

SOUTHERN UNIVERSITY AT NEW ORLEANS

EMERGENCY PREPAREDNESS PLAN

June 1, 2006

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Introduction

This Disaster Management Plan will be the basis to establish policies and procedures which will assure maximum and efficient utilization of all resources on the Southern University at New Orleans (SUNO) campus, minimize the loss of life and/or injury to the population, and protect and conserve resources and facilities of SUNO during a disaster.

For the purpose of this plan, “disaster” shall be defined as any condition – man-made or natural which results in a significant disruption to the academic mission of SUNO. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a “disaster” is determined by the potential loss of life, damage to facilities, and the amount of external resources necessary for the University to return to its normal academic mission.

This Disaster Plan is intended to serve as a living guide to be used in responding to and recovering from an emergency situation at Southern University at New Orleans.

Mission

Southern University at New Orleans will provide for the protection of students, faculty, staff, visitors, and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The administration of Southern University at New Orleans will provide for continuity of management function, damage assessment, -- public and private – and immediate attention to the re-establishment of normal operations so as to support the University’s academic mission.

Disaster Recovery Committee

The Emergency Preparedness Plan document was developed through the advice and support of the Disaster Recovery Committee listed below.

Administrative Leaders:

Ukpolo, Victor – *Chancellor*

Williams, Gerald – *Vice Chancellor for Administration and Finance*

Committee Members:

Allen, Gladys – *Registrar*

Bishop, Wesley – *Assistant Professor*

Bristo, Gwen – *Executive Secretary/Office Manager*

Bopp, Alvin – *Professor of Chemistry*

Caiton, Theola – *Director of Human Resources*

Cannon, Robert – *Facilities Management*

Cummings, Edmond – *ITC Director*

Gulley, Shawn - *Associate Comptroller*

Johnson, Renee- *Director of Internal Audit*

Johnson, Ruth - *Director of Talent Search*

Kambhampati, Murty – *Professor of Biology*

Mims, Yolanda – *Director of Disabled Students*

Moultrie, Gloria – *Vice Chancellor for Development*

Pinkney, Adrell – *Director of Student Activities and Housing*

Sullivan, John – *Property Control Manager*

Thomas, Robert – *Enrollment Manager*

Vincent, Trenton – *Director of Safety and Transportation*

Warren, Leatrice – *Police Captain*

Wykle, Gayle – *Social Work*

CHAPTER 1 - Basic Plan

I. Pre-Storm Preparation

- A. The Safety Director or other individual responsible for developing a disaster emergency and recovery plan shall prepare, review, and update the plan on an annual basis. The written emergency plan shall be consistent with the overall emergency plan objectives contained within this appendix. The preparation and/or review will be complete by June 1 of each year. One copy of the plan shall be maintained on SUNO's website (www.suno.edu).
1. Planned measures for evacuating persons from the building, shutting down operations, and for protecting valuable equipment, data and other vital records as is feasible;
 2. Appropriate measures to secure antennas and other equipment installed or stored on rooftops;
 3. Identify special needs, beyond the department's capabilities, for materials and labor required to protect property and equipment. Where appropriate, the management of the maintenance group should be contacted to discuss these special needs for inclusion in that maintenance groups' preparation and response plan;
 4. Plans to provide instructions regarding the emergency plan and the building plan to persons who normally occupy the building;
 5. Designation of at least one alternate Safety Director and other assistants as deemed necessary.
- B. The Director of Physical Plant shall prepare written plans of action coordinated with the Safety Director. The plans shall include, but not be limited to, the following as appropriate:
1. Assignments relating to preplanning, preparation and actual emergency task requirements;
 2. Procedures for providing assistance to the Safety Director;
 3. Maintenance of radio communications and interface capabilities with the Campus Police Department and the Emergency Operation Center (EOC);

Basic Plan (cont's)

