



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of the President

Policy No: AP-OP-09.2
TITLE: UNO Disaster/Emergency Plan(s)
EFFECTIVE DATE: March 14, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Fall 2018

PURPOSE

To set forth administrative policy and procedures to be followed by University employees and students in the event of a natural or manmade emergency or disaster.

AUTHORITY

Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.

OBJECTIVES

1. Coordinate effective and appropriate emergency response efforts between University departments.
2. Provide timely and informative notification of University closures, evacuations, and reopening to the UNO Community.
3. Define responsibilities related to disaster/emergency preparedness and response.

DEFINITIONS

1. 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.
2. Disaster is categorized as major fires or natural catastrophes such as hurricanes, floods, etc.
3. Emergency is any situation that requires immediate official attention, such as severe weather, chemical leaks, biological attacks and/or situations requiring immediate police action such as bomb threats and fires, etc.

4. Emergency Information Center (EIC) is a site within the UNO SharePoint website (www.sharepoint.uno.edu), accessible to Critical Emergency Personnel, Essential Personnel – Level 1 and Essential Personnel - Level 2 via UNO user-id and password, will provide the latest information on the emergency status of University facilities and operations.
5. Emergency Preparedness Team is a group of appropriate administrators who meet periodically to review, assess and change the documents designed to guide University Personnel during an emergency. The committee shall be appointed by the President, but will also minimally include the Plan Coordinator and the Safety Officer, the Provost and Vice President for Academic Affairs, and Assistant Vice President for Facility Services, Chief Communications Officer, General Manager of WWNO and Assistant Vice President for Public Safety. Responsibilities of Emergency Preparedness Committee include meeting periodically to review, assess and change the documents designed to guide University personnel during an emergency.
6. 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.
7. 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 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.
8. Building Coordinators are the College Deans and/or Vice Presidents of their assigned buildings. Executive Building Managers oversee individual Building Coordinators assigned to a specific building. Executive Building Managers are considered **Level 2** employees.
9. Shelter-In-Place Incident is a potentially threatening situation on campus that may involve disasters such as an active shooter, tornado, or outdoor-airborne hazardous materials release. A siren will be activated and a text message and email will be sent to all UNO Emergency Alert System subscribers. Refer to “[Shelter In Place](#)” for details.
10. UNO Emergency Alert System is the system used in the event of a “[Shelter in Place](#)” incident on campus which utilizes multiple methods of emergency notification to inform the campus community about the nature of the emergency. UNO Emergency Alert System is comprised of A) siren alert, B) a text message notification, and C) an e-mail message notification and is to be used for “[Shelter in Place](#)” emergencies including an active shooter or shooters on campus, an approaching tornado or an airborne hazardous materials release.
11. UNO Notification Service (E2Campus) is the system used by designated University administrators to send time-sensitive messages to the mobile phones and/or e-mail of students, staff, and faculty in the event of an emergency. University subscribers are notified immediately of an emergency situation such as bad weather or school closing(s).

GENERAL POLICY

University emergency responses shall in all cases place primary emphasis on the protection of human life. All reasonable efforts shall be made to protect and preserve University property. Recognizing the different kinds of emergency events that could occur and that such events could occur with no prior warning or several days of prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate. It shall be the function of the Emergency Preparedness Committee to develop a reasonable response plan to emergencies and disasters.

Not all extreme emergencies require or allow for the evacuation of the campus. At times the conditions may require that all persons on the UNO campus seek shelter inside of University facilities. When class cancellation is required and the campus is not being evacuated, students will be asked to follow all requests and directions given by University of New Orleans Police Department (UNOPD).

In the event of a major emergency or disaster, the President or his designated representative(s) will decide whether or not to evacuate the campus and cease operations. Announcements will be made to all departments through the Provost and Vice Presidents, following organizational line of authority. The University is large and no single communication vehicle is sure to reach all students, faculty and staff. A network of notification channels is used during an emergency.

Employees and students should monitor the University web site (www.uno.edu) and electronic news media for announcements of the University closing and reopening. Official notification to the media will be made by the President through the Chief Communications Officer.

All members of the University of New Orleans 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 disaster. University officials include, but are not limited to, UNOPD, faculty members, administrators, and residential life staff members. Compliance shall include providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner.

Essential Emergency Personnel are Critical Emergency Personnel, Essential Personnel – LEVEL 1, and Essential Personnel – LEVEL 2.

PROCEDURES

The University's emergency/disaster response shall place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect University property.

1. EMERGENCY RESPONSE

As a general policy, fire and police emergencies should be reported to the University of New Orleans Police Department (UNOPD) at 280-6666 or extension 3-6666. In the event of a medical emergency, individuals are asked to first call **911** for emergency assistance, then to call UNOPD at 280-6666 so that emergency responders can be guided to the site of the emergency.

