

# UNIVERSITY SERVICES RESUMPTION PLAN

## UNIVERSITY OF NEW ORLEANS

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### I. GENERAL CONDITIONS

Critical Emergency Personnel, Essential Personnel-Level 1, Level 2 and Level 3 shall monitor the condition of the campus by checking the Emergency Information Center (EIC) within SharePoint, social media outlets (i.e. Facebook, Twitter, etc.), the UNO website, and the main switchboard 504-280-6000 / toll free 1-888-514-4275.

The Security Team, Safety Team, and Facility Assessment Team members are advised to remain aware of their surroundings and to avoid contact with any hazards, including live animals, while conducting inspections of the campus. They should also be aware of other physical hazards such as downed power lines, broken glass, etc.

The highest ranking officer of the University of New Orleans Police Department (UNOPD) at the campus, contacts the Plan Coordinator to update him/her on the conditions of the campus. Plan Coordinator will update the President as to the conditions.

The Plan Coordinator will evaluate damage/condition reports completed by the Security Team, Safety Team and Facilities Assessment Team in order to develop immediate response plans. The Plan Coordinator completes assessment of damage to the physical plant and auxiliary enterprises and establishes communication with federal and state assistance offices.

UNO President or his designee will notify the UL System Office President and Assistant VP of Communications of the conditions.

UNO Risk Manager notifies the State Office of Risk Management at 225-342-8532. UNOPD contacts the City of New Orleans Office of Homeland Security and Emergency Preparedness at 504-658-8700.

**POST- EMERGENCY RESPONSE TEAMS will be issued identification wristband/pass before beginning duties.** Teams may call additional personnel as needed to resume University operations. The Plan Coordinator shall prioritize the recovery based on the hazard assessment, immediate needs, and special needs.

Top priority shall always be personnel safety.

1. The Plan Coordinator shall de-activate the various teams when it is determined that immediate hazards have been resolved, the initial assessment is complete, and special needs have been met.

2. The Associate Vice President for Facility Services shall contact contractors on an as-needed basis.
3. The Plan Coordinator shall secure all documentation pertaining to the entire incident and prepare a report for submittal to the President.
4. Students, faculty, and staff, other than the Essential Personnel, should wait to report to campus upon notification through an announcement on the local media services, the UNO Web site [www.uno.edu](http://www.uno.edu), social media outlets (i.e. Facebook, Twitter, etc.), or the UNO main switchboard at 504-280-6000, 1-888-514-4275.

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## II. HURRICANE EMERGENCY PERSONNEL

**Hurricane Emergency Personnel** within the Post-Emergency Response Teams are composed of four categories:

***CRITICAL EMERGENCY PERSONNEL*** are the UNOPD. *Critical Emergency Personnel are the only employees allowed to remain on 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.*

***Essential Personnel - Level 1*** – are those employees responsible for the security, safety, and operations of the facilities and grounds of the campus. *LEVEL 1 employees are expected to report to work at the physical campus during Post-Emergency Response. Special pass/permit will be issued by UNOPD to LEVEL 1 employees during periods of restricted access.*

***Essential Personnel – Level 2*** – are part of the University's management team and are involved in high level decision-making throughout an emergency. *Special pass/permit will be granted to LEVEL 2 employees during periods of restricted access. LEVEL 2 employees are members of the Executive Committee, Chief Communications Officer, Chief Information Officer, and appointed Information Technology staff. LEVEL 2 employees are expected to be available via cell phone 24/7 throughout an emergency. During an extended emergency, LEVEL 2 employees should expect to report to a temporary location.*

***Essential Personnel – Level 3*** - are those employees designated as the Hurricane Preparedness Team and other authorized personnel as listed in the Emergency Personnel List.

The following constitute the **POST EMERGENCY RESPONSE TEAMS**:

**SECURITY TEAM - (Critical Emergency Personnel)** is the UNOPD. Members of the Security Team are the only employees allowed to remain on campus after it is officially closed and evacuated. The employees are to remain on duty throughout the emergency period until dismissed by the Assistant Vice President for Public Safety or his designee. The Security Team may expect to be relocated off-campus during a storm, as directed by the Assistant Vice President for Public Safety.

UNOPD shall act as the liaison between the University and the Emergency Management Office with the City of New Orleans. All communications with the City of New Orleans shall be handled by the UNOPD. The highest ranking officer at UNOPD shall report to the Plan Coordinator.

**SAFETY TEAM – (Essential Personnel - LEVEL 1)**

The SAFETY TEAM is the second team along with the Facilities Assessment Team to report back to campus post-emergency. This team will be allowed back on campus once the “all clear” is given by the Security Team. The responsibilities of this team are to survey the campus to identify and isolate safety hazards such as biological, electrical, structural, gas leaks, etc. The Safety Team is comprised of the Safety Officer and other authorized Safety and Facility Service personnel.

The SAFETY TEAM shall complete immediate survey of campus to identify and isolate safety hazards (biological, electrical, structural, gas leaks, etc.).

**FACILITIES ASSESSMENT TEAM - (Essential Personnel - LEVEL 1)**

The Facilities Assessment Team is composed of the Facility Services Management staffing and the appropriate support staff. The responsibilities of this team include inspecting all buildings and reporting conditions, roof damage, broken windows, water damage, physical/chemical hazard as well as reporting on any damage of the Central Utility plant and any electrical and water outages.

The Facilities Assessment Team will itemize a facilities damage list that must be prepared with copies sent to the Vice President for Business Affairs, the Registrar’s Office (Classroom Assignments), Property Control, and the UNO Risk Manager.

**Grounds Department**, along with support enlisted from the ranks of Facility Services, shall provide minimum one-way approaches to all buildings by clearing away debris and report status updates to the Facility Services Management staffing upon clearing an approach to each building. Building perimeters shall be cleared after the approaches to each building are completed.

**Facility Services Building and Operations** personnel shall inspect all roofs and report any immediate safety hazards, breaches in roofing systems, window breakage, and structural damage to facilities. These reports shall be made to the Facility Services Management staffing, who in turn will report to the Plan Coordinator.

**Facility Services Central Utilities** personnel shall inspect the Central Plant and bring up utilities-- paying attention to immediate safety hazards and report status updates to the Facility Services Management staffing, who in turn will report to the Plan Coordinator.

#### **COMMUNICATIONS TEAM - [Essential Personnel- LEVEL 2]**

The Communications Team is composed of the Chief Communications Officer, Chief Information Officer, authorized Information Technology personnel and authorized Communications and Web Strategy personnel.

Once the Hurricane Emergency Plan is activated, the Plan Coordinator will contact the Chief Communications Officer and inform him/her of any changes in the university's status. The Chief Communications Officer will update social media outlets (i.e. Facebook, Twitter, etc.), the UNO website, and the message on the UNO main switchboard (504-280-6000) and the toll-free number 1-888-514-4275. In addition, the Chief Communication's Officer will email all departments informing them of the change of status and initiate a corresponding E2Campus notification.

The Plan Coordinator will also inform the Chief Information Officer of the status of the Computer Center. The Chief Information Officer is responsible for keeping all telecommunications and computing services systems up, via an established remote site, during the hurricane and inspecting and restoring systems during the recovery phase.