

**The University of
New Orleans**

**HURRICANE
EMERGENCY
PLAN**

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LINKS

[AP 48.2 UNO Disaster / Emergency Plans](#)

[Building Coordinator and Department Head Hurricane Preparedness Checklist](#)

[Communications Plan](#)

[Facility Service Buildings and Grounds Emergency Plan](#)

[Student Housing Campus Evacuation Plan](#)

[University Services Resumption Plan](#)

THE UNIVERSITY OF NEW ORLEANS

HURRICANE EMERGENCY PLAN

This University Hurricane Emergency Plan is effective June 26, 2008, and supersedes all previous plans.

I. Hurricane Emergency Teams

The Chancellor of the University New Orleans has designated the Vice Chancellor for Campus Services 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 Hurricane Emergency *Preparedness* Team (HEPT) and Hurricane Emergency *Implementation* Team (HEIT). All recommendations of the HEPT and HEIT must be relayed by the Plan Coordinator to the Chancellor for his approval.

A. The Hurricane Emergency Preparedness Team (HEPT) is responsible for making recommendations during the preseason preparation, threat assessment, class cancellation and University closing stages. HEPT is composed of the following:

- Provost and Vice Chancellor for Student and Academic Affairs or his designees
- Vice Chancellor for Campus Services
- Vice Chancellor for Research and Sponsored Programs
- Vice Chancellor for University Advancement
- Dean of Library Services
- Dean of Student Affairs
- Assistant Vice Chancellor for Computer Services
- Assistant Vice Chancellor for Public Safety
- Associate Vice Chancellor for Campus Services
- Associate Vice Chancellor for Enrollment Management and Dean of Admissions
- Associate Vice Chancellor for Facility Services
- Director, Accounting Services
- Director, ARAMARK Food Services
- Director, Auxiliary Services
- Director, Environmental Health and Safety
- Director, Human Resources
- Director, Privateer Place
- Director, Purchasing Department
- Director, Student Housing

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 Emergency Plan. Team members and related duties include:

- **Vice Chancellor for Campus Services, Plan Coordinator.** In charge of overall plan coordination and implementation; Updates Emergency Hotline number with information for Essential Personnel.

- **Vice Chancellor for University Advancement.** Updates Emergency Information Center with information for Essential Personnel. Provides information dissemination to the local media and updates the 504-280-6000 number with information for the general public.
- **Assistant Vice Chancellor for Computer Services.** Manages all aspects of the University Computing and Communications system. Manages and maintains the UNO website. Activates the Emergency Information Center when asked to do so. Provides support to the Vice Chancellor for University Advancement and the Plan Coordinator as needed.
- **Assistant Vice Chancellor for Public Safety.** Manages all aspects of University of New Orleans Police Department (UNOPD) response. Provides for the protection of personnel and campus assets. Communicates with Plan Coordinator and keeps him briefed on the status of the campus. Coordinates communication and planning with outside police and emergency personnel.
- **Associate Vice Chancellor for Academic Affairs and Fiscal Administration.** Provides information dissemination to the different campus departments and buildings. Reminds all departments about disseminating this information to all off-campus locations.
- **Associate Vice Chancellor for Facility Services.** Manages all efforts of Facility Services as the campus deals with storm preparation and storm recovery issues. Provides radios for the administration for communication purposes.
- **Director, Auxiliary Services (Food Services, Housing).** Manages all efforts for food services and housing units as the campus deals with storm preparation and storm recovery issues.
- **Director, Environmental Health and Safety.** 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.
- **Director, International Students and Scholars.** Oversees contact with and evacuation plans of International Students in all departments. Provides dissemination of information to this group.
- **Dean of Student Affairs.** Oversees contacts with Disabled Students, Health Services, and Judicial Affairs as necessary. Provides for information dissemination to these groups. Designates a Student Affairs representative to accompany students to an evacuation shelter.

C. Post-Emergency Response Team – responsibilities include the implementation of [University Services Resumption Plan](#). The Post-Emergency Response Team consists of the Building Assessment Team, Communications Team, Safety Team and Security Team.

