

CAMPUS EVACUATION PLAN

UNIVERSITY OF NEW ORLEANS

I. CLOSING FOR EVACUATION OF CAMPUS

When a hurricane shows signs of intensifying to a catastrophic level (STAGE 4 of the [Hurricane Emergency Plan](#)), the Plan Coordinator will direct University personnel to activate their emergency plans. Specifically, the [Facility Service Buildings and Grounds Emergency Plan](#), [Building Coordinator Hurricane Checklist](#) and [Department Head Hurricane Checklist](#).

Next the President will order all students, faculty, and staff, with the exception of Critical Emergency Personnel, to vacate the UNO campus. UNOPD are to check all campus buildings to ensure that all doors are locked.

Critical Emergency Personnel are the only employees allowed to remain on the UNO campus after it is officially closed and evacuated. These employees are expected to remain on duty throughout the emergency period until dismissed by the Assistant Vice President for Public Safety or his designee. Critical Emergency Personnel may expect to be relocated off-campus during a storm, as directed by the Assistant Vice President for Public Safety/Chief of Police.

A. EVACUATION OF STUDENTS, FACULTY AND STAFF

Everyone will be required to leave campus immediately and no one will be permitted to remain in any campus building for any reason, with the exception of Critical Emergency Personnel to maintain campus security.

Students, faculty, and staff should activate their Personal Emergency Plans (Refer to 1.1 within the [Hurricane Emergency Plan](#)) and begin leaving the storm area immediately. If not evacuating by personal vehicle, students, faculty, and staff are advised to secure available air, train, or bus transportation.

B. UNO STUDENTS UNABLE TO EVACUATE ON THEIR OWN

UNO students without the means to leave the city on their own may evacuate via this Campus Evacuation Plan. The University has a very limited number of available seats on university-rented buses. Students must register at the beginning of the fall semester each year with the appropriate coordinating department in **Graphic 1**. Refer to [important Frequently Asked Questions \(FAQ\)](#) on page 5.

Students should expect very basic emergency shelter accommodations to be provided, such as sleeping on an open gym floor without cots in a non-air conditioned building with extremely limited resources. Often at evacuation sites, water and pre-packaged military meals [Meals Ready to Eat (MREs)] are supplied in limited quantities. As occupants of the emergency shelter, students must abide by the fixed rules of the shelter to ensure order.

Students will be placed under Administrative Instruction and are subject to the University's Student Code of Conduct throughout the evacuation and return to campus.

GRAPHIC 1

UNO CAMPUS EVACUATION UNO STUDENTS

Limited Bus Transportation to Evacuation Facility!
Students must SIGN UP at the beginning of each Fall Semester with the appropriate department below:

PONTCHARTRAIN HALL RESIDENTS	PRIVATEER PLACE UNO STUDENT RESIDENTS	INTERNATIONAL STUDENTS	STUDENTS WITH PHYSICAL DISABILITIES	ALL OTHER UNO STUDENTS WITHOUT MEANS OF EVACUATION
<ul style="list-style-type: none"> Coordinate through the Office of Student Housing 504-280-6402 Complete necessary forms upon move-in See your RA for details. 	<ul style="list-style-type: none"> Coordinate through Privateer Place Mgmt Office 504-282-5670 Complete necessary forms upon move-in See your RA for details. 	<ul style="list-style-type: none"> Inform the International Students Office 504-280-6021 of your: <ul style="list-style-type: none"> Personal Evacuation Plan or Request to evacuate via UNO Campus Evacuation Plan 	<ul style="list-style-type: none"> Register with the Office of Disability Services 504-280-6222 at the start of the semester, to ensure the University has adequate transportation accommodations 	<ul style="list-style-type: none"> Notify the Division of Student Affairs 504-280-6222 at the start of the semester, of your request to evacuate via UNO Campus Evacuation Plan

Departments enter student registration in the **CAMPUS EVACUATION** spreadsheet within Emergency Information Center (EIC) SharePoint. UNOPD records 1) assigned seat number and 2) bus number for each student.

