

Hurricane Emergency Plan



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University of New Orleans

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UNO EMERGENCY PLANS

<https://www.uno.edu/ehso/emergency-preparedness>

EMERGENCY LINKS

City of New Orleans, Office of Emergency Preparedness <http://new.nola.gov/homeland-security/>
American Red Cross <http://www.redcross.org/>
National Weather Service <http://www.nws.noaa.gov/>
New Orleans Television Station FOX 08 WVUE - New Orleans <http://www.fox8live.com/>
New Orleans Television Station 04 WWL - New Orleans <http://www.wwltv.com/>
New Orleans Television Station NBC 06 WDSU - New Orleans <http://www.wdsu.com/index.html>
New Orleans Television Station PBS 12 WYES - New Orleans <http://wyes.org/>
New Orleans Television Station ABC 26 WGNO - New Orleans <http://wgno.com/>

HURRICANE EMERGENCY PLAN

UNIVERSITY OF NEW ORLEANS

To ensure the safety of students, faculty, and staff, the University of New Orleans has developed an extensive emergency plan, which is recommended as general guidelines, in the event of a tropical storm and/or hurricane. The University's primary concern is the safety, health, and well-being of UNO community members. All decisions reflect this philosophy.

Experts recommend evacuation outside the storm area as the best possible way to ensure personal safety during a hurricane. Upon class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area. Conditions during a hurricane emergency can be dangerous.

Individuals who have their own transportation are encouraged to take other people with them to assist in the evacuation process. Students, faculty, and staff should develop a plan to leave, including securing rides with other students who have personal transportation. Should any student decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their professors directly.

I. HURRICANE EMERGENCY TEAMS

The President of the University New Orleans has designated the Assistant Vice President for Public Safety/Chief of Police as the Plan Coordinator of the UNO Hurricane Emergency Plan. During the emergency period, the Plan Coordinator has supervisory responsibility over departments and personnel who comprise the Emergency *Preparedness* Team (EPT) and Hurricane Emergency *Implementation* Team (HEIT). All recommendations of the EPT and HEIT must be relayed by the Plan Coordinator to the President for his approval.

A. THE EMERGENCY PREPAREDNESS TEAM (EPT) is responsible for making recommendations during pre-season preparation and threat assessment. EPT is composed of the following:

Chief Communications Officer

Chief Information Officer

Provost and Vice President for Academic Affairs

Vice President for Research and Economic Development

Dean of Students

Dean of Library

Associate Vice President for Facility Services
Assistant Vice President for Public Safety/Chief of Police
Assistant Provost for International Education
Assistant Vice President for Human Resource Management
Assistant Provost for Enrollment Services/Registrar
Executive Assistant to the President
Director of Marketing
Director of Athletics
Director of Auxiliary Services
Director of Purchasing
Director of Student Housing
Director of CHART
General Manager, Lakefront Arena
Risk Management Coordinator
Safety Officer
Food Service Director

