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## **Annex G- Evacuation/Traffic Control/Security- Administration**

### **Purpose**

To outline how evacuation, traffic control, and security will be carried out if required due to an emergency or disaster at the University of Minnesota.

### **Responsibilities**

#### **a. Primary**

The primary direction and control for Evacuation, Traffic Control and Security operations will be;

- **University of Minnesota Police Department**
- **University of Minnesota Parking and Transportation Services**
- **Local Law Enforcement**

#### **b. Supporting:**

The agencies that will provide support at the University for Evacuation, Traffic Control and Security operations are;

- **Department of Central Security**
- **Parking Enforcement**
- **Facilities Management**

### **Supporting Documents**

- A.** The evacuation, traffic control, and security operating procedures to this plan contain detailed evacuation-related information. (See Operations area of this section)
- B.** The Resource area of the Congregate Care section has a listing of facilities and shelters available.

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## **Annex G- Evacuation/Traffic Control/Security- Operations**

This operating procedure (SOP) is intended to provide specific guidance for both a (potential) evacuation of residents out of buildings and off of The University of Minnesota properties.

### **I. General**

The University of Minnesota Police Department (UMPD) is a full time agency responsible for all law enforcement activities. It employs administrators, officers of rank, detectives, dispatchers, patrol persons, student monitors and security technicians. UMPD utilizes vehicles, radios, protective gear and emergency medical equipment. They are trained in required police activities plus OSHA requirements, Skywarn and emergency medical services activities. UMPD officers provide first response to all medical emergencies, and will most likely be the first to respond to any and all emergency and disaster situations applicable to this plan.

UMPD operates the University's Public Safety Answering Point (PSAP) or "9-1-1 Dispatch Center." The PSAP employs full-time professional dispatchers and utilizes enhanced 9-1-1 Voice and Computer Aided Dispatch. UMPD also employs Information Technology professionals to service and maintain their mobile (vehicle) and fixed computerized equipment.

- A.** The Officer of the Day, Asst. Vice President of Public Safety, Police Chief, Emergency Management Director and local emergency response officials will jointly prepare in advance for a potential evacuation of county/city residents. This preparation will include a hazard analysis and vulnerability assessment of the various hazards in the county, and a determination of appropriate evacuation routes and traffic control. Assistance will be provided by the local emergency response agencies.
- B.** Evacuation plans for key facilities (i.e. Residential dormitories & large occupancy buildings) will be kept on file in the Department of Emergency Management.
- C.** Pre-identified primary and secondary evacuation routes for the population at risk for each Section 302 facility will be the responsibility of the incident commander and will be individually determined at each incident, based on, but not limited to the following factors:
  - 1.** Wind speed and direction
  - 2.** Severity of incident
  - 3.** Population of area involved
  - 4.** Hazard working with
- D.** University Relations will be responsible for preparing instructions for people who must evacuate from a high-risk area. This is to include identification of centrally-located staging areas and pickup points for evacuees without private automobiles or other means of evacuation.
- E.** The Emergency Management Director will have primary responsibility for ensuring that the affected University residents and facilities are notified of the need to evacuate.

- F.** The Vice President of Academic Health will have primary responsibility for assisting handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves.
- G.** UMPD and/or volunteers obtained by thought the Emergency Operations Center will be responsible for establishing and staffing any traffic control points that may be necessary.
- H.** UMPD will be responsible for maintaining access control and security for the evacuated areas. The Department of Central Security will assist in the monitoring of areas through video and control building access through the card access system.
- I.** Facilities Management and local public works will be responsible for overseeing the removal of debris, obstructions, or any other roadway impediments, including stalled vehicles so that the evacuation route(s) can remain open.
- J.** In consultation with the Department of Environmental Health and Safety hazardous materials specialists will be responsible for determining when evacuees can safely return to their residences.
- K.** The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and other factors.
- L.** A listing of both the congregate care facilities and the fallout shelter facilities that can be used to house evacuees is included in the [\*Annex J- Congregate Care\*](#).
- M.** The highways that would be the main routes of transportation for the University of Minnesota Twin Cities Campuses are:
- Minneapolis Campus**  
University Ave  
Washington Ave  
I-35  
I-94
- St. Paul Campus**  
Larpenteur Ave  
Como Ave  
Hwy. 280  
I-35  
I-94
- N.** Depending on which specific highways are used for evacuation into the county, traffic control points and reception and registration centers will be established at pre-identified locations. These locations can be found in the Congregate Care Section.
- O.** A shelter-in place will be the PRIMARY tactic used on the Twin Cities Campuses due to the large population. Areas of the campus (i.e. a specific building) may be evacuated.
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**II. Evacuation – Hazardous Materials Accident/ Incident****A. 302 Facility - Release (SARA Title III)**