4. Physical Plant shall adequately plan to provide assurance that the Motor Pool can provide services during a disaster. These include:
 - a. Assure adequate fuel supply, or provide a back-up supply during an emergency;
 - b. Establish emergency power requirements and a plan for emergency generating equipment in cases of power failure;
 - c. Assign "emergency vehicle" status to Physical Plant vehicles and equipment providing emergency services:
 - d. Provide 7 days a week fueling support during an emergency;
 - e. Provide maintenance support for emergency vehicles during an emergency and ability to provide fleet vehicles to other departments when required.
 5. Test emergency equipment at the beginning of the hurricanes season and at other intervals as appropriate on- and off-campus.
- C. Development and maintenance of accurate detailed accounting and personnel records for storm preparation and recovery to permit maximum reimbursement through insurances and FEMA.
 - D. The Captain of Campus Police shall maintain a written plan of action for providing general security to the campus. It is essential that the plan provide for internal and external radio communications, summoning the appropriate number of officers on duty, locking all unoccupied buildings and maintaining coordination and contact with the City of New Orleans Emergency Operation Center. Campus Police should consult with the Safety Director responsible for buildings designated as potential shelters and establish appropriate security procedures. A listing, in order of priority, of all individuals to be contacted at the time of a warning shall be developed. Campus Police shall develop and maintain accurate, detailed accounting and personnel records for storm preparation and recovery to permit maximum reimbursement through insurances and FEMA.
 - E. Vice Chancellor for Student Affairs will maintain a plan for the notification of on- and off-campus students.

Basic Plan (cont's)

- F. The Director of Athletics will maintain a written plan coordinated with the Safety Director protection of properties and facilities under their control.

- G. The Director of Purchasing will ensure methods are established for rapid purchasing and acquisition of emergency of services, supplies and materials. Coordination with maintenance as to the type and quantity will be appropriate.

- H. The University Comptroller will develop a plan that would provide emergency procedures for conducting University financial business at the time of a natural disaster. The plan will focus on anticipated needs immediately following a natural disaster when normal financial transactions are disrupted.

II. INLAND HURRICANE WATCH (Inland Tropical Storm Watch)

All personnel assigned tasks should review the plans and ensure that all persons affected are briefed and all pre-hurricane measures are implemented.

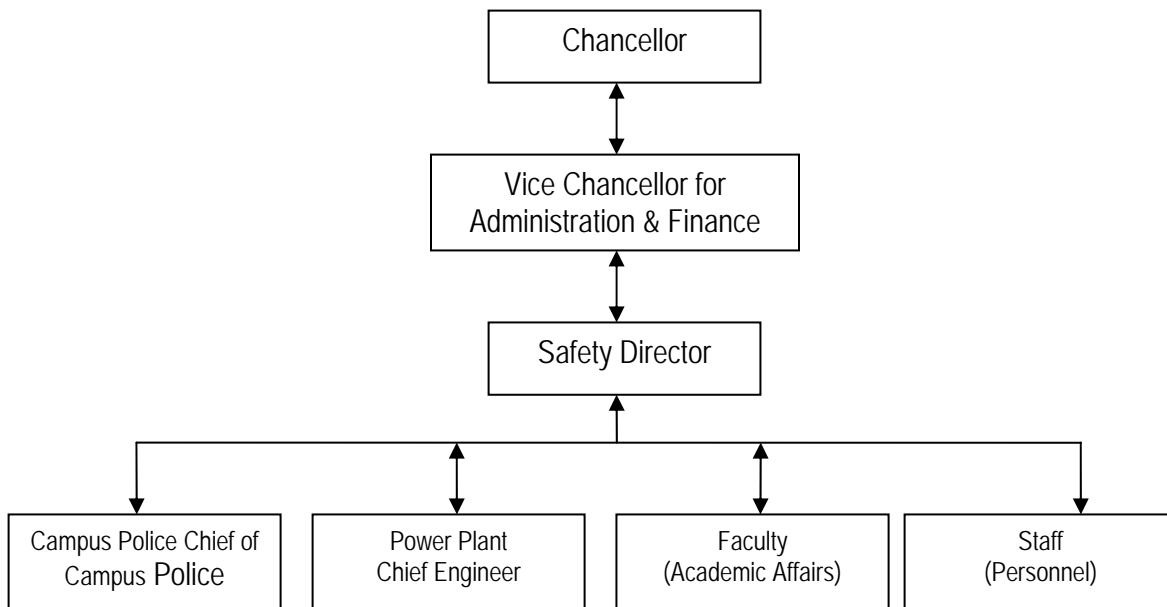
- A. The Captain of Campus Police will act as the University Incident Commander and will immediately implement the following:
 - 1. Establish formal communications with the City of New Orleans Emergency Operations Center;
 - 2. Establish contact with the Chancellor and Vice Chancellor for Administration and Finance;
 - 3. Monitor weather advisories from National Hurricane Center and National Weather Service.

