

EXTREME CONDITIONS RESPONSE PLAN

UNIVERSITY OF NEW ORLEANS

To ensure the safety of 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.

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 professors 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 (*Page 4*) or the most senior administrative officer shall assume command, 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 President or senior administrative officers, emergency response shall be made by the proximate University representative capable of taking the necessary action.

Vice Presidents and other Administrative Officers that report to the President 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 UNOPD (504-280-6666). UNOPD will notify the senior administrative Officer available beginning with the President and the Provost and Vice President of Academic Affairs.

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 President 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 Assistant Vice President of Public Safety 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 the senior administrative personnel. (Refer to Page 4 of this policy)

Public Announcements

Any announcements as to whether the University will reduce operations or suspend operation because of emergency conditions will be made by the President through the Chief Communications Officer.

Departments Continuing Operation

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
- Information Technology
- Student Housing

Upon approval from the appropriate Vice President, 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.

Essential Emergency Personnel

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 University Executive Cabinet, Director of Athletics, Enrollment Services, Chief Information Officer, 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.

Employee Emergency Leave Conditions

Leave conditions during times of reduced or suspended University operations or otherwise during emergencies are governed by [AP-BA-41.2 \(Attendance Leave Records\)](#).



THE UNIVERSITY *of*
NEW ORLEANS

OFFICE OF THE PRESIDENT

From: John W. Nicklow
President

Date: August 10, 2017

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 Senior Vice President for Academic Affairs

Vice President for Business Affairs

Vice President for Research and Economic Development