- i. **Building Assessment Team-** responsibilities include inspecting departmental property and reporting on any condition such as broken windows, excessive water damage, and physical and chemical hazards. Building Assessment Team members consists of Building Coordinators and Department Heads or their designees who are required to report findings to the Director of UNOPD. In addition, members are responsible for preparing an itemized report of equipment

damage with copies sent to the Department Head, Associate Vice Chancellor for Academic Affairs and Fiscal Administration, Associate Vice Chancellor for Facility Services, Property Control, and the UNO Risk Manager.

- ii. **Communications Team** - responsibilities include establishing communication networks; assessing damage to telecommunications systems and computing services; initiating repair procedures; informing the campus community, media, and public of any developments; handling immediate media inquiries. The communications team is composed of the Vice Chancellor for University Advancement, Assistant Vice Chancellor for Computer Services and all others as required by Assistant Vice Chancellor for University Computing and Communications. Refer to [Communications Plan](#) for details.
- iii. **Safety Team** – responsibilities include surveying the campus to identify and isolate safety hazards such as biological, electrical, structural, gas leaks, etc. Safety team is composed of the Director of Operations and Maintenance, Director of Environmental Health and Safety, a member of Health Services as appointed by the Dean of Student Affairs, a member of UNOPD as required by the Assistant Vice Chancellor for Public Safety and all others as required by Assistant Vice Chancellor for Facility Services.
- iv. **Security Team** – responsibilities include securing the campus from unauthorized access and looting; Patrolling the University's property for washed out roads and sidewalks, as well as any hazards observed; Apprehending looters and taking them to the New Orleans Police Department; 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 Chancellor for Public Safety/Director of UNOPD and all other as required by the Assistant Vice Chancellor for Public Safety.

II. Hurricane Season

The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1st to November 30th. Basic information regarding hurricane preparation and status can be found at the City of New Orleans Office of Emergency Preparedness website <http://www.cityofno.com/portal.aspx?portal=46>.

III. Definitions

- A. **Class Cancellation Plan.** 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. 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, Building Coordinators will inform UNOPD. University employees will be dismissed at their supervisors' discretion.
- B. **Administrative Instructions.** 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.

- C. Essential Personnel.** These are employees designated by their Department Heads as essential to the operation of the department. The Department Heads must provide an updated list with these names to the Assistant Vice Chancellor for Public Safety by the beginning of May each year.

IV. Emergency Information

Since the danger of misinformation and rumor are greatly increased during any emergency period, the Chancellor has designated the Office of University Advancement as the official source of University announcements. This office will post official information on the UNO switchboard 504-280-6000, make announcements via campus-wide email, and communicate with local TV and radio news programs. The most current and up-to-date information will also be available on WWNO, the University's public radio station.

The University's Emergency Information Hotline provides an official, recorded announcement of the latest information on the status of the operation of the University. This hotline must be monitored by all emergency and essential personnel. Emergency and essential personnel will also monitor the Emergency Information Center (EIC), which can be found on the UNO website at www.uno.edu.

Until closing of the University is necessary, the Hurricane Emergency Control Center will be located in the Administration Building, room 2008, phone 504-280-7480, and fax 504-280-6872.

EMERGENCY LINKS

- The University of New Orleans www.uno.edu
- City of New Orleans, Office of Emergency Preparedness <http://www.cityofno.com/portal.aspx?portal=46>
- American Red Cross <http://www.redcross.org/>
- National Weather Service <http://www.nws.noaa.gov/>

New Orleans Television Stations

- **FOX** 08 **WVUE** - New Orleans <http://www.fox8live.com/>
 - **UPN** 54 **WUPN** - Metairie <http://www.upn.com/>
 - **CBS** 04 **WWL** - New Orleans <http://www.wwltv.com/>
 - **NBC** 06 **WDSU** - New Orleans <http://www.wdsu.com/index.html>
 - **PBS** 12 **WYES** - New Orleans <http://wyes.org/>
 - **ABC** 26 **WGNO** - New Orleans <http://abc26.trb.com/>
 - **PBS** 32 **WLAE** - New Orleans <http://www.pbs.org/wlae/>
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V. Hurricane Plan Summary

To ensure the safety of UNO students, faculty, and staff, the University of New Orleans has developed an extensive emergency plan, which is recommended as general guidelines for students, faculty, and staff, 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 ethic.

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 out-of-area and out-of-state students who have personal transportation. Should any student (resident or commuter) 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.