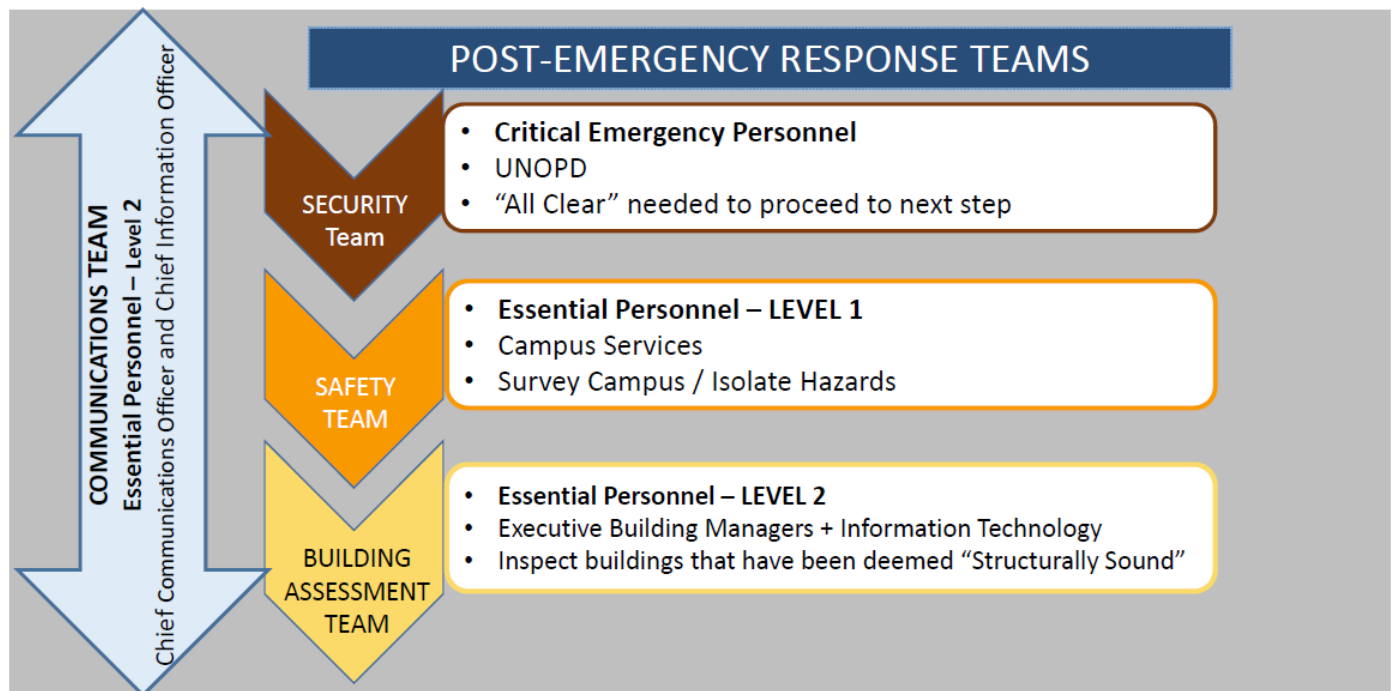
B. THE HURRICANE EMERGENCY IMPLEMENTATION TEAM (HEIT) is responsible for implementing specific detailed procedures for each area of responsibility. Each team member may require additional staff under his/her supervision to assist in the implementation of the Hurricane Plan. Team members and related duties include:

- **Assistant Vice President for Public Safety/Chief of Police (Plan Coordinator).** In charge of overall plan coordination and implementation. Manages all aspects of UNOPD preparation and response.
- **Dean of Students.** Manages all aspects of term calendarization which includes, registration, fee payment schedules and adjustments where needed to academic calendars. Additionally, manages all aspects of Student Affairs, including: Disabled Students, Health Services, and Judicial Affairs, throughout emergency.
- **Assistant Vice President for Business Affairs.** Manages all efforts of Financial Accounting Operations, including Purchasing.
- **Provost/Vice President for Academic Affairs.** Provides information dissemination to both campus and off-campus departments.
- **Assistant Vice President for Facility Services.** Manages all efforts of Facility Services as

the campus deals with storm preparation and recovery issues.

- **Chief Communications Officer.** Initiates all communications and notifications to the media as well as the campus community. Provides information dissemination to the UNO website and local media and updates the 504-280-6000 main switchboard number with information for the general public.
- **Chief Information Officer.** Manages all aspects of the Office of Information Technology system. Provides support to the Chief Communications Officer and the Plan Coordinator as needed.
- **Executive Assistant to the President.** Activates and manages Business Continuity Plans (BCP) to ensure critical department/college functions resume during extended evacuation periods when re-population of the campus is necessary.
- **Director of Athletics.** Manages all aspects of the Intercollegiate Athletic department, athletes, game schedules and athletic facilities throughout emergency.
- **Director of Auxiliary Services (Food Services, Housing).** Manages all efforts for food services and housing units as the campus deals with storm preparation, student evacuation, and storm recovery issues.
- **Safety Officer.** Liaison between the University and emergency agencies such as Red Cross and New Orleans Office of Emergency Preparedness. Provides weather, evacuation, and other emergency information as it becomes available.
- **Assistant Provost for International Education.** Oversees contact with and evacuation plans of International Students in all departments. Provides dissemination of information to this group.
- **Director of Marketing.** Assists Chief Communications Officer as needed.
- **Director of Student Housing.** Assist Director of Auxiliary Services as needed.
- **Food Service Director.** Assist Director of Auxiliary Services as needed.
- **Risk Management Coordinator.** Assist Director of Environmental Health and Safety as needed.

