

THE UNIVERSITY OF NEW ORLEANS

UNIVERSITY SERVICES RESUMPTION PLAN

GENERAL CONDITIONS

1. University Emergency and Essential Personnel shall monitor the condition of the campus by calling the Emergency Information line, checking the UNO website www.uno.edu, or checking the Emergency Information Center within UNO Sharepoint <https://sharepoint.uno.edu>.
2. All teams performing inspections of the campus should have a two-way radio for communication purposes.
3. Returning personnel are advised to remain aware of their surroundings and to avoid contact with any hazards, including live animals that may be in the buildings or on the campus. They should also be aware of other physical hazards such as downed power lines, broken glass, etc.
4. The highest ranking officer of the University of New Orleans Police Department (UNOPD) at the UNO campus contacts the Plan Coordinator to update him on the conditions of the campus.
5. Plan Coordinator will contact the Chancellor or his designee to inform him of the conditions.
6. Plan Coordinator will contact Hurricane Emergency Preparedness Team (HEPT) and call a meeting on campus or at an alternate site.
7. HEPT will evaluate damage and develop immediate response plans. HEPT (through the Safety, Communication, Security and Building Assessment Teams) completes assessment of damage to the campus's physical plant and auxiliary enterprises and establishes communication with federal and state assistance offices.
8. UNO Chancellor or his designee will notify the LSU System Office (225-578-6935) of the conditions.
9. UNO Risk Manager notifies the following: State Office of Risk Management at 225-342-8399 and the local ORM Loss Prevention Officer at 504-433-9913.
10. UNOPD contacts the City of New Orleans Emergency Preparedness Office at 504-658-8700.
11. HEIT meets as required by HEPT and helps develop and carry out plan to resume University operations.

12. POST-EMERGENCY RESPONSE TEAMS shall report to UNOPD headquarters to receive the proper identification wristband before beginning duties.

The following constitute the **POST-EMERGENCY RESPONSE TEAMS**:

- A. SAFETY TEAM:** Shall complete immediate survey of campus to identify and isolate safety hazards (biological, electrical, structural, gas leaks, etc.).

The *Grounds Department*, along with support enlisted from the ranks of Facility Services, shall provide minimum one-way approaches to all buildings by clearing away debris. The Grounds Supervisor shall report to the Director of Operations and Maintenance upon clearing an approach to each building. Building perimeters shall be cleared after the approaches to each building are completed.

Facility Services *Building and Operations* personnel shall inspect all roofs and report any immediate safety hazards, breaches in roofing systems, window breakage, and structural damage to facilities. These reports shall be made to the Assistant Vice Chancellor for Campus Services, who in turn will report to the Plan Coordinator.

Facility Services *Central Utilities* personnel shall inspect the Central Plant and bring up utilities-- paying attention to immediate safety hazards. The Assistant Director (or his designee) shall report to the Assistant Vice Chancellor for Campus Services, who in turn will report to the Plan Coordinator.

UNOPD shall act as the liaison between the University and the Emergency Management Office with the City of New Orleans. All communications with the City of New Orleans shall be handled by the UNOPD. The highest ranking officer at UNOPD shall report to the Plan Coordinator.

- B. COMMUNICATIONS TEAM:** Shall establish communication networks and inform the campus community, media, and public of any developments.

Vice Chancellor for University Advancement will handle immediate media inquiries and shall update the UNO Emergency Information Hotline and the Emergency Information Center, as needed. He/she shall maintain close contact with the Plan Coordinator.

Assistant Vice Chancellor for Computer Services shall establish emergency communications, assess damage to telecommunications systems, and initiate repair procedures. He/she shall also establish emergency computing stations, assess damage to computing services, and initiate repair procedures. He/she shall maintain close contact with the Plan Coordinator and keep him/her updated on the findings and progress of their team.

C. SECURITY TEAM: Shall secure the campus from unauthorized access and looting. UNOPD shall patrol the University's property and report to the Director of UNOPD on such conditions as washed out roads and sidewalks, as well as any hazards observed. Looters will be apprehended and taken to the New Orleans Police Department. Only authorized personnel, with the proper identification wristbands, shall be allowed onto campus until the "All Clear" is given. The Director of UNOPD will maintain close contact with the Assistant Vice Chancellor for Public Safety, who in turn will communicate with the Plan Coordinator and keep him/her updated on the findings and progress of their team.

D. BUILDING ASSESSMENT TEAMS: Shall inspect buildings and departmental property, and report on any condition such as broken windows, excessive water damage, and physical and chemical hazards to the Director of UNOPD. In addition, members shall prepare an itemized report of equipment damage with copies to be 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.

13. Teams may call additional personnel as needed to resume University operations.
14. The Assistant Vice Chancellor for Facility Services shall contact contractors on an as-needed basis.
15. The Plan Coordinator shall prioritize the recovery based on the hazard assessment, immediate needs, and special needs. His top priority shall always be personnel safety.
16. The Plan Coordinator shall de-activate the various teams when it is determined that immediate hazards have been resolved, the initial assessment is complete, and special needs have been met.
17. The Plan Coordinator shall secure all documentation pertaining to the entire incident and prepare a report for submittal to the Chancellor.
18. Remaining Administrative Personnel should wait to report to campus upon notification through an announcement on the local media services, the UNO Web site www.uno.edu, UNO Switchboard at 504-280-6000, Emergency Information Center within UNO Sharepoint <https://sharepoint.uno.edu>.
19. Faculty and students should listen to local radio/TV stations for information about the status of the University. They can also access University information through the UNO Web site www.uno.edu, UNO Switchboard at 504-280-6000, Emergency Information Center within UNO Sharepoint <https://sharepoint.uno.edu>.

Refer to [AP 48.2 UNO Disaster / Emergency Plans](#) for HEPT, HEIT, and other emergency teams' responsibilities.