

# EVACUATIONS/SHELTER IN PLACE

## Primary Responders:

**AU Safety Services:**                    **on campus**     **5555 or 911**  
   **off campus**     **(419) 207-5555**

**Ashland City Police/Fire:**     **911**     **(involvement determined by primary AU responders)**

**Note:** 911 calls made from an AU extension are routed through AU Safety Services. 911 calls from cell phones, off campus phones, or by dialing 8-911 from an on campus phone will access the Ashland County 911 system directly.

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The level of an evacuation will depend on the nature, location and local impact of the emergency. In some cases shelter-in place may be implemented rather than, or in conjunction with, an evacuation. Whenever an emergency may involve an evacuation, and/or shelter-in-place, communication and accounting for members of the campus community are paramount. It is the responsibility of all members of the campus community (students, employees and visitors) to monitor AU communications via any available medium. Ashland University will employ all available methods of communication should an evacuation and/or shelter-in-place alert be necessary (i.e. electronic, manual, etc.). Please refer to “Emergency Communications” for a description of emergency communication outlets.

## Building Evacuation:

- **If time permits**, shut off all electrical equipment, and secure the area before leaving the building. Supervisors should account for occupants and insure the area is evacuated and secure.
- **If time permits**, supervisors are to post occupant logs per prescribed directive. Residence life staff should follow procedures for resident accountability.
- Only take essential items with you. **If time permits**, take car keys, purses and coats as the evacuation may be for an extended period.
- Assist others requiring assistance. Do not use elevators when power interruptions are possible.
- Check restrooms and other areas where people may be unaware of the evacuation.
- Evacuate to the assigned primary assembly location and notify responders of any occupants unable to evacuate.
- Follow instructions of response personnel.
- Persons physically unable to evacuate should remain in place unless there is imminent danger in staying (i.e. fire, etc.). Stay by a phone.
- Building cannot be reoccupied until instructed by AU and/or civil emergency response personnel.
- Monitor communication outlets for updates.

## Campus/Regional Evacuation:

- The AU Incident Commander (or his or her designate) will issue a campus evacuation.
- Same procedures as above to evacuate the building including:
- Persons who have vehicles should attempt to accommodate friends, etc. who may need transportation.
- Because the assembly locations will not be available, the campus community (students, employees, and guests) are to monitor AU communication tools and local media for updates.
- Students are to notify a parent, guardian, relative(s), or friend of their status. Ask the contact to make contacts with other family and to notify the contacts of any passengers you may have.
- Students (and employees) should evacuate to their home using the designated emergency route. The route will be established by the local emergency response personnel. If staying with friends at an off-campus residence, please make contact with family as soon as possible.

- Once the campus is evacuated and secured, only those persons designated as AU emergency response staff should return to campus (providing it's safe to do so). Unless otherwise instructed, all others should remain away from the campus.
- All those designated to assist in maintaining the campus safety/security are required to check in at the Emergency Operations Center.
- **If time permits and it's safe to do so**, resident students are to “check out” with the staff in their hall.

**Shelter-in-Place:**

- Will be initiated if evacuation is determined to be more hazardous (i.e. chemical, biological, and/or radioactive release, active shooter on campus, tornado warning, etc.).
- Close windows and doors.
- Monitor communication outlets for updates.
- Shut off or cover ventilation outlets.
- Stay in place until notified otherwise. Be prepared to quickly evacuate when instructed.
- Follow directives of response personnel.
- For tornados proceed to the designated tornado shelter for your building.

**Important Considerations:**

- Resident students and employees who can accommodate other resident students with transportation and/or shelter should do so. Please notify parents as soon as possible with arrangements.
- Because of anticipated communications overload. It is the responsibility of the students and employees to monitor the AU website, text and voice messaging, local media outlet, etc. for updates.
- Access to the AU campus may not be possible if civil authorities have secured the area.
- All AU emergency response personnel are to check in at the Emergency Operation Center to receive assignments.
- Please refer to the Emergency Communications section for a more comprehensive list of communication outlets.