VI. Hurricane Emergency Plan

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 may declare a change in stage at any time due to the unpredictable nature of hurricanes.

- STAGE 1** Preseason Preparation
- STAGE 2** Threat Assessment
- STAGE 3** Class Cancellation -- Students enact Personal Emergency Plans
- 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 and Department Head Hurricane Preparedness Checklist](#).

STAGE ONE: Preseason Preparation

Do not wait until a hurricane threatens the area to make personal plans.

Students are discouraged from making non-refundable airline reservations for winter break until the end of October due to the possibility of the Fall semester's being extended because of prior for University closing during an emergency. University closing for four class days or longer may result in the fall semester's being extended for one additional week in December.

Students should notify their parents/family of their **Personal Emergency Plan** (Refer to 1.1). In order to prevent excessive congestion of the University telephone system, friends and family

members should be instructed to wait to be contacted by the student rather than to attempt contact themselves.

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 Emergency Plan to their Resident Assistant/Community Assistant on a form provided at the beginning of the Fall semester. Such plans should also be communicated by the resident to his/her parents/family. Student Housing keeps all Personal Emergency Plan forms on file.

International Students and Disabled students are strongly encouraged to communicate their emergency evacuation plans to parents/family prior to a weather-related emergency. These students are encouraged to communicate their Personal Emergency Plans to the Student Affairs Office. Students residing off campus are also strongly encouraged to communicate their emergency evacuation plans to parents/family prior to a weather-related emergency. Everyone should prepare a **Personal Emergency Plan** and assemble a **Disaster Supply Kit**.

- 1.1** To prepare a **Personal Emergency Plan**, safety experts recommend that you:
- Identify ahead of time a safe haven destination in the event of an evacuation. Identify more than one destination.
 - All evacuees should be familiar with contra-flow maps (http://www.lsp.org/images/Web_ContraFlow2.jpg).
 - Monitor weather announcements and the U.S. Weather Bureau “cone of predictability” before picking a final destination.
 - Keep the telephone numbers of these destinations as well as a road map of the area. Alternative or unfamiliar routes may be necessary if major roads are closed or clogged.
 - Identify those hotels or shelters that allow pets, if applicable.
 - 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.
 - 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; **WWUE TV**- ch 8; **WYES TV**- ch 12; **WGNO TV**- ch 26; **WLAE TV**-ch 32 and **WUPN TV** ch 54.
 - In addition, **FM 89.9 WWNO** is located on UNO’s campus and is committed to providing updated information as long as possible.
 - 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** 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 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 HEPT 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** Plan Coordinator will update the Emergency Information Hotline with current University operating status, special instructions, and the next scheduled update and will notify the Vice Chancellor for University Advancement. The Vice Chancellor for University Advancement will change the message on the UNO switchboard (504-280-6000), activate the Emergency Information Center, and send an email to all Department Heads informing them of the change of status. Building Coordinators will be notified by their respective Deans and Vice Chancellor.
- 2.3** Information will be distributed to the UNO community via the UNO web page, office faxes, and posted statements in the University Center and residence halls, when applicable.
- 2.4** Designated personnel shall test emergency equipment and re-check supplies. All Facility Services and UNOPD vehicles will be fully fueled and checked by Facility Services mechanics.
- 2.5** Within 4-6 days of predicted landfall, Plan Coordinator will direct HEIT to enact plans specific to their areas of responsibility.
- 2.6** Within 72 hours of predicted landfall, HEPT will make a decision as to whether or not to cancel classes.

- 2.7 Once the decision has been made to cancel classes, HEPT monitors the ongoing weather conditions and decides whether/when to close the University and to recommend to the Chancellor 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 The Plan Coordinator will update the Emergency Information Line and will initiate the Class Cancellation Plan in accordance with [AP 48.2 UNO Disaster / Emergency Plans](#) with special instructions, as well as the next scheduled update.
- 3.2 The Plan Coordinator will contact the Vice Chancellor for University Advancement and inform him/her of the new status, including the time of class cancellation.
- 3.3 The Vice Chancellor for University Advancement will update the Emergency Information Center, the UNO website, and the message on the UNO switchboard (504-280-6000), as well as to email all departments informing them of the change of status. The media shall also be informed of the cancellation of classes.
- 3.4 Deans with off-campus locations will notify each location of the cancellation of classes.
- 3.5 All Emergency and Essential Personnel will be required to begin emergency preparations to prepare for the next stage of the Hurricane Plan.