- B. Faculty, staff and students should follow the City of New Orleans Evacuation Plan for exiting the city (Appendix G).

CHAPTER 2 - Campus Safety Communication Chart

PURPOSE

Campus Safety Communications Staff Organizational Chart



This organization chart demonstrates the flow of emergency communications.

The purpose of this memorandum is to establish procedures for implementation of emergency communications system and actions to be undertaken prior to, during and following a hurricane, natural disaster or emergency.

CHAPTER 3 - Evacuation Procedures

Evacuation Procedures

Please observe the following procedures in the event of an emergency at SUNO:

Building Supervisor:

1. Upon the hearing the alarm, stop what you are doing. Keep calm.
2. Call SUNO Police department (286-5290) right away and give them the description and location of the emergency. In case of fire, pull one of the fire alarms, if needed.
3. Assist Evacuation Assistant(s) to clear the building.
4. Assist Evacuation Assistant(s) in not letting anyone enter the building until all clear has been given by the SUNO Campus Police or Fire Department Personnel.
5. Assist Evacuation Assistant(s) by notifying SUNO Police and/or Fire Department Personnel of location of area of refuge where individual with disabilities can be found.

Evacuation Assistant:

1. Keep calm and, if available, put on Emergency Management ID's.
2. In case of fire, pull one of the fire alarms, if needed.
3. Notify individuals on the floor of the nature of the emergency, and the direction they should go to evacuate and where to go once they have left the building.
4. As you are exiting the floor, **close door behind you.**
5. Once everyone on the floor has been notified to evacuate, assist with the evacuating of individuals with disabilities. If this is a multi-story building, assist individuals with disabilities to the nearest area of refuge. If there is no immediate danger, consider leaving the student in the "area of refuge". After reassuring them that you are going for help, immediately inform the SUNO Police personnel and/or Fire Department Personnel of the individual's location. If a life-threatening situation where immediate evacuation is necessary the following options may be exercised:

EMERGENCY PREPAREDNESS PLAN

- a. Personally assist the student down the stairs, if possible. Some crutch and cane users may be able to use the stairs and some may not. Ask them.
- b. Wheelchair users may be carried in the chair only when at least three strong people are available who can control the chair.
- c. Persons who must be taken out of the wheelchair to be transported may be carried by:
 - Piggy-back; initiate technique at top of a flight of stairs where the carrier can use the handrail for support in lifting.
 - Use the “cradle” technique.
 - SUNO Campus Police personnel should bring EVAC CHAIR for transporting.
 - Use “drag” technique.

Judgment will need to be exercised in certain situations. For example, badly hurt individuals should not normally be moved, but there might be a greater danger to the individual if he/she is not moved, as in the case of a fire.