Students will be placed under *Administrative Instruction* and are subject to the *Student Code of Conduct* throughout the Evacuation

Administrative Instruction. All members of the UNO community are expected to comply with the oral and written instructions of a University Official acting within the scope of his/her duty in a crisis, emergency or disciplinary situation. University Officials include, but are not limited to, public safety/UNOPD officers, faculty members, administrators, and student housing staff. Compliance to Administrative Instruction includes providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner.

- II. Upon initiation of STAGE TWO of the Hurricane Plan, departments coordinating campus evacuation will contact their registered students to “**confirm**” their intent to evacuate via Campus Evacuation Plan.
- III. **EMERGENCY EVACUATION SHELTER INFORMATION.** The Plan Coordinator will contact the Chief Communications Officer to inform him/her of the location of the off-campus emergency shelter, as well as the date and time of the departure from campus.
- IV. **DEPARTURE FROM CAMPUS.** UNO students and emergency support staff are to report to the designated loading area. The designated departure time shall be strictly enforced. Anyone who fails to report to the loading area shall accept total responsibility for their personal safety.

UNOPD will print each coordinating department’s updated roster to be used at check-in. Students and emergency support staff will be assigned a seat and bus number which will be recorded by UNOPD.

An appropriate number of UNOPD officers will be assigned to each bus. UNOPD will strictly enforce the carry-on policy of one book bag or small duffel bag per passenger. Suitcases and large bags will be confiscated and placed in a secured location until after the emergency. **SUITCASES ARE NOT ALLOWED. PETS OTHER THAN SERVICE DOGS ARE NOT ALLOWED.**

V. **AFTERMATH PLANS.** Once the storm has passed, and the campus becomes accessible, Post-Emergency Response Teams will inspect all buildings, grounds, and utilities for damages. (STAGE 5 of the [Hurricane Emergency Plan](#))

i. **If the University is deemed SAFE:**

At the shelter, the Plan Coordinator, through the UNOPD representative, will announce a return departure time and a designated loading area. Housing students will not be allowed to return to campus until the units are ready for occupancy.

Upon arrival on campus, those who sought shelter will be released from Administrative Instruction orders and shall be released under their own recognizance. Students are reminded to contact their parents/family.

ii. **If the University is deemed UNSAFE:**

Students and emergency personnel shall make their way to the nearest airport, train, or bus station so that they may make appropriate arrangements for travel. All expenses incurred shall be the individual's responsibility.

University will activate its [University Services Resumption Plan](#).

FAQ: UNO Students Evacuating via Campus Evacuation Plan

1. **How do I register?**

Refer to **Graphic 1** on page 2 and contact the appropriate department.

2. **Is there a cost?**

There is no cost to UNO students; however, you should bring cash for incidentals not provided by the shelter.

3. **What should I pack?**

You should take important documents, such as birth certificate, passports, etc. with you. Keep in mind that you may bring only minimal personal belongings (toiletries, towel, medications and clothing) which you are able to hold on your lap during the bus ride. **NO SUITCASES** will be allowed. UNOPD will strictly enforce the carry-on policy of one book bag or small duffel bag per passenger.

4. **Can I bring my pet?**

Service dogs are the only animals allowed. Pets, other than service dogs, are not allowed on the bus or at the emergency evacuation shelter where UNO students will stay.

Pet owners are encouraged to make individual arrangements to ensure no family pet is left behind in an evacuation. If it is not safe for you, it is not safe for your pet(s). Visit PetsWelcome.com for pet friendly hotels or the [Louisiana State Animal Response Team's pet-friendly shelter](#).

5. **When and where will we go?**

The date and time will be communicated to you via your coordinating department (**Graphic 1**). The designated bus-loading area is located in the parking lot of Pontchartrain Hall North Building.

6. **How will we get there?**

You can expect to be evacuated on un-air conditioned school buses and transported out of the immediate danger zone to the emergency shelter. UNOPD officer will be assigned to each bus. Each student will have an assigned seat.

7. **What can I expect at the Emergency Evacuation Shelter?**

At this evacuation site, you should expect to share an open gym floor without cots in a non-air conditioned building with extremely limited resources. There may or may not be shower facilities at the emergency shelter. Water and pre-packaged military meals, Meals Ready to Eat (MREs), will be supplied in limited quantities. You will not be allowed to leave the facility. As an occupant of the shelter, you must abide by fixed rules to ensure order.