**Office: Environmental Safety, Health and Risk**

**Procedure Contact: Russell Deen**

**Related Policy or Policies: FAD.085**

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Revision Number:** | **Change:** | **Date:** |
| IR | Initial Release | 06/23/2021 |
|  |  |  |

1. **Purpose**

To give guidance for evacuation of students and/or employees from campus during or after an emergency.

1. **Definitions**

Evacuation is the act of transporting to a safe location. Van or bus is a SOU vehicle that is owned by SOU and is designed to transport people in a safe manner. Higher Education Center (HEC) 101 S. Bartlett ST, Medford, OR. Lithia Motors Pavillion 1465 Webster St, Ashland, OR. Rogue Valley Transportation District (RVTD)

**C. Procedures**

Southern Oregon University Vice President of Finance and Administration or their designated representative will inform by phone and/or text the FMP Director or their designated representative of the need to evacuate a campus location(s). The CPS Director or their designated representative will be informed by phone and/or text to assist with the evacuation as needed. If a police escort is needed it will be arranged by CPS. SOU vans will be the primary form of transportation for students, SOU visitors or employees needing evacuation this will be supplemented by Athletics and ROTC Buses. Vehicles will be driven by SOU employees that are qualified. If this is an Ashland campus evacuation the primary evacuation location is to Medford HEC to be utilized as a Reunification center. If this is a Medford HEC evacuation the primary Reunification Center will be Lithia Motors Pavilion will be dispatched to assist as needed.

As emergencies can vary widely in complexity and location the priority is to transport in a safe manner out of the hazardous location and to a safe location and environment.

During normal hours of operation SOU has the ability to transport 400 personnel this can be supplemented by RVTD with staged buses in Ashland as discussed with Ashland Police. FMP vans can transport 66 persons. Athletics has two transport buses but is limited due to CDL drivers. ROTC has one transport van and one bus. CPS will contact Ashland Police for additional support.