

# Evacuation Plan

The purpose of the evacuation plan is to manage, direct and control an orderly campus evacuation in the event of a campus emergency. If an emergency situation arises and the University must evacuate any of its facilities, our goal will be to keep unaffected campuses open and operating, on a normal class and business schedule. The University is prepared to evacuate any campus, and will do so if it becomes aware of potential danger.

The evacuation of any campus building requires the teamwork of many departments, professional and student staff and residents.

The evacuation of any housing building will be coordinated with the Department of Student Housing and Residential Life, UHCL Police Department (UHCL PD) and Office of Emergency Management (OEM). All other evacuations shall be conducted in coordination with UHCL PD and OEM.

## GENERAL EVACUATION PROCEDURE

In the event of an emergency situation requiring evacuation, students, faculty, staff and visitors will be alerted by one or more of the following methods; audio/visual warning devices in the building, UHCL ALERT text message, email and/or phone call. Everyone will be instructed to leave personal belongings and evacuate the building quickly and will be allowed back in the building as soon as the appropriate authorities issue an "all-clear". In all evacuations, all are advised to refrain from using cell phones while evacuating to allow for a quick evacuation.

Exit the building in a calm and orderly manner using the nearest emergency exit to the exterior of the building. Do not use the elevators during an evacuation. Utilize the nearest emergency stairwell. Once outside the building proceed to the assembly area designated for the building you were in.

Unless otherwise communicated, the primary assembly areas are:

- Arbor Buildings – parking lot G
- Bayou Building – parking lots A & D
- Central Services – parking lot in front of building
- Delta Building – parking lots G & J
- Hunter Hall – parking lot D
- North Annex I & II – parking lot D
- Police Department – parking lot in front of building

- Rec and Wellness Building – grassy fields north and east of building next to North Annex II
- Student Services Building – parking lots B & D
- Science, Technology, Engineering and Mathematics Building – parking lot B and grassy field north of building

#### Pearland Campus

- Health Science Classroom Building – parking lots north & east of building
- Main Classroom Building – parking lot north of building

In the event of a building evacuation during inclement weather, one of the closest non-affected University buildings will serve as the reassembly area, unless outdoor assembly is deemed necessary.

In the event other than a fire, for example criminal activity, the UHCL PD and OEM shall determine whether evacuation is necessary, and communicate appropriate action to be taken by students, faculty, staff and visitors.

#### SHELETER-IN-PLACE / LOCKDOWN

If it appears dangerous for the community to remain outside, then all students, faculty, staff and visitors may be directed to move into a building(s), for example, in the event of inclement weather, armed aggressor, or any other major event on or near campus. A complete lockdown of the building(s) may be required. The general purpose of a lockdown is to convert a building into a large "Safe Room" and will be made only if there is a serious risk of danger to students, faculty, staff and visitors. The decision to initiate building lockdown procedures may be at the discretion of University officials or in response to a request by local law enforcement officials.

In the event of a lockdown:

- In a classroom: close all doors, lock and/or barricade doors if possible. Turn off lights, silence phones, and stay away from windows.
- In office area: remain in office, or secure area, with door locked. Turn off lights, silence phones, and stay away from windows.
- In common areas: move to a lockable room (nearby office, classroom, etc.) as soon as possible.
- Remain in your secure area until further instructions are provided.

## RESIDENCE HALL EVACUATION PROCEDURES

Upon hearing a building alarm, students and guest must exit the residential hall immediately. Exits are clearly marked in each housing facility. Occupants should exit the building using the most direct and safe route. Evacuation procedures are posted near the elevators and affixed to the back of each residential hall unit door.

### UNINHABITABLE BUILDING

If a residential hall is deemed uninhabitable the information will be communicated to the Director of Student Housing and Residential Life, who will inform the following individuals:

- Vice President Student Affairs
- Associate Vice President Facilities Management and Construction
- Director Emergency Management
- UHCL Police Department
- University Marketing and Communications

Once the building or space is evacuated and deemed uninhabitable UHCL Police Department Technical Support will remove all student and student staff access to the building.