1. The potential “population at risk” that could need to be evacuated in the event of an accidental release from the Section 302 university facilities has been pre-identified. [See Annex M- Hazardous Materials](#)
2. Pre-identified primary and secondary evacuation routes for the “population at risk” for each Section 302 facility are included in this area of this section. (*See Attachments*)

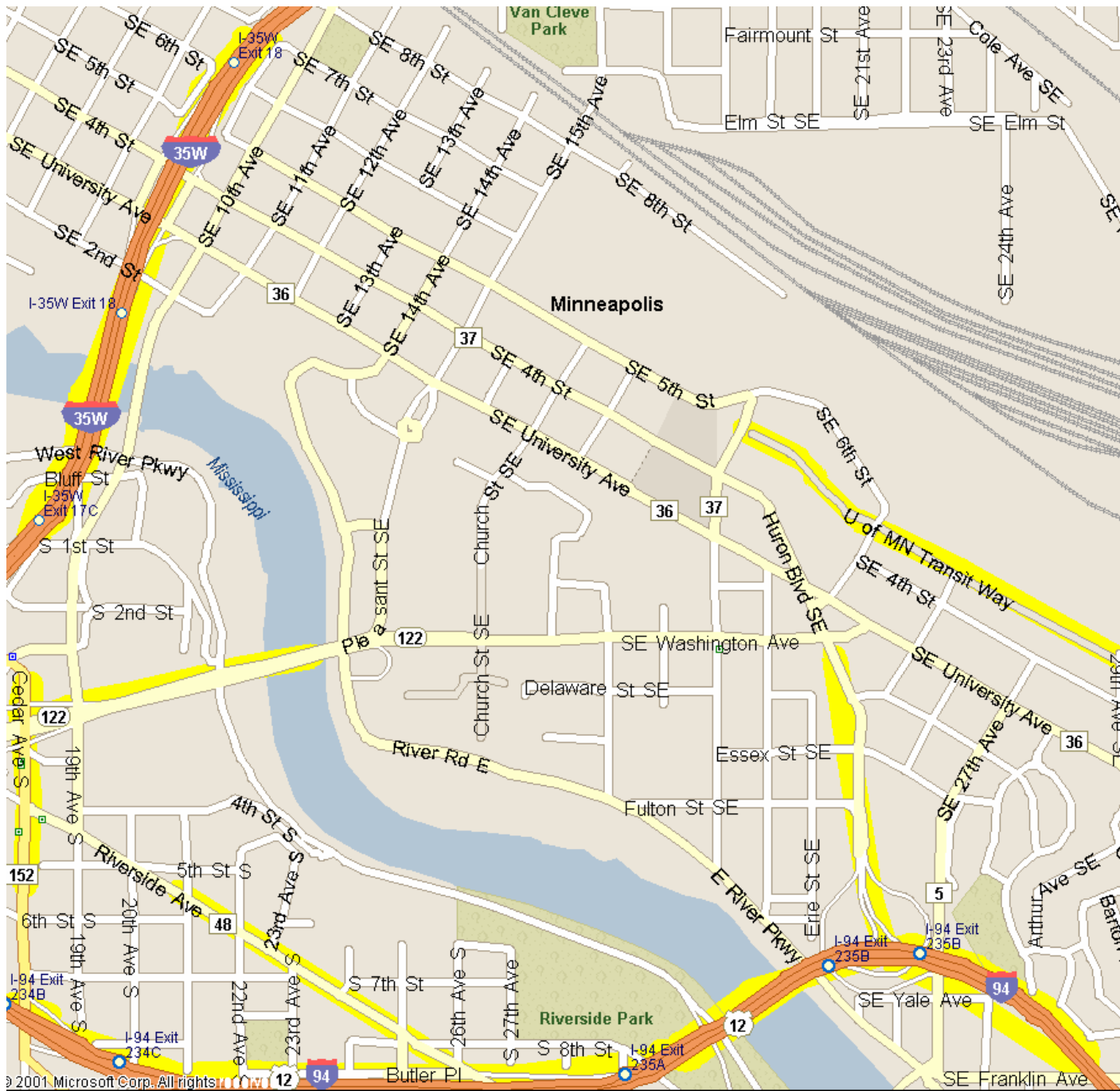
- B. Other Hazardous Materials Accidents/Incidents - Evacuation may be required due to a hazardous materials spill/release not involving a (Sara Title III) 302 facility. Such a determination will be made some time following the initial response to the accident/incident, and following an assessment of its current and potential threat to public safety.**

