

UNIVERSITY OF NEW ORLEANS

SHELTER-IN-PLACE

A *Shelter-In-Place* incident is a potentially threatening situation on campus that may involve disasters such as 1) an active shooter, 2) tornado, or 3) an outdoor airborne hazardous materials release. Below are the steps that faculty, staff and students should follow if any of these incidents should occur on the UNO main campus. A three (3) minute siren will sound to signal "Take Shelter"; a 15 second siren sound indicates "All Clear." For those subscribers to the University of New Orleans Alert System, a text message and email will be sent immediately following the siren.

1. ACTIVE SHOOTER

- 1.1 **WARNING SIREN**: When you hear the official *Shelter-In-Place* warning siren:
- A. Direct any non-threatening individuals into your area.
 - B. Lock or barricade your area door and windows, if possible.
 - C. Exit the campus if you are outdoors on campus. (Entering a building is dangerous as the shooter may be in the building).
- 1.2 **TEXT MESSAGE**: If you hear the siren and you are registered for the University of New Orleans Alert System, (<http://ucc.uno.edu/notification>):
- A. Check your text messaging service immediately.
 - B. Silence the ringer on your mobile device.
 - C. You will receive a text message indicating the nature of the emergency and what steps to take to protect yourself.
- 1.3 **EMAIL MESSAGE**: An email message will be sent to all UNO email addresses indicating the nature of the emergency and what steps to take to protect yourself.
- 1.4 **MOVE AWAY FROM DOORS AND WINDOWS**:
- A. Direct others in your area to move away from doors and windows and stay silent.
 - B. Do not open your door for any reason.(UNOPD will have keys to open doors).
- 1.5 **COVER WINDOW/TURN OFF LIGHTS**:
- A. Cover area windows/close blinds (if possible).
 - B. Turn off lights.
- 1.6 **IF YOU HEAR GUNFIRE**:
- A. Lie flat on the floor and direct those around you to do the same.
 - B. Remind everyone to stay silent and silence their ringer on their mobile devices.
- 1.7 **TAKE ROLL OF THOSE PRESENT**:
- A. Someone should take roll of everyone present.
 - B. Be prepared to provide this information to UNOPD.

1.8 STAY WHERE YOU ARE:

- A. Until the all clear siren is sounded, an all clear email is received or an all clear text message is received.
- B. Until you are given face-to-face instructions by UNOPD or a University Administrator that the emergency is over.

1.9 DO NOT CALL UNOPD

- A. Once the siren has sounded, UNOPD will be aware of the emergency.
- B. Restrict calls to UNOPD for life-threatening emergencies or specific information on an immediate dangerous situation to report.

2. TORNADO

2.1 WARNING SIREN: When you hear the official *Shelter-In-Place* warning siren:

- A. Take shelter in a building if you are outside on campus and see dark threatening clouds or an approaching cloud of debris.

2.2 TEXT MESSAGE: If you hear the siren and you are registered for University of New Orleans Alert System, (<http://ucc.uno.edu/notification>):

- A. Check your text messaging service immediately.
- B. You will receive a text message indicating the nature of the emergency and what steps you should take to protect yourself.
- C. Direct individuals to the lowest floor of the building.

2.3 EMAIL MESSAGE: An email message will be sent to all UNO email addresses indicating the nature of the emergency and what steps to take to protect yourself.

2.4 SEEK SHELTER:

- A. Shelter should be an interior windowless room/area such as a bathroom or an interior classroom on the lowest floor of the building.
- B. Direct others in your area to move away from doors and windows.
- C. Close and lock or barricade doors if possible.
- D. Kneel or sit facing a wall and cover your head and face.
- E. If you are in a vehicle, seek shelter in a building as soon as possible.
- F. If disabled individuals cannot safely move to the lowest level, assist to an interior room or area away from windows and areas with a large expanse of glass.

