

## EVACUATION PROCEDURES

Different emergencies require different protective actions to keep the members of the campus community safe. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid death or injury. This handbook contains guidelines for protecting yourself during most emergencies, but will not provide an absolute solution for every circumstance. During an actual disaster or emergency, the College Administration and first responders may supplement these procedures with detailed instructions via the College's emergency communications protocols. Any specific instructions given during an incident are to take precedence over information in this handbook.

### WHEN TO EVACUATE \*

- Anytime you hear the fire alarm bells or siren in your building. EVACUATION IS MANDATORY DURING FIRE ALARMS, UNLESS OTHERWISE DIRECTED.
- If you smell smoke or know an actual fire is burning.
- During an active shooter situation, when you can carefully escape an active shooter and a safer alternative is not available (i.e., locking doors).
- When instructed to do so by a Notre Dame Police Department dispatcher, by an NDC police officer, by local police/fire/EMS personnel, or when directed by emergency alerts.

### WHEN NOT TO EVACUATE \*\*

- When a tornado warning is given (go to the designated shelter location for the building you are in). This will be described in more detail in the Tornado procedures section of this handbook.
- When it is unsafe to do so (i.e., active shooter nearby, fire blocking exit). \*\*\*
- During a power failure.
- When instructed not to evacuate by a Notre Dame Police Department dispatcher, by an NDC police officer, by local police/fire/EMS personnel, or when directed not to evacuate by emergency alerts.

### WHAT TO DO IF YOU MUST EVACUATE

1. Listen carefully to instructions of emergency personnel and Residence Life staff.
2. Remain calm and quiet (please keep talking to a minimum so instructions can be clearly heard).
3. If time allows, quickly gather critical personal belongings (ID cards, keys, purses, wallets, etc.) and dress appropriately for the weather. **If imminent danger exists, do not attempt to gather belongings!**
4. Close your room or office door as you leave. Lock the door if time allows.
5. Exit via stairwells. Do not use elevators.
6. Proceed to the building's designated indoor or outdoor evacuation area, or to an alternate area, if instructed to do so. Evacuation areas and a map can be found in the next section. Tornado shelter areas are identified in the Tornado procedures section.