2. MAJOR DISASTER PREPAREDNESS

If the University of New Orleans is faced with the prospect of a major evacuation of the New Orleans area because of natural disaster, it may be necessary to close all the buildings on the UNO campuses. Regarding hurricanes, there are five stages addressed within the [Hurricane Plan](#) STAGE 1 Pre-Season Preparation, STAGE 2 Threat Assessment, STAGE 3 Class Cancellation, STAGE 4 University Closure and STAGE 5 Aftermath (Recovery, Reopening, and Return to Classes).

Executive Building Managers/Building Coordinators and Department Heads play an important role in the safeguarding of University property and assets throughout the 5 stages. [The Building Coordinator Checklist](#) and [Department Head Checklist](#) outline each party's responsibilities during each stage. The scope of departmental/building preparation required depends upon the location of the space, the type of construction of the building, the location within that building and the severity and characteristics of the expected storm. Building Coordinators and Department Heads are encouraged to modify the checklist to address the specific needs of their area.

In the event of a major emergency or disaster, the President or his designated representative(s) will decide whether or not to evacuate the campus and cease operations. Announcements will be made to all departments through the Provost and Vice Presidents, following organizational line of authority. If deemed necessary, activates the [Extreme Conditions Response Plan](#), [Facility Services Building Grounds Emergency Plan](#), and [Campus Evacuation Plan](#).

Any announcements as to whether the University will reduce operations or suspend operation because of emergency conditions will be made by the President through the Chief Communications Officer for release to the public media. The announcement shall indicate that all classes, public events, and related activities at the University are suspended and all offices and departments except those previously designated as required for essential operations will be closed that day (or until further notice). The announcement also should specifically indicate that Faculty and Staff are **not to report** to work unless previously and specifically told to do so. Special instructions to Critical Emergency Personnel, Essential Personnel – LEVEL 1 and Essential Personnel – LEVEL 2 must be included as well.

3. CLASS CANCELLATION

A class cancellation signifies that all classes are cancelled and all students should evacuate all non-housing related campus buildings. University employees will remain at their posts. The Building Coordinators for each building will ensure that all students and visitors have left their buildings. Signs should be posted on all doors leading into the building, indicated that classes have been cancelled. Building Coordinators should inform UNOPD when all students and visitors have evacuated their buildings. University employees will be dismissed at their supervisor's discretion.

Any announcements as to whether the University will cancel classes and events (but other operations of the University will continue) because of emergency conditions will be made by the President through the Chief Communications Officer for release to the public media. The Chief Communications Officer will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504-280-6000). Special instructions to Critical Emergency

Personnel, Essential Personnel – LEVEL 1 and Essential Personnel – LEVEL 2 must be included as well.

The standard announcement shall indicate that all classes at the University are suspended that day (or until further notice). In addition, the announcement should make clear that all departmental offices will be open and all employees, including faculty and graduate assistants whose work extends beyond conducting classes, are expected to report to work.

If classes are to be cancelled but all other operations of the University will continue, the announcement shall be: *“All classes, public events and related activities at UNO are suspended today (or until further notice). However, all departmental offices will be open and all employees, including faculty and graduate assistants whose work extends beyond conducting classes, are expected to report to work.”*

4. UNIVERSITY CLOSURE

Any announcements as to whether the University will close because of emergency conditions will be made by the President through the Chief Communications Officer for release to the public media. The Chief Communications Officer will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504-280-6000). Special instructions to Critical Emergency Personnel, Essential Personnel – LEVEL 1 and Essential Personnel – LEVEL 2 will be included.

University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state; *“All classes, public events, and related activities at UNO are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and Staff are not to report to work unless previously and specifically told to do so.”*

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 or 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. Compliance shall include providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner.

- **CAMPUS EVACUATION PLAN.** If a determination is made by the President to evacuate the campus, employees and students will be notified through organizational lines of authority. The news media will be notified through the Chief Communications Officer. Refer to detailed plan in the [Campus Evacuation Plan](#).

5. RE-OPENING

Any announcements pertaining to the Re-opening of the University and resuming operations after a period of official closure will be made by the President through the Chief Communications Officer for release to the public media. The Chief Communications Officer will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504-280-6000). Refer to detailed reopening plan in [University Services Resumption Plan](#).

ADMINISTRATIVE INSTRUCTION

All members of the University of New Orleans community are expected to comply with the oral and written instructions of a university official acting within the scope of his or 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 residential life staff members. Compliance shall include providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner. Faculty and Staff responsibilities will vary dependent upon the specific emergency or disaster, according to protocol established in this Administrative Policy and its attachments.

A handwritten signature in blue ink, appearing to read 'J. Nicklow', is positioned in the center of the page.

John W. Nicklow, Ph.D.
President
University of New Orleans

**Policy Updates:
Revisions: 6/13/2016*