

UNIVERSITY OF NEW ORLEANS

EXTREME CONDITIONS RESPONSE PLAN

PHILOSOPHY

To ensure the safety of UNO students, faculty and staff, the University of New Orleans has developed an emergency plan in the event of extreme conditions that could compromise safety on campus. The University's primary concern is the safety, health and well being of UNO community members. All decisions reflect this ethic.

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 the University of New Orleans Police Department (UNOPD).

Should any student (resident or commuter) in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their professor's directly.

GENERAL POLICY

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

This policy intends to provide flexibility in determining and implementing emergency responses that are effective and appropriate, depending on the type of emergency.

Emergency response decision making shall be made in accordance with the University chain of command. The Designated Campus Authority or the most senior administrative officer shall assume command (*Refer to Attachment A at the end of this document*), gather information and issue instructions as appropriate to protect lives and property.

For emergencies requiring immediate response that occur during the absence or unavailability of the Chancellor or senior administrative officers, emergency response shall be made by the proximate University representative capable of taking the necessary action.

Vice Chancellors and other Administrative Officers that report to the Chancellor are responsible for communicating to and implementing emergency responses for their administrative areas.

Designated elements within the UNOPD and the Facility Services Department shall serve as the primary operating units for general emergency response and implementation.

Administrative areas having specialized emergency response needs unique to those areas are responsible for developing emergency response plans for implementation during periods of emergencies.

OPERATING PROCEDURES

Initial Notification

It is the responsibility of any UNO employee who learns of an actual or impending emergency to report it immediately to the UNOPD (504-280-6666).

The UNOPD will notify the senior administrative officer available beginning with the Chancellor, Provost, Vice Chancellor for Campus Services and other administrative personnel as assigned (*Refer to Attachment A at the end of this document*).

Emergency Response Procedures

During the periods when the University is in full operation, and unless the existing emergency conditions require an immediate response, the Designated Campus Authority and other administrative personnel shall meet to review available information and establish a response to the emergency. The primary purpose of this meeting will be to determine whether normal University operations should be continued, reduced or suspended. Once a response is determined, each Vice Chancellor is responsible for notifying his or her administrative areas as to necessary emergency response actions. The Office of Academic Affairs shall notify the Deans of each College.

At all other times, the UNOPD shall notify the Vice Chancellor for Campus Services who shall initiate the response decision making process in telephone consultation with other administrative personnel. Each administrator is responsible for maintaining contact information of those to be contacted.

An existing or impending emergency may require immediate action by the UNOPD or other University personnel to prevent loss of life and property. (i.e., fires, chemical spills, gas leaks, etc.) Under such conditions, the emergency response shall be initiated before or concurrent with the notification of Senior Administrative Personnel.

Public Announcements

Any announcements as to whether the University will reduce operations or suspend operation because of emergency conditions will be made by the Chancellor through the Vice Chancellor for University Advancement for release to the public media.

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.”

If 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.”

Essential Personnel

Some employees are designated by their Department Heads as essential to the operation of the department. These employees are required to report to or remain at work in order to maintain the essential operations of the University, whether the University has suspended operations or not. The following departments will remain in operation and some of their employees are required to be at work during times of emergency closure or reduced operations:

- UNO Police
- Facility Services
- Environmental Health and Safety
- Campus Dining
- University Center
- Student Life
- Health Services
- Student Housing

Upon approval from the appropriate Vice Chancellor, operations in these units may be reduced to minimum requirements and individual employees retained for work or release from work as determined by the existing conditions.

Recognizing that weather conditions may make employee travel difficult or impossible at times, notification should be as early as possible.

Employee Emergency Leave Conditions

Leave conditions during times of reduced or suspended University operations or otherwise during emergencies are governed by AP 4.1 (Attendance Leave Records).

ATTACHMENT A

TO: Provost and Vice Chancellor Barton
Vice Chancellors Chatelain, Grace, Gruber, Kincaid, and Robison
College Deans

FROM: Timothy P. Ryan
Chancellor

DATE: June 24, 2008

SUBJECT: Line of Authority

In my absence, and the absence of others in the chain of command, the line of authority to handle all matters of the University should be delegated in the following order:

- Provost and Vice Chancellor of Academic and Student Affairs
- Vice Chancellor for Research and Sponsored Programs and Dean of the Graduate School
- Vice Chancellor for Financial Services, Comptroller, and Chief Financial Officer
- Vice Chancellor for Campus Services
- Vice Chancellor for Governmental and Community Affairs
- Vice Chancellor for University Advancement
- Vice Chancellor for Technology and Economic Development
- Associate Provost

At any time when the Provost and Vice Chancellor of Academic and Student Affairs is away, the Associate Provost must be involved in the decision-making process relating to any actions that concern the academic area.

Please circulate this memo.

pc: Associate Provost McSeveney