2.5 If YOU ARE OUTSIDE WHEN THE SIREN GOES OFF:

- A. Move at right angles away from the tornado.
- B. Attempt to reach shelter, such as a building.
- C. If there is no time to escape, lie flat in a ditch or depression.

2.6 AREAS TO AVOID:

- A. Do not use elevators.
- B. Avoid areas with glass windows/ doors, or hallways with windows at either end.
- C. Avoid automobiles.

- D. Avoid areas with large ceiling spans, such as auditoriums and gymnasiums.

2.7 TAKE ROLL OF THOSE PRESENT:

- A. Someone should take roll of everyone present.
- B. Be prepared to provide this information to UNOPD.

2.8 STAY WHERE YOU ARE:

- A. Until the all clear siren is sounded, an all clear email is received or an all clear text message is received.
- B. Until you are given face-to-face instructions by UNOPD or a University Administrator that the emergency is over.

2.9 AFTER THE TORNADO:

- A. Watch out for fallen power lines.
- B. Stay out of damaged areas.
- C. Listen to the radio for information and instructions.
- D. Use a flashlight to inspect the immediate area for damage. Do not use candles at any time.

2.10 DO NOT CALL UNOPD

- A. Once the siren has sounded, UNOPD will be aware of the emergency.
- B. Restrict calls to UNOPD for life-threatening emergencies or specific information on an immediate dangerous situation to report.

3. OUTDOOR – AIRBORNE HAZARDOUS MATERIALS RELEASE

3.1 WARNING SIREN: When you hear the official *Shelter-In-Place* warning siren:

- A. Close and lock or secure your door as best as you can.

3.2 TEXT MESSAGE: If you hear the siren and you are registered for University of New Orleans Alert System, (<http://ucc.uno.edu/notification>):

- A. Check your text messaging service immediately.
- B. You will receive a text message indicating the nature of the emergency and what steps you should take to protect yourself.

3.3 EMAIL MESSAGE:

- A. An email message will be sent to all UNO email addresses indicating the nature of the emergency and what steps to take to protect yourself.

3.4 SEEK SHELTER:

- A. Upon confirmation of an outdoor hazardous materials release, Central Plant will turn “OFF” all ventilation systems to all the buildings under their control. All other groups on campus that operate their own ventilation systems should do the same. (Locally controlled air conditioners, lab hoods, air circulation fans, etc.);
- B. Do not use elevators.
- C. Direct individuals to a floor above ground level.

- D. Shelter should be an interior windowless room/area such as a bathroom or an interior classroom.
- E. If the room has windows, close and seal them and any doors. Place wet cloth material, i.e., clothing, towel, rags, etc., in the opening between the door and the floor. (Seal all openings as best as you can.)
- F. If disabled individuals cannot safely move to an above ground level, assist to an interior room or area away from windows and exterior walls.
- G. Listen to the radio for information and instructions.

3.5 IF YOU ARE OUTSIDE WHEN THE SIREN GOES OFF:

- A. If you see a cloud of smoke or smell any unusual smells, cover your nose and mouth and seek shelter inside of a building.
- B. Check your text messages or e-mails to identify the threat and follow the same precautions as above.

3.6 TAKE ROLL OF THOSE PRESENT:

- A. Someone should take roll of everyone present.
- B. Be prepared to provide this information to UNOPD.

3.7 STAY WHERE YOU ARE:

- A. Until the all clear siren is sounded, an all clear email is received or an all clear text message is received.
- B. Until you are given face-to-face instructions by UNOPD or a University Administrator that the emergency is over.

3.8 DO NOT CALL UNOPD

- A. Once the siren has sounded, UNOPD will be aware of the emergency.
- B. Restrict calls to UNOPD for life-threatening emergencies or specific information on an immediate dangerous situation to report.

3.9 WHEN THE “ALL CLEAR” IS GIVEN:

- A. Ventilate buildings, open windows and doors.
 - B. Turn “ON” all air circulation equipment that was turned “OFF” during the *Shelter-In-Place* emergency.
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