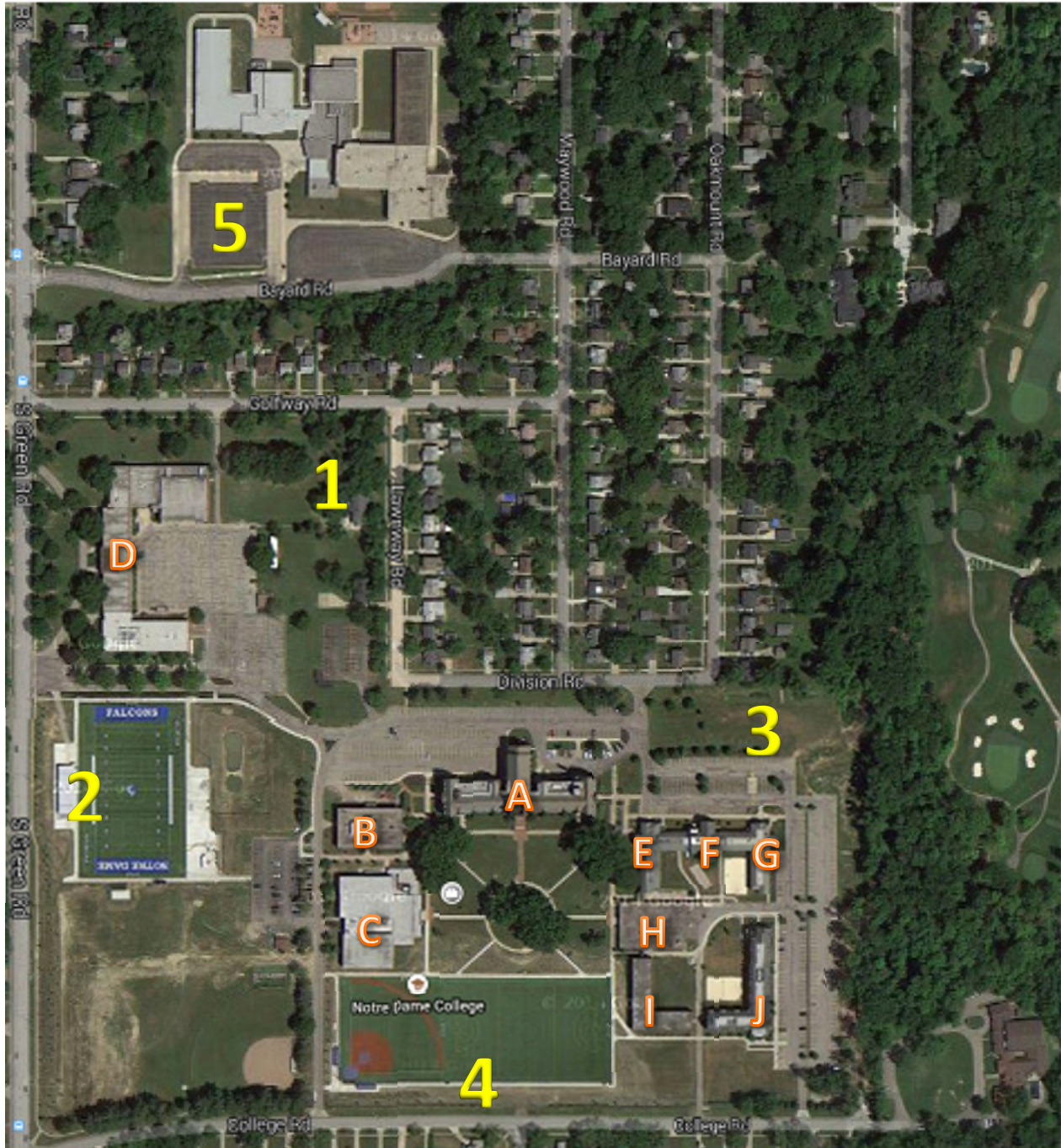
7. Alert emergency personnel of anyone who may need assistance evacuating.

\* - Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in a pre-designated area of refuge or an area with a window to allow rescue. Try to notify rescuers of your location.

\*\* - These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.

\*\*\* - The presence of an active shooter is a stressful situation that requires quick, rational decision-making. If you are unable to evacuate, you may need to take additional protective actions, such as locking and barricading your door or hiding in a secure location (refer to the Active Shooter procedures section for additional information).

**NOTRE DAME COLLEGE CAMPUS EVACUATION MAP**



## DESIGNATED INDOOR AND OUTDOOR EVACUATION AREAS

### BUILDING/AREA EVACUATION

Certain emergencies may affect a specific building or area of campus. In this case, persons in those buildings/areas will be evacuated to a predetermined site. Emergency personnel will then direct you to a primary or secondary remote evacuation site. The evacuation sites for your building and the entire campus are listed below. Indoor and outdoor evacuation locations are displayed on the map in the previous section:

### OUTDOOR EVACUATION AREAS

BUILDING	OUTSIDE EVACUATION AREA
(A) – ADMINISTRATION BUILDING	1 – AREA SOUTH OF GOLFWAY ROAD AND WEST OF LAWNWAY ROAD
(B) – LIBRARY/FALCON CAFÉ	2 – MUELLER FIELD BLEACHERS
(C) – KELLER CENTER	2 – MUELLER FIELD BLEACHERS
(D) – REGINA HALL, GYM, AND AUDITORIUM	1 – AREA SOUTH OF GOLFWAY ROAD AND WEST OF LAWNWAY ROAD
(E) – HARKS HALL	3 – FIELD AT NORTHEAST CORNER OF CAMPUS, ADJACENT TO THE BONFIRE PIT
(F) – NORTH HALL	3 – FIELD AT NORTHEAST CORNER OF CAMPUS, ADJACENT TO THE BONFIRE PIT
(G) – PROVIDENCE HALL	3 – FIELD AT NORTHEAST CORNER OF CAMPUS, ADJACENT TO THE BONFIRE PIT
(H) – CONNELLY CENTER	4 – AREA BETWEEN NORMANDY FIELD AND COLLEGE ROAD
(I) – PETERSON HALL	4 – AREA BETWEEN NORMANDY FIELD AND COLLEGE ROAD
(J) – SOUTH HALL	4 – AREA BETWEEN NORMANDY FIELD AND COLLEGE ROAD
CAMPUSWIDE EVACUATION	5 – CRESTVIEW ELEMENTARY

### INDOOR EVACUATION AREAS

BUILDING	PRIMARY INDOOR EVACUATION AREA	SECONDARY INDOOR EVACUATION AREA
(A) – ADMINISTRATION BUILDING	(C) – KELLER CENTER (GYM)	(D) – REGINA HALL (GYM AND AUDITORIUM)
(B) – LIBRARY/FALCON CAFÉ	(C) – KELLER CENTER (GYM)	(D) – REGINA HALL (GYM AND AUDITORIUM)
(C) – KELLER CENTER	(A) – ADMINISTRATION BUILDING (PAC)	(D) – REGINA HALL (GYM AND AUDITORIUM)
(D) – REGINA HALL, GYM, AND AUDITORIUM	(C) – KELLER CENTER (GYM)	(A) – ADMINISTRATION BUILDING (PAC)
(E) – HARKS HALL	(A) – ADMINISTRATION BUILDING (PAC)	(C) – KELLER CENTER (GYM)
(F) – NORTH HALL	(A) – ADMINISTRATION BUILDING (PAC)	(C) – KELLER CENTER (GYM)

(G) – PROVIDENCE HALL	(A) – ADMINISTRATION BUILDING (PAC)	(C) – KELLER CENTER (GYM)
(H) – CONNELLY CENTER	(C) – KELLER CENTER GYM	(A) – ADMINISTRATION BUILDING (PAC)
(I) – PETERSON HALL	(C) – KELLER CENTER (GYM)	(A) – ADMINISTRATION BUILDING (PAC)
(J) – SOUTH HALL	(C) – KELLER CENTER (GYM)	(A) – ADMINISTRATION BUILDING (PAC)
CAMPUSWIDE EVACUATION	(D) – REGINA HALL	5 – CRESTVIEW ELEMENTARY

Emergency personnel will direct you to one of these indoor sites (or an outdoor site) during an evacuation. Further instructions will be given at the evacuation site. If necessary, buses will be used for transportation.

**CAMPUS EVACUATION**

An emergency that dictates the evacuation of the entire College will be handled in conjunction with the emergency procedures of the City of South Euclid, Cuyahoga County, and surrounding communities. In the unlikely event that a campus evacuation is necessary, you will be directed to leave the College in the following manner.

**If you drive to campus**

1. If told it is safe to go to your vehicle, take your normal route to your vehicle.
2. Leave the campus area via any designated exit, unless otherwise directed by campus police. Police may change routes dependent on circumstances.
3. Any directions from police or other public safety officers during an actual emergency will always take precedence over this plan.

**If you take public transportation or reside on campus**

1. Go to the nearest RTA station to take a bus or rapid away from the area. RTA/mass transit will be on a rush hour status unless circumstances prohibit mass transit operations.
2. If mass transit is not available, you are to go to Regina Gym and Auditorium, and await further instructions. Report to the alternate evacuation area, Crestview Elementary School, if directed to do so by alert or first responders.
3. Residential students should follow the instructions of their RA’s or other Residence Life staff, once they arrive at the Regina Gym and Auditorium, or Crestview Elementary School, as directed.