**III. Building Security****Department of Central Security (DCS)**

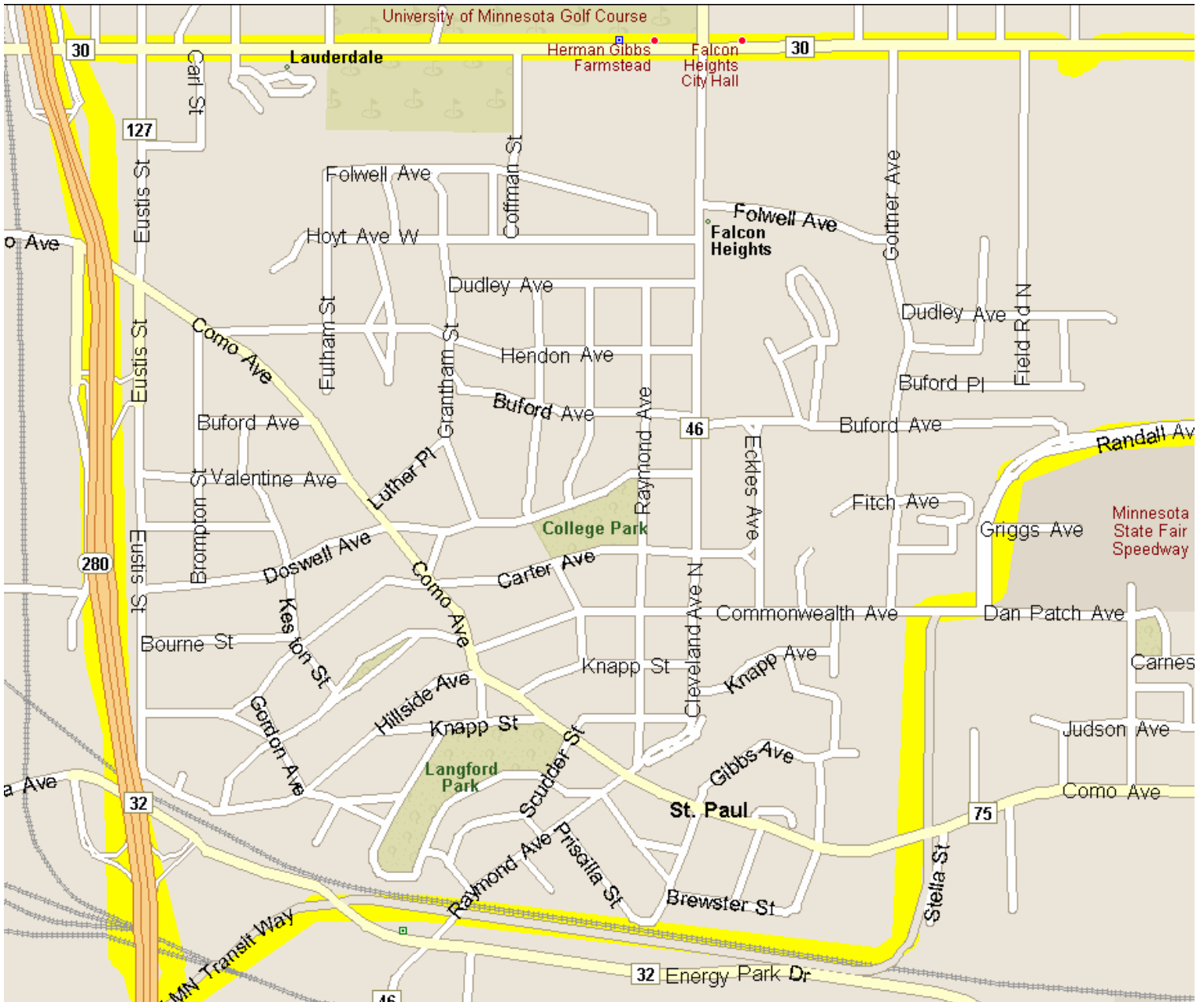
The Department of Central Security (DCS) can provide assistance in access control and video surveillance around the University. The emergency related tasks they can provide are;