Everyone Else

1. Stay calm. Stop what you are doing and leave the room.
2. Follow the directions given by the Evacuation Assistant(s).
3. Turn off all lights and electrical equipment and close all doors once everyone has evacuated.
4. **Do not go back in the room until the all clear is given, See #9 below.**
5. If there are any students with disabilities (particularly visual, hearing, or mobility impairments) in classrooms, encourage students to establish a buddy system to help ensure that anyone needing evacuation assistance will have someone available to them during an emergency.
6. Go directly to the predetermined evacuation points in a prompt and orderly fashion.
7. Exit the building by using stairs. (Do not use the elevators).
8. Once outside-stay at least 150 feet away from the building.
9. **Do not go back in the building until the all clear is given by the Fire Department, SUNO Safety Officer, or the SUNO Police.**

**CHAPTER 4 -
Authority – Succession – Responsibilities - Control**

AUTHORITY-SUCCESSION-RESPONSIBILITIES-CONTROL

During major emergencies, a positive command chain must exist and be functional. Additionally, a clearly identified chain of succession ensures that the authority of responding personnel is established prior to the event of a major emergency.

Responsibilities

The Chancellor of the University has placed the responsibilities for developing emergency management plan for any emergency situation occurring on SUNO property with the Director of Safety. However, the various procedures outlined in this plan ensure that adequate response groups are immediately notified of any emergency without the specific direction of the Director of Safety. It is the responsibility of the Chancellor or Safety Director to coordinate the initial response to any emergency situation.

Responsibility Succession

In the absence of the first responsible individual; i.e. the Chancellor; a defined successive line of responsibility for decision-making must exist. In emergency situations, decisions must be made rapidly with the best available information. Each area must have a defined line of succession to ensure rapid decision-making capability in the event of the absence of essential key players.

In the event of a Level 4 or Level 5 emergency situation

The Senior Administrator on-call will coordinate University responses and decisions with the following line of succession:

- Chancellor
- Vice Chancellor
- Senior Management
- Deans

In the event of a Level 1-2-3 incident that is limited to a particular campus

In the absence of the chancellor, the Senior Administrator on-call will coordinate Main Campus response with the following line of succession:

- Chancellor
- Vice Chancellor
- Senior Management
- Deans

Incident Control

The responsibility for the initial control of emergency scenes on the Campus lies with the Director of Safety.

External agencies responding to emergencies on the campus will normally take control of the scene upon their arrival. University departments will respond to requirements tasked by these external agencies either through the providing of personnel and/or equipment. Once the scene's immediate danger is removed, external agencies will, at their discretion, return control of the scene to the University.

Director of Safety responsibility includes, but is not limited to the following activities:

- Immediate evacuation of affected buildings/areas on the campus as determined to be necessary for the life safety of the occupants of those buildings/areas.
- Immediate notification of the Senior Administrator On-Call.
- Initial response to emergencies on campus; gather information, determines type and size of the emergency.
- Arrest authority at all emergency scenes.
- Liaison coordination with external support agencies such as the Metropolitan Police and Fire Departments.
- Initiate immediate contact of ambulance service.
- Exterior crowd control at all emergency scenes to include.
- Placement of crowd control barriers as necessary.
- Placements of secure area rope and/or flag material at site.
- Securing of all University entrances.
- Coordination with Facilities Management for vehicle access to and from the campus during emergency situations. The Director, will provide guidance on access authorization to the University during emergency operations.
- Assisting the Senior Administrator on-call with the initial set-up of the Emergency Operations Center (if required).

- The Director of Safety will maintain a list of the handicapped individuals who are regularly in all buildings. Colleagues and classmates will be recruited and identified to assist these individuals during evacuations, as Public Safety Officers will be occupied with ensuring full evacuation and security of the Main Campus areas.

APPENDIX

Hurricane Information Guide for Faculty and Staff Emergency Preparedness

Preparing in advance and working as a team can help Southern University at New Orleans employees cope with the threat of hurricane. Hurricane season runs from June 1st to November 30th. The guidelines should be followed before and after a storm.