C. POST-EMERGENCY RESPONSE TEAMS. Post-Emergency Response Teams are composed of Critical Emergency Personnel, Essential Personnel - **LEVEL 1** and Essential Personnel - **LEVEL 2**: 1) SECURITY TEAM, 2) SAFETY TEAM, 3) BUILDING ASSESSMENT TEAM and 4) COMMUNICATIONS TEAM. Post-Emergency Response Teams responsibilities are defined in the [University Services Resumption Plan](#).



Post-Emergency Response Team HOTLINE: The main switchboard 504-280-6000 / toll-free 1-888-514-4275 will be setup for all Critical Emergency Personnel, Essential Personnel - **LEVEL 1** and Essential Personnel - **LEVEL 2**, as needed throughout the emergency period. The Plan Coordinator will instruct the Chief Communications Officer as to the details of each message.

The first half of the recorded message will be directed to the general public, and the second part will provide *instructions/notices to Critical Emergency Personnel, Essential Personnel- Level 1, Essential Personnel – Level 2, and/or other University personnel as directed by the Plan Coordinator*. This hotline must be monitored daily or more frequently if recorded message dictates by all Critical Emergency Personnel, Essential Personnel - **LEVEL 1** and Essential Personnel - **LEVEL 2**. Team members should refer to the *Emergency Card* for details.

Essential Emergency Personnel within the **Post-Emergency Response Teams** are composed of three 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.*

LEVEL 1: *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.*

LEVEL 2: *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, Director of Athletics, Enrollment Services, Assistant VP for Business Affairs, Chief Communications Officer, Director of Marketing, Executive Assistant to the President, 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.*

SECURITY TEAM - [Essential Personnel - *LEVEL 1*]

The first team to report back to campus post-emergency is the SECURITY TEAM. Responsibilities include: Securing the campus from unauthorized access and looting; Apprehending looters; Patrolling the University's property for washed out roads/sidewalks and hazards; Ensuring only authorized personnel with the proper identification wrist bands are allowed onto campus until the "all clear" is given.

The SECURITY TEAM is composed of Assistant Vice President for Public Safety, UNOPD, and all other as required by the Assistant Vice President for Public Safety.

SAFETY TEAM – [Essential Personnel- *LEVEL 1*]

The SAFETY TEAM is the second 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. SAFETY TEAM members will be issued a special pass/permit. 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 will report on the condition of each structure and communicate their findings to UNOPD.

The SAFETY TEAM is composed of the Assistant Vice President for Facility Services (or his designee), Safety Officer, UNOPD and all others as required by the Assistant Vice President for Facility Services.

BUILDING ASSESSMENT TEAM- [Essential Personnel- *LEVEL 2*]

Once the SAFETY TEAM has completed their Post-Emergency inspection of the campus, the BUILDING ASSESSMENT TEAM will be allowed to enter all buildings that are declared "structurally sound" by the SAFETY TEAM. The BUILDING ASSESSMENT TEAM is permitted on campus via special pass/permit. Responsibilities of this team include inspecting buildings and reporting conditions, such as broken windows, water damage, and physical/chemical hazards to the Assistant Vice President for Public Safety.

As Level 2 Essential Personnel employees return to the campus and inspect their areas, an additional itemized report of equipment damage must be prepared with copies sent to the Associate Vice President for Business Affairs, Assistant Vice President for Facility Services, the Registrar's Office (Classroom Assignments), Property Control, and the UNO Risk Manager.

The BUILDING ASSESSMENT TEAM is composed of Executive Building Managers, including CERM, Foundation and the Lakefront Arena. (Executive Building Managers are the Deans, Vice Presidents, General Manager –Lakefront Arena, and designated Foundation and CERM building engineers). Executive Building Managers may authorize their Building Coordinator(s) to accompany them or serve in their place. In such cases, this information must be approved in advance by the President and communicated to UNOPD.

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

The COMMUNICATIONS TEAM is active throughout every phase of an emergency. (Refer to [Communications Plan](#) for details). During Post-Emergency Response and after the Computer Resource Center and/or Administration Building have been deemed structurally sound by the SAFETY TEAM, the COMMUNICATIONS TEAM is responsible for inspecting and restoring telecommunications systems and computing services.

The COMMUNICATIONS TEAM is composed of the Chief Communications Officer, Chief Information Officer, authorized Office of Information Technology personnel and authorized Office of the President and University Marketing personnel.

II. EMERGENCY COMMUNICATIONS

Until the closing of the University is necessary, the **Hurricane Emergency Control Center** will be located in the Computer Resource Center Rm. 218.

