the UIS-Alert System, email and website updates.

Date approved by Chancellor's Cabinet: 7/15/16

Date approved by Chancellor: 7/18/16

Chancellor signature: 

Effective date: 7/18/16