Preparing for Hurricane

Each department should prepare a plan for safeguarding university property. The plan should, at a minimum, outline procedures for safeguarding or relocating to a secure area all important equipment, research materials, books and documents.

Departments should also:

- Identify a departmental contact person. This is the employee who will be responsible for maintaining contact information of departmental employees after the storm. This employee will be in constant contact with the Vice Chancellor.
- Have an updated list of all employees' names and home phone numbers and distribute a copy to all employees.
- Complete and update inventory of all computers and office equipment including description and serial numbers.
- Ensure that original historical information i.e. permanent student records, employee personnel files brought to the North Campus are limited to needed documents only.

Tracking of Storm

Up-to-date information regarding the process of the storm will be provided to students, faculty and staff. Instructions regarding campus preparation, announcements about campus closing and reopening and other relevant instructions will be provided.

When a hurricane threat begins, the university's top administration will assess the storm and determine the level of campus preparation. The group will continue to track the storm and provide updates.

The Chancellor or his designee will announce when the university will close. Essential personnel with prescribed duties prior to, during and after the hurricane must report at the time assigned by their supervisor. All non-essential employees will prepare their work areas and then leave campus to take shelter or evacuate the area, as recommended in the official city announcements.

Preparation of Work Area When a Storm Threatens

- Secure all critical papers, picture, books and loose items in a cabinet or desk. Back-up computer hard drives. Make two copies. Secure a copy in your office and take other with you.
- Unplug all electrical equipment.
- Move as much as possible away from windows to an interior area or against an interior wall.
- Raise equipment up off of the floor.
- Cover with plastic and secure with tape office equipment, scientific instruments and computers that cannot be stowed or moved away from windows.
- Close and lock all filing cabinets.
- Close and lock all windows and doors.
- Store telephones in desk or cabinets.
- Take personal items and backup disks with you.
- Before leaving, meet with your supervisors to confirm telephone numbers and learn when you are expected to call your supervisor after the storm.
- Assist other departments as needed.

What to do After the Storm

(Assuming we can come back to SUNO's North Campus)

- Stay tuned to website and local news for instructions and important information.
- Call the emergency number 1-866-749-1935 for information.
- Once the university communicates that employees can return to campus, begin assessing the damage to your work area.

(Assuming we cannot come back to SUNO's North Campus)

- Contact your department contact person as soon as possible.

- Call the emergency number 1-866-749-1935 for information.
- Provide your department with the telephone number where you can be reached and the status of you and your family.
- Stay tuned to website and local news for instructions and important information.

SOUTHERN UNIVERSITY AT NEW ORLEANS	
Department Name	
Address	
City/State/Zip	
Phone	
Fax	
E-mail	

SOUTHERN UNIVERSITY AT NEW ORLEANS	
Departmental Contact Person	
Name	
Home Address	
City/State/Zip	
Home Phone	
Cell Phone	
E-mail Address Alternate E-mail Address	
Emergency Contact Name/Phone	

SOUTHERN UNIVERSITY AT NEW ORLEANS	
Your Staff (One form per each staff member)	
Name	
Home Address	
City/State/Zip	
Home Phone	
Cell Phone	
E-mail Address Alternate E-mail Address	
Emergency Contact Name/Phone	

SOUTHERN UNIVERSITY AT NEW ORLEANS	
Building and Personnel Check List	
Question	Describe the Situation
Have all emergency agencies been contacted? (e.g. police, fire, EMS, Hazmat, etc.)	
Is anyone shocked or injured?	
Is the building structure intact?	
Is all equipment exterior to the building intact?	
Are all entrances and exits clear and able to be locked?	
Is the structural interior of the building intact?	
Is the electrical system functioning?	
Is the plumbing system intact and functioning?	
Are the computers intact and functioning?	
Are the storerooms damaged/	
Is the stock intact?	