The Chief Communications Officer is the official source of University announcements to the UNO Community during a hurricane. Responsibilities include: recording and updating announcements on the main switchboard (504-280-6000); Preparing and issuing official notifications via UNO email, the UNO Website, and communicating with local TV and radio news programs. Also, the Chief Communications Officer will communicate the most current and up-to-date information to be aired on the University's public radio station, WWNO.

III. HURRICANE EMERGENCY STAGES

The Hurricane Emergency Plan is divided into five stages. The action steps indicated in the stages may or may not be taken within the stages listed depending on the circumstances of the storm and time of day in which the stage occurs. In addition, the Plan Coordinator, after consulting with the President or his designee, may declare a change in stage at any time due to the unpredictable nature of hurricanes.

- STAGE 1** Pre-Season Preparation
- STAGE 2** Threat Assessment
- STAGE 3** Class Cancellation – [Students enact Personal Emergency Plan (Refer to 1.1)]
- STAGE 4** University Closing – [Faculty and Staff Required to Leave Campus]
- STAGE 5** Aftermath – [Assessment, Recovery, Reopening, and Return to Classes]

Note: Building Coordinators and Department Heads should follow the preparations outlined in [Building Coordinator Hurricane Checklist](#) and [Department Head Hurricane Checklist](#).

STAGE ONE: Pre-Season Preparation

A. SIGN-UP FOR EMERGENCY NOTIFICATION

UNO EMERGENCY NOTIFICATION SYSTEM: Faculty, staff, and students are strongly encouraged to sign up for [E2Campus](#), UNO's emergency notification system. In the event of an emergency, UNO subscribers can get notified immediately of a situation such as bad weather, school closing, or any other emergencies.

EMERGENCY CONTACT INFORMATION: Students are strongly advised to provide the University with the names and numbers of persons to be contacted in case of an emergency. This is a secured process restricted via <http://webstar.uno.edu/> and remains confidential.

- B. HURRICANE EVACUATION PLANS.** Faculty, staff and students are strongly advised to develop a plan to leave, including securing rides with other students who have personal transportation. Individuals who have their own transportation are encouraged to take other people with them to assist in the evacuation process. Everyone should prepare a Personal Emergency Plan (Refer to 1.1) and assemble a Disaster Supply Kit (Refer to 1.2). Experts recommend evacuation outside the storm area as the best possible way to ensure personal safety during a hurricane. Upon official class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area.

Students are strongly encouraged to communicate their emergency evacuation plans to parents/family prior to a weather-related emergency.

1. **RESIDENT STUDENTS** shall receive explicit instructions from Student Housing staff regarding hurricane procedures. All students residing on campus will be required to

submit a Personal Hurricane Emergency Plan /request to evacuate via [Campus Evacuation Plan](#) to their RA on a form provided at move-in.

2. **INTERNATIONAL STUDENTS.** These students are encouraged to notify the Office of International Students and Scholars of either their Personal Hurricane Emergency Plan or their request to evacuate via [Campus Evacuation Plan](#).
3. **STUDENTS WITH PHYSICAL DISABILITIES** must register with the Office of Disability Services at the beginning of the semester to evacuate via [Campus Evacuation Plan](#) so that the University may secure the appropriate transportation accommodation.
4. **UNO STUDENTS WITHOUT THE TRANSPORTATION MEANS TO EVACUATE** must register with the Office of Student Affairs to evacuate via [Campus Evacuation Plan](#). The University will be capable of evacuating only *a limited number* of UNO students. These students may bring only minimal personal belongings, will be evacuated by school bus, and will be transported to a shelter out of the immediate danger zone. At the evacuation site, students may expect emergency shelter accommodations.

1.1 PERSONAL EMERGENCY PLAN

To prepare a Personal Emergency Plan, safety experts recommend that you:

- A. Identify ahead of time a safe haven destination in the event of an evacuation. Identify more than one destination.
- B. Familiarize yourself with contra-flow maps <http://www.lsp.org/pdf/HurricaneGuideSE.pdf>
- C. Monitor weather announcements and the U.S. Weather Bureau “cone of predictability” before picking a final destination.
- D. Keep the telephone numbers of your final destination as well as a road map of the area. Alternative or unfamiliar routes may be necessary if major roads are closed or clogged.
- E. Identify those hotels or shelters that allow pets, if applicable.
- F. Identify a method of transportation. If you have your own transportation you are strongly encouraged to assist the evacuation process by taking other people who have no transportation.
- G. Listen to [NOAA](#) Weather Radio, local radio or television stations for evacuation instructions. If advised to evacuate, do so immediately.
 - The Emergency Alert radio stations for the New Orleans area are **AM 870/WWL** and **FM 101.9/WLMG**.
 - The local TV stations are **WWL TV-** ch 4; **WDSU TV-** ch 6; **WVUE TV-** ch 8; **WYES TV-** ch 12; **WGNO TV-** ch 26; **WLAE TV-**ch 32 and **WUPN TV** ch 54.
 - **FM 89.9 WWNO** is located on UNO’s campus and is committed to providing updated information as long as possible.
- H. Take these items when evacuating:
 - DISASTER SUPPLY KIT (Refer to **1.2**).
 - Car keys and maps.

- Important documents, including driver's license, Social Security card, passports, proof of residence, green card, I-20, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.

1.2 DISASTER SUPPLY KIT

Please note that conditions during and after an event will deteriorate-- even at a distance from the storm. Prepare for many contingencies. A DISASTER SUPPLY KIT should be prepared in advance. The American Red Cross suggests that you include the following:

- First aid kit and essential medications.
- Canned food and manual non-electric can opener.
- At least a gallon of water per person per day.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infants, elderly, or disabled family members.
- If applicable, written instructions on how to turn off electricity, gas, and water if authorities advise you to do so (Remember, you'll need a professional to turn them back on.)

STAGE TWO: Threat Assessment

The Director of Environmental Health and Safety initiates STAGE TWO when official weather reports indicate a weather development that elevates to a tropical storm and poses a possible danger to Louisiana. The University may be under STAGE TWO for several weeks or days before predicted storm landfall. Under STAGE TWO:

- 2.1** The Plan Coordinator will convene HEIT to assess available factual information and begin implementation of the Hurricane Plan. The Director of Environmental Health and Safety will continue to monitor the National Weather Service, American Red Cross, and City of New Orleans Office of Emergency Preparedness and a designee from the Office of Public Safety will participate in the daily Emergency Preparedness conference calls and emails.
- 2.2** The Chief Communications Officer is responsible for updating the **Post- Emergency Response Team HOTLINE** (main switchboard 504-280-6000 / toll free 1-888-514-4275) with the current University operating status, special instructions, and the next scheduled update. Building Coordinators will be notified by their respective Executive Building Manager (Dean and Vice President).
- 2.3** Information will be distributed to the UNO community by the Chief Communications Officer via the UNO web page, email blasts, and E2Campus alerts.

- 2.4** All Facility Services and UNOPD vehicles will be fully fueled and checked by Facility Services mechanics. Designated personnel shall test emergency equipment and re-check supplies.
- 2.5** Departments coordinating campus evacuation will contact their students to “confirm” their registration to evacuate via [Campus Evacuation Plan](#).
- 2.6** Within 4-6 days of predicted landfall, Plan Coordinator will direct HEIT to enact plans specific to their areas of responsibility.
- HEIT will review the number of confirmed registrations in **2.5** above and revise evacuation transportation plans, if needed.
- 2.7** Within 72 hours of predicted landfall, HEIT will make a recommendation to the President, as to whether or not to cancel classes.
- 2.8** Once the President makes the decision to cancel classes, HEIT monitors the ongoing weather conditions and decides whether/when to recommend to the President, closing and/or evacuation of the University.

STAGE THREE: Class Cancellation

Once the Hurricane Emergency Plan (STAGE THREE) is reached, all required personnel must remain on campus until discharged by their supervisor.

Upon cancellation of classes, non-resident students will be required to leave campus and will not be permitted to remain in any campus building for any reason.

Resident students may remain in their residence hall rooms until the housing unit is officially closed and evacuated.

- 3.1** After consulting with the President or his designee, the Plan Coordinator will contact the Chief Communications Officer and inform him/her of the new status, including the time of **Class Cancellation** in accordance with [AP-OP-09.2 UNO Disaster / Emergency Plans](#), as well as the next scheduled update.
- 3.2** The Chief Communications Officer will update the UNO website, and the main switchboard 504-280- 6000 / toll free 1-888-514-4275. In addition, the Chief Communications Officer will email all departments informing them of the change of status and initiate a corresponding E2Campus notification. The media shall also be informed of **Class Cancellation**.