Dependent upon the length of time, the following contingency plans may be enacted:

- The Rec and Wellness Center may be used for temporary housing as needed until permanent or long range accommodations can be identified. The Department of Student Housing and Residential Life will manage access in cooperation with the Rec Center Staff.
- Students will be placed in all vacant housing spaces across campus until filled.
- Area hotels will be contracted as a last resort to put students up as needed.

In the event of an emergency situation requiring evacuation of a non-housing University owned building, everyone will be instructed to consult their departments Continuity of Operations Plan (COOP) for further direction.

## PERSONS REQUIRING ASSISTANCE WITH EVACUATION PROCEDURES

When alarms sound, all persons requiring assistance should proceed to a safe area away from danger. Emergency personnel/first responders upon arrival will begin a search of all floors. If an individual finds himself in a serious situation, they should immediately call 9-1-1 then UHCL PD (281-283-2222), and report your location.

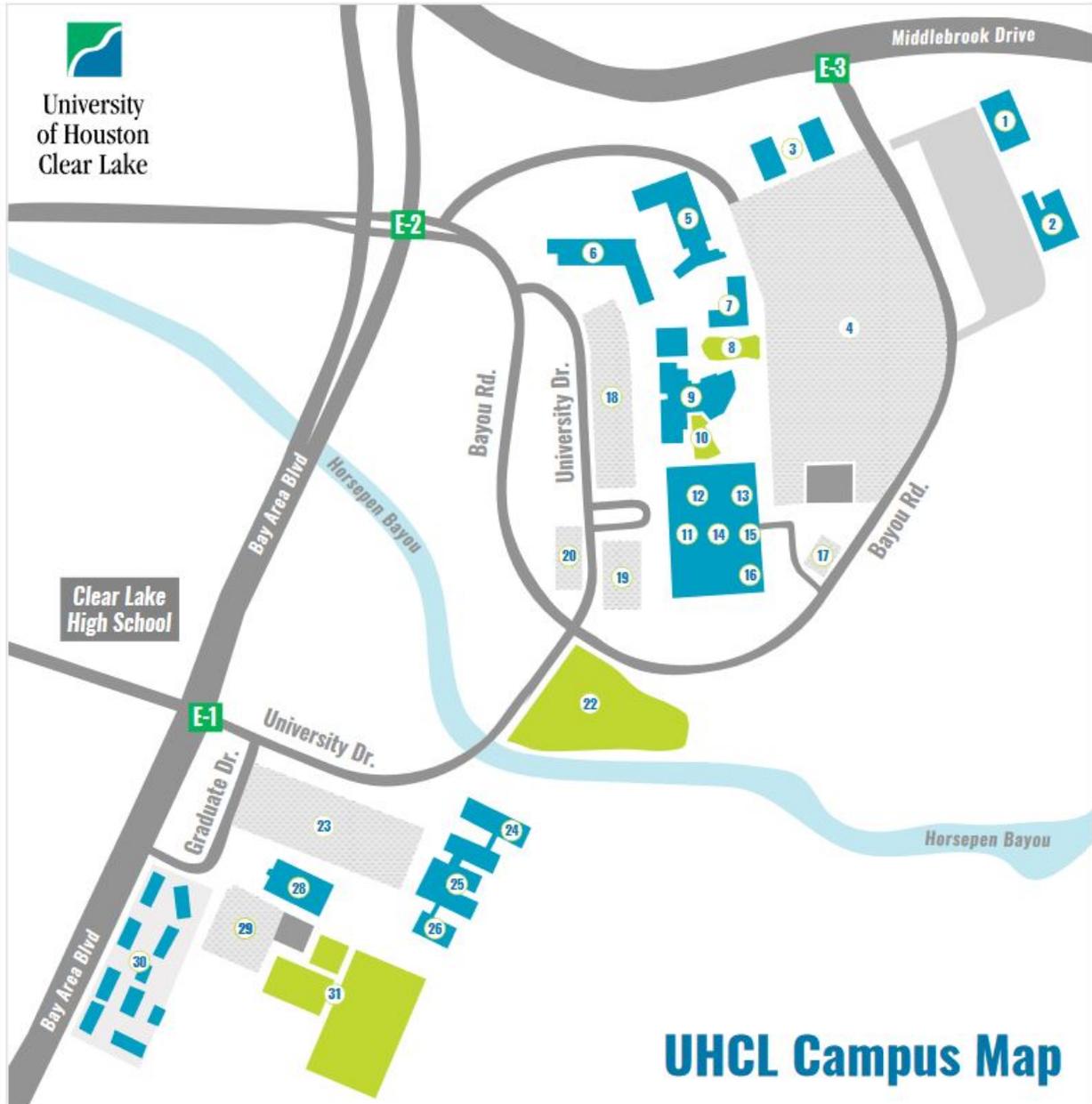
In the event of an emergency building or campus evacuation, UHCL Police, EHS personnel and UHCL Safety Liaisons are the only personnel formally trained and authorized to utilize "Evacutrac Chairs" to provide physical evacuation assistance. If danger is imminent and there is no time to wait for trained assistance, the City of Houston Fire Department suggests the following evacuation options for students, faculty, staff and visitors with special needs:

- "Buddy System" Evacuation Option – inform a student, faculty or staff acquaintance (a "Buddy") of the need for special assistance in the event of a fire alarm. When the fire alarm sounds, the "Buddy" should make sure of the individual's location, then go outside and inform emergency personnel of a person in a specific location who needs assistance in being evacuated. Emergency personnel will then enter the building and evacuate that person.
- Horizontal Evacuation Option – move a safe distance away from the area of imminent danger to another wing of the building or opposite end of the corridor. Always remain near an emergency exit.
- Vertical (Stairway) Evacuation Option – Those who are able to evacuate with or without minor assistance may evacuate via stairways.
- Stay in Place Evacuation Option – unless danger is imminent, remain in a room with an exterior window, closing the door if possible. If possible call 9-1-1 or UHCL PD (281-283-2222). Tell the operator your name, location and the nature of the emergency.

Most buildings on campus are equipped with fire alarm horns and strobes that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of the emergency situations. Some persons may need to be alerted to the situation by gestures or by turning the light switch on and off. Emergency instructions can be given by verbalizing, mouthing or by a short, explicit written note. University faculty and staff are encouraged to offer such assistance, as appropriate.



University  
of Houston  
Clear Lake



## UHCL Campus Map

### ACADEMIC/ADMINISTRATIVE ■

- 1 Police Department
- 2 Central Services
- 3 North Office Annex (NOA) 1 and 2
- 5 Recreation and Wellness Center
- 6 STEM and Classroom Building
- 9 Student Services and Classroom Building (SSCB)
- 11 Bayou Building
- 12 Alfred R. Neumann Library
- 24 Arbor Building North

- 25 Arbor Building Central
- 26 Arbor Building South
- 28 Delta Building

### OUTDOOR ■

- 8 Liberty Park
- 10 Alumni Plaza
- 22 Pat and Wendell Wilson Park
- 31 Delta Fields

### PARKING ■

- 4 Lot D (Students)
- 18 Lot B (Faculty and Staff)
- 17 Lot C (Loading Dock)
- 19 Lot A (Reserved)
- 20 Lot R (Visitors)
- 23 Lot G (Students, Faculty and Staff)
- 24 Lot J (Students)

### RETAIL ■

- 15 Patio Café
- 16 Campus Store

### CULTURAL ARTS ■

- 13 UHCL Bayou Theater
- 14 Art Gallery

### HOUSING ■

- 7 Hunter Hall
- 30 University Forest Apartments