Emergency Response

Assaults

Assault is a criminal offense and is covered by the Criminal Code. In all cases of assault on campus local law enforcement agencies will be contacted.

A person commits an assault when: (a) without the consent of another person, he applies force intentionally to that other persons, directly or indirectly; (b) he attempts or threatens by an act or gesture, to apply force to another person, if he has, or causes that other person to believe on reasonable grounds that he has, present ability to affect his purpose, or (c) while openly wearing or carrying a weapon or imitation thereof he escorts or impedes another person.

Primary Response:

Campus Police, extension: 5290 or 5291; emergency after hours: 286-5290, will investigate and contact local law enforcement agencies.

Secondary Response:

The appropriate director, or manager will be apprised of the situation by Campus Police and the necessary steps will be taken to insure that the offense shall not continue or recur. All actions taken by the institutions will be based on all the information available at the time and consideration will be given to the safety of the victim, others present and actions that may have been taken by the courts or other authorized agencies.

Emergency Response

Abusive Students

Generally abusive students are individual students who, for reasons not justified under the circumstances, verbally abuse or threaten a faculty or staff member with vulgar, insulting or crude language, in a manner that genuinely gives that faculty or staff member reason to be concerned for his/her safety. These instances usually cause great anxiety and stress for the recipient and are considered by the schools as unacceptable conduct.

In most cases, these matters can be successfully resolved with subsequent interviews with the offending student.

Primary Response:

Victim's Supervisor.

Secondary Response:

Campus Police, extensions: 5290 or 5291; emergency after hours: 286-5290.

The student may not realize the seriousness of the incident and an interview with the coordinator or Campus Police (extension 5290 or 5291) can often help in resolving the matter. If the incident is of a serious nature where threats are issued or implied, Campus Police shall consult with law enforcement officials.

Emergency Response

Deranged Persons

A deranged person is generally a person who is mentally ill, one who is not acting in a normally acceptable manner, one who appears not to be in full control of their actions, often a person who is loud, boisterous and/or violent and one whom you cannot engage in meaningful conversation. Often these individuals have a penchant for threatening people and making them feel intimidated.

Primary Response:

Campus Police, extensions: 5290 or 5291; emergency after hours: 286-5290.

Secondary Response:

Law enforcement agencies.

Guidelines:

The initial counter measures for the safety of employees and prevention of damage to physical property will be taken by Campus Police.

In some cases, when confronted by a calm and reasonable attitude, deranged persons will be diverted for a sufficient length of time so that security and law enforcement authorities may take appropriate action. When the opportunity for presenting a calm front does not present itself, and there is immediate danger, retire to an area or room where the door can be locked, telephone Campus Police and remain there until it is safe to leave.

Handy Reference Sheet

Bomb Threats VIA Phone

Everyone in your office, including supervisors and managers, should follow these same procedures, Make copies of the sheet if you need to so everyone will have his or her own sheet.

(Printout)

Check List for Telephone Bomb Threat:

1. Exact Time & Date of call: _____
2. Exact words of caller: (ask them to repeat the message, if necessary, and write as much as possible.)

3. Keep calm, keep talking.
4. Don't hang up.
5. Signal a coworker to get on an extension and/or notify FPS, contract guards, or the local police.
6. Ask when and where the bomb is going to explode? _____
7. Ask what the bomb looks like? _____
8. Ask what type of a bomb is it? _____
9. Ask what will cause it to deteriorate? _____
10. Ask where are you calling from? _____
11. Try to get callers full name: _____
12. Try to get callers exact location and phone number: _____
13. Repeat questions, if necessary.
Listen carefully to the voice; note whether it's a man or a woman; pitch, accent; circle the following:

Calm	Slow	Nasal	Angry	Broken
Stutter	Disguised	Lisp	Sincere	Rapid
Giggler	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
14. If the voice is familiar, who did it sound like? _____
15. Background noises heard (e.g. cars, train, etc.) _____
16. Any other pertinent information? _____
17. Person receiving call: _____
18. Telephone number call received at: _____
19. Notification to FPS and/or immediate supervisor (time/date): _____