- 3.3** Deans/Department Heads with off-campus locations will notify each location of **Class Cancellation**.
- 3.4** All Critical Emergency Personnel, Essential Personnel - **LEVEL 1**, and Essential Personnel - **LEVEL 2**, will be required to begin emergency preparations to prepare for the next stage of this Hurricane Plan.

IMPORTANT NOTE:

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. Executive Building Managers and/or Building Coordinators for each building will ensure that all students and visitors have left their buildings. They will also post signs on all doors leading into the building stating that classes have been cancelled. When everyone has been evacuated and the signs have been posted, Executive Building Managers will inform UNOPD. University employees will be dismissed at their supervisor's discretion.

STAGE FOUR: University Closure

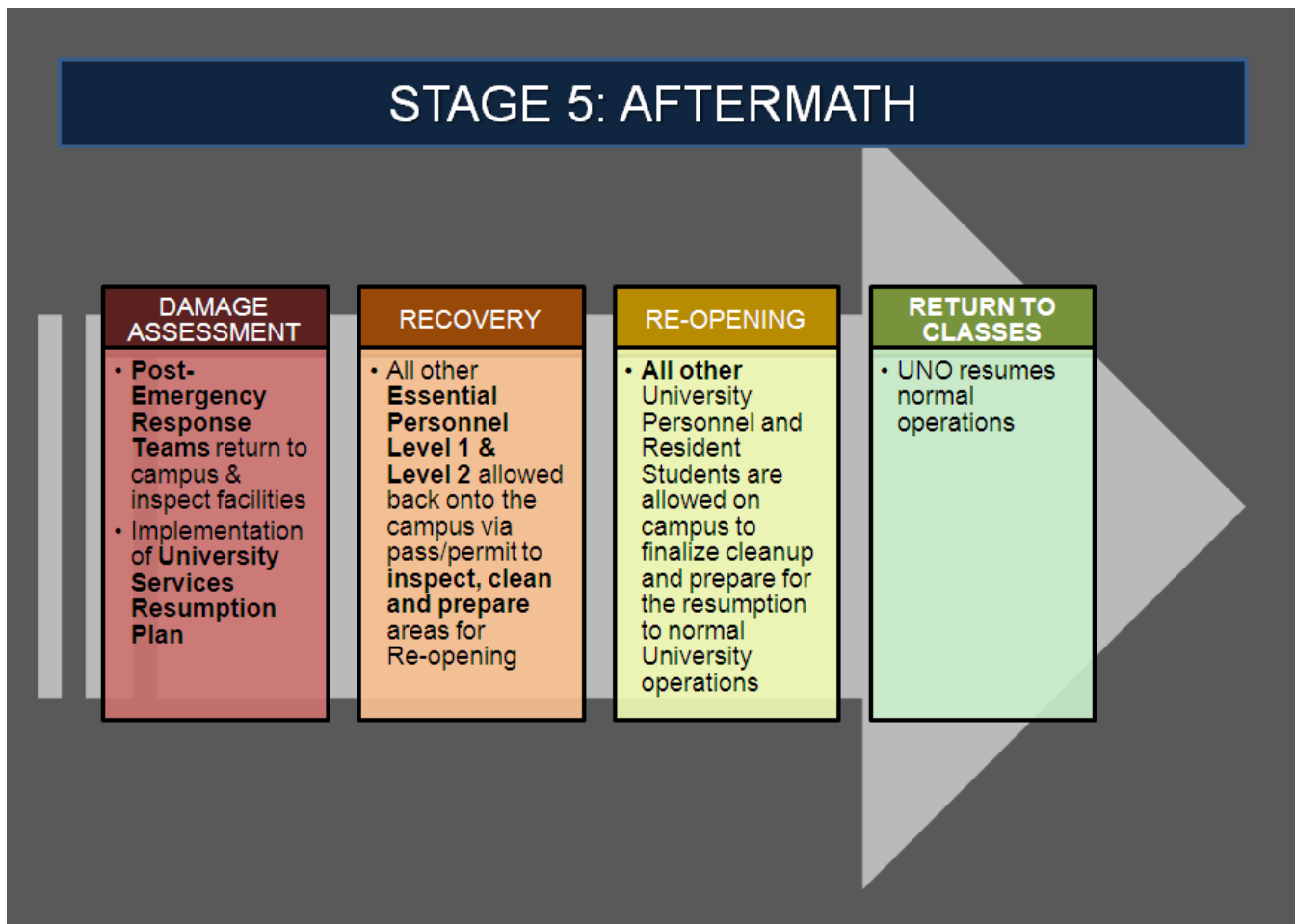
Personal Emergency Plans (Refer to **1.1**) should be activated. Evacuation procedures begin.

