

# **Coe College Campus Evacuation Plan**

## **Closing for evacuation of campus**

If a situation arises that warrants an evacuation of campus (e.g. hazardous material leak, chemical spill, catastrophic weather, etc.), the President's cabinet will communicate through the office of the Vice President of Student Affairs to initiate the Coe College emergency evacuation plan.

Next, the Dean of Students will notify all students, faculty and staff to vacate the Coe campus. Instructions for evacuation will be communicated via the Coe College Emergency Alert System using text messaging, email and website updates (see information below regarding this communications system). Coe College Security will check all campus buildings to ensure that they are secure throughout the evacuation.

Critical emergency personnel and the live-on campus life staff are the only employees allowed to remain on the Coe Campus after it is officially closed and evacuated. These employees are expected to remain on duty throughout the emergency until dismissed by the Dean of Students. Critical emergency personnel may be relocated off-campus if the situation is warranted.

## **Evacuation of on-campus Students**

Through the Coe College Emergency Alert System, students will receive an emergency text and email notifying them of the time and location of an evacuation meeting. At the meeting, the logistics of the evacuation will be covered. The evacuation plan would likely include the following elements:

- Students who are able to travel home should do so immediately. If the students are able to host friends that are unable to make it home, it is highly encouraged.
  - If not evacuating by personal vehicle, students are advised to secure available air, train or bus transportation.
- Before students leave campus, all students must fill out an emergency evacuation form. The form includes the name of the student, the destination where the student will be residing during the evacuation, and contact information.
- Students who are unable to evacuate will be given information about relocating to a temporary emergency shelter. Buses and/or vans will pick up students on Coe Road behind Greene Hall and Murray Hall at a predetermined time to transport students to the emergency shelter.
  - The designated departure time of the buses and/or vans will be strictly enforced. Anyone who fails to report to the loading area will accept responsibility for their personal safety.
  - The critical emergency personnel staff members will take turns staying with the Coe students at the emergency shelter.
  - Students going to the emergency shelter still need to fill out an emergency evacuation form.
  - Students going to the emergency shelter should expect very limited accommodations. This may include sleeping on an open gym floor without cots. As occupants of the emergency shelter, student must abide by the rules of the shelter and college policies are still in effect.
- Students will be kept up to date on the status of the college evacuation through the use of the Coe College Emergency Alert System. In the event that the college website is not

functioning, a temporary emergency web page will be created to relay information ([www.coecollege1851.org](http://www.coecollege1851.org)).

- The critical emergency personnel will review the emergency evacuation forms to account for all students. The emergency personnel will make efforts to contact and determine the whereabouts of students who did not fill out an emergency evacuation form (this includes calling home to parents). After this step, the names of students who are still unaccounted for will be turned over to the Cedar Rapids Police Department.

### **Aftermath Plans**

Once the emergency has passed, the President's cabinet will determine when it is safe to return to campus. Post-emergency response teams will inspect all buildings, grounds and utilities for damages.

If the college is deemed safe:

- The critical emergency personnel member who is residing with the students in the emergency shelter will announce a departure time and designated loading area to the sheltered students.
- All students will receive an emergency text, email and update via website via the Coe College Emergency Alert System that it is safe to return to campus.
- Students will not be allowed to return to campus until their housing assignments are ready for occupancy (in the event that some but not all of the campus facilities are damaged).

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

- Sheltered students and emergency personnel will make plans for long-term relocation. Students and emergency staff 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.
- Students, staff and faculty will be kept informed on the status of the college through the Coe College Emergency Alert System with texts, emails and website updates.