- Providing real time video images of the campus fed into the EOC.
- Control access to specific buildings around the University.
- Provide key support of specific buildings, officers, and areas.
- Monitor alarm (non-fire) points around the University
- Assist in the technical issues relating to computer and software.

**Evacuation Maps- Minneapolis**



**Evacuation Maps- St. Paul**



## **Evacuation, Traffic Control, and Security Operational Guidelines**

### **General Information** *Guideline for Evacuation*

- A. The University of Minnesota residents will be advised by radio and/or TV; door to door contact; or route alerting from Law Enforcement personnel that there is a need to evacuate. Some facilities such as schools, hospitals, nursing homes, etc. may be contacted by telephone or Tone Alert Radios to notify of the need to evacuate.
- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather, road conditions, and other pertinent factors.
- C. Determination of congregate care requirements and facilities to be used for shelters for evacuees should be made in cooperation with the Emergency Operations Center and the Red Cross.

### **Evacuation Due to Hazardous Materials Release**

- A. Release from a fixed facility
- B. The potential “populations at risk” that may require evacuation due to a hazardous materials release from a specific (section 302) facilities in Carver County have been pre—identified. See HAZMAT section of this plan.
- C. Pre-identified primary and secondary evacuation routes for the “populations at risk” for specific facilities are included in the HAZMAT section of this plan.
- D. Evacuation may be required due to hazardous materials spills/releases that do not involve a Section 302 facility. Transportation accidents involving trucks, trains, and aircraft present risks, which could cause evacuation. An assessment by on-scene personnel will determine the appropriate area and populations to be considered for evacuation.
- E. Once it has been determined that evacuation of an area is necessary:
- F. Establish a command post.
  - 1. Identify wind and weather conditions.
  - 2. Establish perimeter security control.
  - 3. Identify areas for evacuees to gather (e.g. parking lots, playgrounds, etc.).
  - 4. Arrange for transportation for evacuees.
  - 5. Use squad cars with sirens and PA Systems or other means of alerting residents to evacuate.
  - 6. In areas not in immediate danger use available personnel to go door to door (in addition to #6 above).
  - 7. Evacuated homes should be identified; a mark on the driveway, barricade tape tied on the front door or rag, cloth or towel in the door handle may be used.



8. Consider special problems: handicapped persons, young children with no supervision, persons without transportation, pets, nursing homes, schools, etc.
9. If anyone refuses to leave, record their address and move on.
10. Anticipate changing weather conditions.

**Shelter In-Place- *Guideline for Sheltering In-Place***

Situations may arise where the best means of protection of life and property is to recommend “shelter-in-place” procedures. If conditions are present which do not allow adequate time for evacuation or where the risk from the emergency incident will be minimal or very short in duration officials should consider “shelter-in-place” options. Emergency actions such as taping doors, windows, shutting off outside air intake from fans, air conditioners, or other means may be the best available option to protect public health and safety.