Bomb Threats via Phone (cont's)

Emergency Phone Numbers:

Building Security _____ 286-5290 or 5291 _____

Police/Sheriff _____ 9-911 or 821-6673 _____

Fire Department _____ 9-581-FIRE _____ or 9-911 _____

Ambulance _____ 9-911 _____

Health Unit 286-5374 _____

Coping With Threats and Violence at SUNO

The attached desk card summarizes the actions you should (or should not) take. Print out and detach the card, tear or cut along the dotted lines, fold the card into a "tent," and tape the ends together underneath so that the card will stand up on your desk with the text facing you. Review the card often. That way, if you are confronted by an angry, hostile, or threatening customer or coworker, you will know what you should do.

Everyone in your office, including supervisors and managers, should follow these same procedures. You can make copies of this card so that everyone has his or her own card.

Coping With Threats and Violence

For an angry or hostile customer or coworker:

- Stay calm. Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient
- Keep the situation in your control.

For a persons shouting, swearing, and threatening:

- Signal a coworker, or supervisor, that you need help. (Use a duress alarm system or prearranged code words.)
- Do not make any calls yourself.
- Have someone call the FPS, contact guard, or local police.

For someone threatening you with a gun, knife, or other weapon:

- Stay calm. Quietly signal for help. (Use a duress alarm or code words.)
- Maintain eye contact.
- Stall for time.

Persons With Mobility Impairment

The following guidelines will assist differently abled employees with emergency evacuation:

Visually Impaired:

1. Describe the nature of the emergency to the person.
2. Offer to guide the person and ask if he/she prefers to take your elbow.
3. Advise the persons about the evacuation route.
4. Take the persons to the Building Assembly Area.

Hearing Impaired:

1. Never assume a hearing impaired person can lip read.
2. If the person did not hear the warning or alarm, write down the type of emergency and direct them to the emergency exit.
3. Offer to walk with the person to the exit.
4. Take the person to the Building Assembly Area.

Person using Crutches, Canes, or Walkers:

1. Describe the nature of the emergency.
2. Offer to guide the person, and ask if he/she prefers to take your elbow.
3. Advise the person about the evacuation route.
4. Take the person to the Building Assembly Area.

Person using Wheelchairs:

1. Describe the nature of the emergency.
2. Ask the person how you can help him/her to exit the building.
3. Always follow the instructions of the wheelchair user.
4. Do not remove a person from a wheelchair unless they agree to such a procedure.
5. Some electric wheel chairs can weigh 400 lbs. If needed, use a minimum of four injury-free employees with strong backs to move the chair without a battery. Follow correct lifting techniques.
6. Take extra care for wheelchair users attached to a respirator. Detach and test the portable respirator unit prior to disconnecting the battery operated respirator.

Unconscious Person in a Wheelchair:

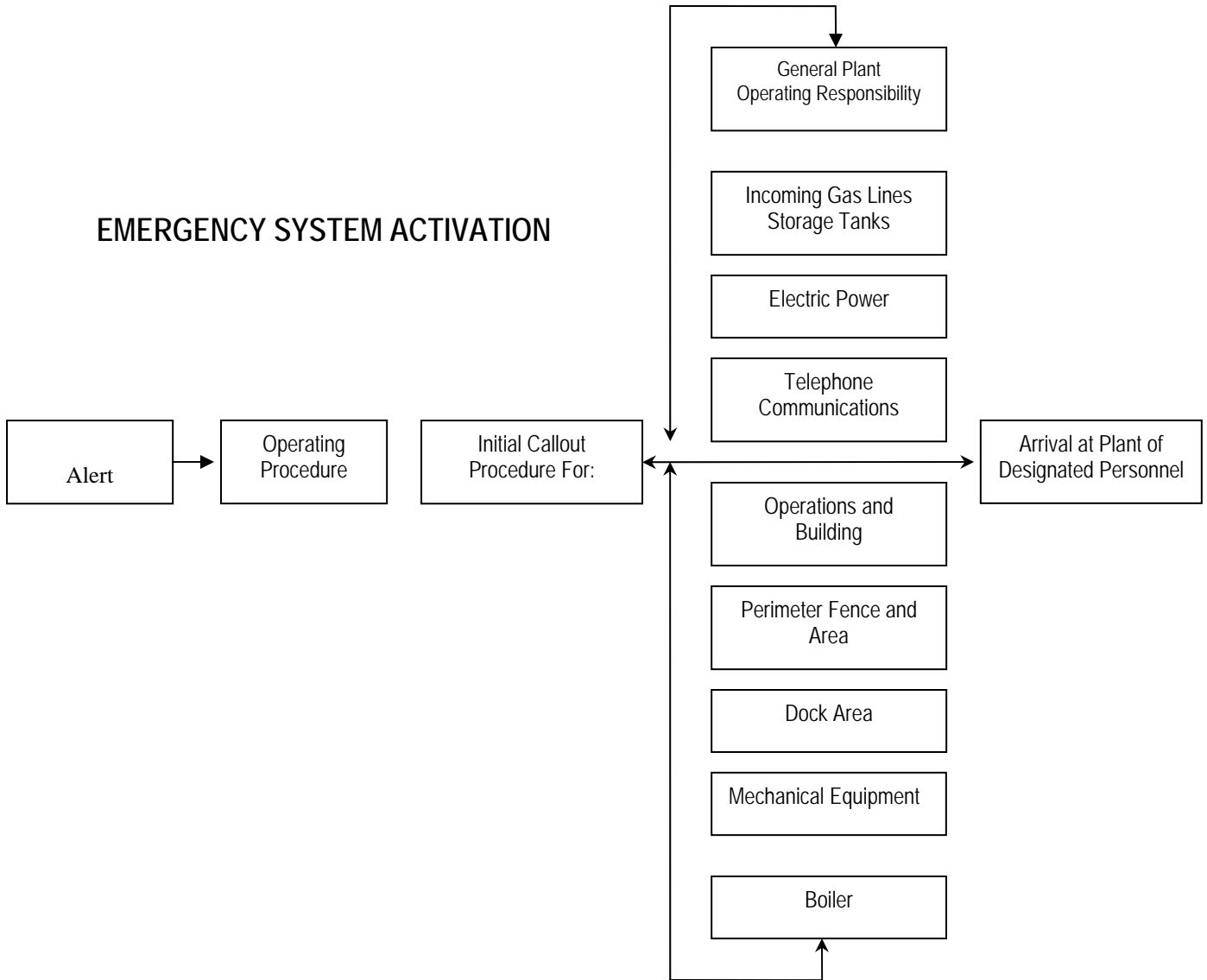
1. Call 911.
2. Give your name, department, and phone number.
3. Describe the situation and where you will meet emergency personnel.

Persons With Mobility Impairment (cont's)

4. If you are unable to meet emergency personnel outside, ask someone in your unit to escort emergency personnel to your location.
5. If immediate evacuation is required, do what is required to exit safely.
6. Follow all instruction from the emergency dispatcher.

Department Safety Coordinator Duties: Speak with mobility impaired persons in your department on a one-on-one basis. Ask them if they need assistant, and if yes, how do they wish to be assisted. Recruit volunteers to assist people prior to an incident.

EMERGENCY SYSTEM ACTIVATION



City of New Orleans Disaster Plan

See: www.cityofno.com

American Red Cross Disaster Plan

See: www.arcno.org

Louisiana Citizen Awareness and Disaster Evacuation Guide

See: www.lsp.org/lcadedg.html