STAGE FOUR: University Closing

- 4.1 The Plan Coordinator will update the Emergency Information Line with an announcement of emergency closing, special instructions, and the next scheduled update. Plan Coordinator will notify the Vice Chancellor for University Advancement.
- 4.2 The Vice Chancellor for University Advancement will update the Emergency Information Center, the UNO website, and the message on the UNO switchboard (504-280-6000), as well as to email all departments informing them of the change of status. The media shall also be informed of the closing.
- 4.3 Personal Emergency Plans should be activated. The Plan Coordinator will place all remaining resident students unable to evacuate under administrative instruction and will initiate the [Student Housing Campus Evacuation Plan](#). During the evacuation, all students

must comply with the oral and written instructions of HEIT or other University Officials, as well as cooperate 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](#) and [Building Coordinator and Department Head Hurricane Preparedness Checklist](#)). UNOPD are to check all campus buildings to ensure that all interior/exterior doors are locked and “Keep Out/No Trespassing” warning notices are posted to announce the University closing.
- 4.5 The Plan Coordinator will relieve HEIT members not required for implementation of the [Student Housing Campus Evacuation Plan](#). Everyone 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 specifically designated by the Chancellor to maintain campus security and physical plant operations.
- 4.6 The Plan Coordinator will exchange contact information and a proposed contact schedule with the Assistant Vice Chancellor for Public Safety and the Associate Vice Chancellor of Facility Services before leaving the campus.

STAGE FIVE: Aftermath – Damage Assessment, Recovery, Reopening, and Return to Classes

Damage Assessment Stage. Post-Emergency Response teams ([University Services Resumption Plan](#)) will return to campus and inspect the facilities to determine whether other employees and resident students can return to the UNO Campus.

Recovery Stage. University Essential Personnel are allowed back onto the campus to begin cleaning and preparing areas for opening.

Reopening Stage. All other University personnel and resident students are allowed on campus to finalize cleanup and prepare for the opening of the University.

Return to Classes Stage, the University resumes normal operations.

- 5.1 **Damage Assessment Stage.** 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 with the Plan Coordinator to inform him of the status of the campus. The Plan Coordinator will communicate with the Chancellor of the University to inform him of the status of the campus and make a decision about when to proceed to the *Recovery Stage*.

If the University is deemed *unsafe*, the Chancellor 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 with the *Recovery, Reopening, and Return to Classes Stages*.

- 5.2 If the University is deemed safe and the Chancellor approves entering the Recovery Stage:** The Plan Coordinator will update the Emergency Information Line with the announcement of the *Recovery Stage*, special instructions, and the next scheduled update. Plan Coordinator will notify the Vice Chancellor for University Advancement, who will update the Emergency Information Center, update the UNO website change the message on the UNO switchboard (504-280-6000) and the UNO website and inform the media of the change in status.

Essential University personnel will return to campus to begin preparing their areas for the return of their co-workers. All completed areas will be reported to UNOPD. When all areas have reported their completion, the Highest Ranking Officer of UNOPD shall communicate the status to the Plan Coordinator. The Plan Coordinator will inform the Chancellor. The Chancellor will make a decision as to whether or not to proceed to the *Reopening Stage*.

- 5.3 If the University is deemed ready, the Chancellor initiates the Reopening Stage:** The Plan Coordinator will update the Emergency Information Line with the announcement of the *Reopening Stage*, special instructions, and the next scheduled update. The Plan Coordinator shall notify the Vice Chancellor for University Advancement. The Vice Chancellor for University Advancement will then update the Emergency Information Center, the UNO website and the message on the UNO switchboard (504-280-6000), as well as to inform the media of the change in status.

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

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

- 5.4 If the University is deemed ready, the Chancellor initiates the Return to Classes stage:** The Plan Coordinator will update the Emergency Information Line, direct the Emergency Information Center to cease event operations, and announce the official end of the emergency. The Plan Coordinator notifies the Vice Chancellor for University Advancement, who updates the Emergency Information Center, the UNO website, and the message on the UNO switchboard (504-280-6000), as well as to inform the media of the change in status.