- 4.1** After consulting with the President or his designee, the Plan Coordinator will contact the Chief Communications Officer and inform him/her of the new status, including the time of the **University Closure**, as well as the next scheduled update.
- 4.2** The Chief Communications Officer will update the UNO website, and the message on the main switchboard 504-280-6000 / toll free 1-888-514-4275. In addition, the Chief Communications Officer will email all departments informing them of the change of status and initiate a corresponding E2Campus notification. The media shall also be informed of the **University Closure**.
- 4.3** The Plan Coordinator will place all remaining resident students unable to evacuate under *Administrative Instruction* and will initiate the [Campus Evacuation Plan](#).

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 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 to administrative instruction includes providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner.

- 4.4 All students, faculty, and staff must vacate the campus. Plan Coordinator will direct all University departments to activate their emergency plans ([Facility Service Buildings and Grounds Emergency Plan](#), [Building Coordinator Hurricane Checklist](#) and [Department Head Hurricane Checklist](#)).
- 4.5 UNOPD are to check all campus buildings to ensure that all interior/exterior doors are locked.
- 4.6 The Plan Coordinator will relieve HEIT members not required for implementation of the *Campus Evacuation Plan*. Everyone else 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.

STAGE FIVE: Aftermath



- 5.1 Damage Assessment.** Once the storm has passed and when the campus becomes accessible, the Post-Emergency Response Teams inspect for damages all buildings, grounds, and utilities, and report to the Highest Ranking Officer of UNOPD, any unsafe campus conditions. Emergency repairs are made if practical. The Highest Ranking Officer of UNOPD will communicate the campus status to the Plan Coordinator who in turn communicates with the President to inform him of the status of the campus and make a decision about when to proceed to *Recovery*.
- i. **If the University is deemed *unsafe*, the President will not change the status of the emergency.** The administration will continue to monitor the situation until the condition of the University is stable and operable. When this condition is reached, the plan will proceed to *Recovery*.
 - ii. **If the University is deemed *safe* and the President approves entering *Recovery*.** The Plan Coordinator will contact the Chief Communications Officer and inform him/her of the new status, including the time of the next scheduled update. The Chief Communications Officer will update the UNO website, and the message on the UNO main switchboard (504-280-6000). In addition, the Chief Communications Officer will email all departments informing them of the change of status and initiate a corresponding E2Campus notification.

Access to campus will be restricted. Essential Personnel - **LEVEL 1** and Essential Personnel - **LEVEL 2** will be allowed back onto the campus via pass/permit, to begin inspecting, cleaning and preparing areas for opening. The Plan Coordinator will inform of the results of the inspections. The President will make a decision as to whether or not to proceed to *Re-Opening*.

- 5.2 If the University is deemed ready, the President initiates *Re-Opening*:** The Plan Coordinator will contact the Chief Communications Officer and inform him/her of the new status, including the time of the next scheduled update. The Chief Communications Officer will update the UNO website, and the message on the UNO main switchboard (504-280-6000). In addition, the Chief Communications Officer will email all departments informing them of the change of status and initiate a corresponding E2Campus notification.

University personnel, as directed by their Dean, Vice President, or President, will return to campus to begin preparing their areas for the Re-Opening of the campus. Once areas are prepared, Department Heads communicate such information to their respective Deans/Directors. After all areas have reported, the Deans/Director will communicate the status to the Plan Coordinator. The Plan Coordinator will inform the President, who will make a determination as to whether or not to proceed to the *Return to Classes*.

When Student Housing units are ready to be occupied, plans for returning those students evacuated by the University back to campus are implemented according to the Aftermath Plans section of the [Campus Evacuation Plan](#).

- 5.3 If the University is deemed ready, the President initiates *Return to Classes*:** The Plan Coordinator will contact the Chief Communications Officer and inform him/her of the

new status, including the time of the next scheduled update. The Chief Communications Officer will update the UNO website, and the message on the UNO main switchboard (504-280-6000). In addition, the Chief Communications Officer will email all departments informing them of the change of status, initiate a corresponding E2Campus notification, and inform the media.