



Campus Safety
One Park Place
Elmira, New York 14901

Campus Evacuation

Please note: *Updates to these policies may be made as needed. It is the responsibility of the user to remain informed of policy or their changes.*

1. Purpose & Introduction

- 1.1 There could arise instances when evacuation of campus may be required as a result of various unforeseen conditions. Examples of these conditions are and are not limited to natural disasters such as flood or tornado, train derailment with potential hazardous chemicals spilled, extended power outages.
- 1.2 The Elmira College Office of Campus Safety works in conjunction with the college Emergency Management and Planning Team to communicate hazard as they become aware as well as liaison with the Chemung County Office of Emergency Management to provide real time information.
- 1.3 The ultimate goal is to measure the incident and the response and provide for a safe evacuation of campus with full accountability for all community members.

2. Procedures

- 2.1 In the event it is deemed necessary to evacuate the campus, students and employees will be instructed to assemble at a designated rally point unless otherwise instructed. It is essential all students and employees report to their assigned rally point to be accounted for and assigned an evacuation point. Transportation off campus to a designated location will be facilitated at these locations.
- 2.2 **Emergency Notification-** An alert to all or portions of the campus community will be made via all means available such as text alert, email, bell tower alert and computer screen alert to notify the community of the proper course of action.

- 2.3. For localized emergencies, Elmira College will assume all responsibility for evacuating campus, for large scale or regional emergencies, the County Emergency Management Office assumes responsibility on a first need basis for transportation from campus

3. Responsibility & Accountability

- 3.1. The Office of Campus Safety and the Offices of Student Life and Residence Life will work together to have accountability for all students and campus notifications.
- 3.2. The College Emergency Planning and Response Team will facilitate through the Office of Human Resources accountability for all faculty, staff and administrators.
- 3.3. If deemed safe, once an employee is accounted for they will be permitted to leave campus unless their services are needed. No students should be allowed to leave campus in personal vehicles unless instructed to do so by a member of the Emergency Planning and Response Team
- 3.4. The Office of Marketing and Communication will distribute relevant information to the campus community and others to avoid undue panic in an emergency.