**Sample Evacuation Notices**

**Sample Evacuation Proclamation**

Whereas, a disaster proclamation has been issued, and

Whereas, the disaster has resulted in a state of emergency at the University of Minnesota, and

Whereas, it is reasonable to believe that a threat to the lives and health of our citizens exists,

Now, Therefore, I do the area bordered by \_\_\_\_\_ on the North, \_\_\_\_\_ on the South, \_\_\_\_\_ on the West, \_\_\_\_\_ on the East be immediately evacuated.

This proclamation is in effect until further notice.

Done at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Attest to:

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**Sample Evacuation Notice**

Attention:

There has been an accident involving \_\_\_\_\_ at \_\_\_\_\_.  
This material (gas/liquid/solid, etc.) is dangerous and you are in the DANGER AREA.

DO NOT DELAY. LEAVE IMMEDIATELY. Take with you items you may require such as eyeglasses, medicine, special foods, baby needs, and pets. Listen to the Radio for more information as you leave. Do not remain in the area and do not return until you have been told to do so. Leave Immediately and follow instructions. If you need transportation walk to \_\_\_\_\_. A place to stay will be established for you. Please act now for your safety. Thank you.

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## Law Enforcement/Fire Department Evacuation Guidelines

If because of a hazardous materials spill or similar incident, it would be necessary to evacuate residents of an entire city, part of a city or rural area, the following items should be considered:

- Toxicity of the material. Need to call Chem-trec. Obtain reference books, bill of lading or manifests for information on type of material or chemical.
- Find out the prevailing winds in the area affected. Put up a windsock or cloth on wind apparatus and call the National Weather Service.
- Have an inventory of P.A. systems with people knowledgeable in their use.
- Identify evacuation routes and where traffic control points need to be set up.
- Know average populations of special facilities such as day care centers, schools and nursing homes.
- Provide transportation for people without cars. Make prior arrangements with school bus operators.
- Consider a reception center where the evacuee's will go. Be able to gain access to schools and churches day or night.
- Consider requesting police, fire and ambulance mutual aid IMMEDIATELY. Evacuations usually must be done quickly and all resources are needed.
- Consider using outdoor warning sirens to alert the majority of the population. Remember the media must be informed as to what the problem is before you sound the sirens. This can be done by activating the Emergency Alert System. The UMPD Communications Center has the procedures.
- Consider calling the County/State Red Cross or other volunteer agency for food, clothing and shelter issues.
- Consider method for marking houses that have been evacuated so that this activity is not repeated unnecessarily.
- STATE DUTY OFFICER - (651) 649-5451, must be notified to assure necessary notifications and to request aid from State Agencies such as DOT, Department of Agriculture, PCA, or DNR.
- Follow "RULE OF THUMB" evacuation distances in DOT Emergency Response Guidebook and Emergency Action Guide for selected Hazardous Materials.
- **REMEMBER:** Explosive Danger- evacuate equally in all directions.  
Toxic Clouds - egg shaped evacuation in direction of wind.

**Annex G- Evacuation/Traffic Control/Security- Resources**

**Buses: Parking and Transportation Services, University of Minnesota**

<b>Name</b>	<b>Position</b>	<b>Phone 1</b>	<b>Phone 2</b>
Bill Stahlmann	Transit Manager		
Joseph Dahip	Transit Supervisor		

**Other Buses:**

<b>Name</b>	<b>Position</b>	<b>Phone 1</b>	<b>Phone 2</b>
Don Rollefson	Mgr. First Student Inc.		
Bob James	Sup. First Student Inc.		

**Traffic Signs/ Control: Parking and Transportation, University of Minnesota**

<b>Name</b>	<b>Position</b>	<b>Phone 1</b>	<b>Phone 2</b>
Mick Ramolae	Asst. Dir. Facilities		
Steve Sanders	Project Coordinator		

**Department of Central Security, University of Minnesota**

<b>Name</b>	<b>Position</b>	<b>Phone 1</b>	<b>Phone 2</b>
Bob Janoski	Director		
Steve Jorgenson	Asst. Director		