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**OFFICE OF THE CHANCELLOR**  
**University of New Orleans**

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Administrative Policy & Procedure  
AP - 48.2  
Effective Date: 4/14/86

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**SUBJECT:** UNO Disaster/Emergency Plan (This document supersedes AP-48.2 dated 10/1/82, which is hereby rescinded. Appendices should be detached from the previous document and attached to this one.)

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**PURPOSE**

To set forth administrative policy and procedures to be followed by University employees and students in the event of an emergency or disaster.

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**DEFINITIONS**

1. Emergencies are situations requiring immediate official attention, such as disease epidemics, food poisoning, and suicidal or homicidal mental disturbances, or situations requiring immediate police action such as automobile and bicycle accidents, traffic obstructions, disorders, acts of vandalism, break-ins, rapes, assaults, bomb threats, fire alarms, etc.
  2. Disasters are categorized as fires, explosions, or natural catastrophies such as hurricanes, floods, etc.
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**GENERAL POLICY**

In the event of a major emergency or disaster, the Chancellor or his designated representative will decide whether or not to evacuate the campus and cease operations. Announcements will be made to all departments through the vice chancellors, following organizational line of authority.

Employees and students should monitor electronic news media for public service announcements of University opening and closing. Official notification to the media will be made by the Chancellor or his designated representative through the Office of Information Services. Publication from any source other than those prescribed herein should be ignored.

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## AUTHORITY

This AP is issued in accord with Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University System.

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## PROCEDURE

1. Emergencies: As a general policy, all emergencies should be reported to the University Police at extension 6371. Other appropriate departments should be notified as follows:

- a) Medical: Student Physical Health, extension 6387.
- b) Mental: Student Mental Health, extension 6683.
- c) Building accidents or small area disasters: i.e., electrical breakdowns, gas pipe explosions, etc.: Physical Plant Services, extension 6363, and New Orleans Fire Department at 581-3473.
- d) Large chemical spills: Chemistry Department Office at extension 6311 and UNO Safety Officer at extension 6670.
- e) Fire Alarms: Physical Plant Services, extension 6367. Note: The University Police will search for fire and silence the alarm if none is found. Physical Plant services will correct the alarm fault and reset the system.

2. Disasters: The Chancellor receives information of major disasters or pending events such as hurricanes and floods from several official sources. If a determination is made by the Chancellor to close down operations or evacuate the campus, employees and students will be notified through organizational lines of authority. The news media will be notified by the UNO Office of Information Services.

Physical Plant Services will immediately activate the departmental emergency plan and proceed to secure all university buildings, equipment and facilities.

Bienville Hall and Lafitte Village occupants may choose to remain in residence or to evacuate the facilities. Those remaining will observe procedures set forth in the student housing emergency plan.

3. Radiation Emergency: The campus radiation officer will coordinate activities and report to the Chancellor the level of seriousness of a radiation emergency and make recommendations for resolution.

4. Evacuation Plans: See Appendix 2

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## **APPENDIX**

1. Campus map.
  2. Major building evacuations plans.
  3. Physical Plant Service buildings and grounds emergency plan.
  4. Student Housing emergency plan.
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Cooper R. Mackin  
Chancellor

CRM:km

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OFFICE OF THE CHANCELLOR  
University of New Orleans

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Procedure (AP) - 48.2  
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Bienville Hall and Lafitte Village occupants may choose to remain in residence or to evacuate the facilities. Those remaining will observe procedures set forth in the student housing emergency plan.

3. Radiation Emergency: The campus radiation officer will coordinate activities and report to the Chancellor the level of seriousness of a radiation emergency and make recommendations for resolution.

4. Evacuation Plans: Within one month of the effective date of this AP, each building custodian shall provide for inclusion as an appendix to this AP a building evacuation plan which incorporates location of fire extinguishers and standpipes. The Director of Physical Plant Services will submit the campus buildings and grounds emergency plan. The Assistant Vice Chancellor for Auxiliary Enterprises will provide a plan for Bienville Hall and Lafitte Village.

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## **APPENDIX**

1. Campus map.
2. Major building evacuation plans.
3. Physical Plant Service buildings and grounds emergency plan.
4. Student Housing emergency plan.

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Leon J. Richelle  
Chancellor

LJR:mc

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## **APPENDIX 1**

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## **APPENDIX 2**

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## **APPENDIX 3**

### **DEPARTMENT OF PHYSICAL PLANT SERVICES EMERGENCY PROCEDURES FOR HURRICANES**

#### **A. Clear campus of loose objects**

1. Pick up trash cans
2. Pick up benches
3. Pick up any other loose objects
4. Get supply of sisal twine for tying down objects as necessary

#### **B. Secure objects that may be blown down**

1. Remove Special Education awnings
2. Remove link awnings and Cove awnings
3. Close covers on all large trash containers

#### **C. Fill fuel tanks and underground storage tank**

1. Fill portable pumps
2. Fill portable generator
3. Fill all service vehicles

#### **D. Secure buildings**

1. Close all windows
2. Release all panic bar evidence
3. Lock upper LA entrance doors
4. Close louvers at H&PE

#### **E. Secure central plant**

1. Board up windows
2. Provide 24-hour service crew

#### **F. Check for sufficient supply of flashlight batteries**

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## **APPENDIX 4**

### **HURRICANE SAFETY PRECAUTIONS FOR STUDENT HOUSING**

Knowing what to do before, during and after a hurricane can help you prevent serious injury to yourself

and to others. Bienville Hall and Lafitte Village were constructed following the experience of Hurricane "Betsy" and Hurricane "Camille" and design criteria established structural strengths to accommodate exceedingly high winds.

Following is a list of safety precautions which may be helpful.

### PRIOR TO HIGH WINDS

1. Physical Plant Services will endeavor to remove or tie down all loose objects adjacent to Bienville Hall and Lafitte Village. Resident Assistants and the Student Supervisor should check their areas to see that these precautions are complete before arrival of an announced storm.
2. Bicycles may be taken into Bienville Hall and Lafitte Village apartments and stored in the end storage rooms on each floor for the period of the storm. This should be done only after authorization has been given by a member of the Residence Hall staff or Lafitte Village Student Supervisor.
3. Have flashlights and portable radios in working order and you should keep them handy. Be sure that you have fresh batteries available.
4. Rooms may be flooded or become exceedingly wet due to windblown rain. If this should occur, you should place belongings and personal gear on shelves and in the closets as high off the floor as possible.
5. Be sure you have gasoline in your car. If the electric power is cut off, service stations may not be able to operate for several days.
6. Be available to assist maintenance personnel in storm preparations.
7. Bienville Hall residents should be available in the residence hall area for possible instructions from your Resident Hall Supervisor. The reception desk will remain open throughout any emergency situation, and appropriate instructions will be relayed through the office.
8. You should remain in the building, except for essential departures prior to the storm.

### DURING HIGH WINDS

1. Stay away from windows and keep the blinds closed. It may be necessary to move into the end rooms on each floor or the hallways. There is comparatively little danger of breaking glass, except due to flying debris, but precaution should be taken. DO NOT LOOK OUT OF WINDOWS.
2. Keep the radio on and listen to latest weather bureau advisory. Do not pay any attention to rumors.

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