

## 13.0 UNIVERSITY EMERGENCY PREPAREDNESS

The University of Louisiana at Lafayette primarily resides within the City and Parish of Lafayette, Louisiana. As such, the university must abide by and is protected for emergencies by the policies and regulations set forth in the City and Parish of Lafayette, Louisiana Emergency Operations Plan administered by the Lafayette Office of Emergency Preparedness (OEP).

However, the university must be prepared for specific emergencies that may occur within the campus. University Police and administrators attend OEP meetings and receive specialized training on emergency preparedness. Additional preparations have been previously adopted by University Police. These documents are called Procedural Orders and exist for situations such as fires, proximity threats, terrorism, bomb emergencies and threats, suspicious packages, unusual occurrences, disasters, civil disturbances, mass arrests, etc. These Procedural Orders and other University Police policies are updated regularly.

### **All Hazards Emergency Operation Plan**

The University has developed and adopted a FEMA-approved All Hazards Emergency Operation Plan (EOP). This document was created with input from all facets and areas of campus, and includes provisions to respond to any type of emergency that could impact the University. This plan is modeled after the National Incident Management System (NIMS) methodology of emergency planning. It includes provisions for implementing the Incident Command System (ICS), activating our Emergency Operations Center (EOC), and coordinating our planning, response, and recovery with Federal, State, and Local agencies as appropriate. The EOP utilizes functional annexes and appendices that address specific functional units within our organization.

Because this document is security sensitive to the University, it is not available to the public. However, all employees that participate in the implementation of the EOP have been trained and are given access to the document as needed.

### **Emergency Notification Systems**

The University has developed a robust system of notifying its employees and students in the event of an emergency. The system or ENS was developed with the following guidance:

- It must be able to be used, in whole or in part, for every kind of emergency.
- It must be very simple for University Police to deploy, leaving precious time for Police Officers to respond to the actual emergency.
- It must contain overlapping technologies. This is because no one technology can ensure that all persons receive the emergency notification all of the time. This also allows for backup notification methods, should primary methods fail.

The following is an excerpt from training material provided to University employees with regarding to the ENS:

## **UL Lafayette Emergency Notification System Awareness**

*Joey Pons, EH&S Director, 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu)*

The University has taken steps to enhance its ability to notify Students, Faculty, and Staff in the event of a public emergency. We have learned that for our ENS to be effective, multiple overlapping technologies must be used in. We also know that the success of this program requires EVERYONE to do his or her part. YOUR part is to understand this document, continue to be aware of your surroundings (See Something, Say Something), and contact University Police (911 or 482-6447) in the event of any emergency.

### **ALL STUDENTS CAN REGISTER AND UPDATE THEIR ENS PROFILE BY LOGGING ON TO ULINK**

#### **General Information**

- The ENS system is designed to provide immediate notification for emergencies that may threaten harm to people within minutes. Examples of this may include a chemical spill, tornado warnings, violent acts on campus, etc. Even though the University may utilize the ENS for all emergencies, it is not designed for incidents such as hurricanes, in which there are days to prepare.
- The University has the ability to send text messages with its ENS to any and all of the following technologies:
  - o Text messages
  - o Cellular telephone calls
  - o Campus landline telephone calls
  - o University website
  - o University social media sites
  - o University hotline
- Initiation of the emergency notification system shall be implemented by University Police or other authorized persons
- The University has an agreement with a 3rd party vendor to facilitate the implementation of any and all of these technologies.
- Students and employees may register up to three (3) phone numbers and two (2) email addresses with the University's ENS. Students are encouraged to include parents and loved ones in their ENS profile.

#### **What Students and Employees Need to Know**

- All students are automatically enrolled in the University's ENS, but may opt out of this enrollment if they chose. Employees are encouraged, but not required to enroll in the ENS.
- Registrants for the ENS are encouraged to update their profile regularly, especially when they change phones or phone service.
- The University's 3rd party vendor may not share student and employee information with anyone, and may only use this information for ENS purposes.

- During an emergency, students and employees can check with the University's hotline at 337-482-2222 for updated information.
- The University runs a full scale test on its ENS at least once every semester.
- Any problems or concerns experienced with the University ENS should be directed to [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).
- The University's ENS is compliant with the Jeane Clery Act

The University may use only portions of its ENS for certain types of emergencies. For example, during Hurricane Preparedness (see below), the University may only utilize the campus hotline. However, during an active shooter emergency, the University may utilize all components of the ENS.

### **Hurricane Preparedness Plan**

The University has adopted a formal plan that will help prepare the campus and its employees for a Hurricane or Tropical Storm. Responsibility for implementing and updating this plan is with the EH&S Director.

The UL Lafayette Hurricane Preparedness plan is based on the following information:

- A Contact lists shall be maintained and updated by EH&S Director. This list includes all University personnel included in preparing for and recovering from a storm.
- The EH& S Director shall monitor all storms using data from the National Hurricane Center.
- When Lafayette Parish is within the 5-day potential track of a named storm, the University's shall initiate its Phase I plans. The potential track of the storm will be identified using National Hurricane Center data and includes all potential errors. Specific Phase I plans are identified for each department in the Contact List. Further, all persons within the contact list are aware of all University Phase I plans, which avoids confusion and expedites overall planning.
- When Lafayette Parish is within the 2-day potential track of a named storm, the University's shall initiate its Phase II plans. An administrative meeting shall be scheduled when the University reaches Phase II status. Discussion of possible school closure will be included in this meeting. Specific Phase II plans are identified for each department in the Contact List. Further, all persons within the contact list are aware of all University Phase II plans, which avoids confusion and expedites overall planning.
- When the Louisiana Office of Homeland Security and Emergency Preparedness have designated Lafayette Parish under a mandatory evacuation, the University will execute its Phase III plans.
- The President (or his designee) shall determine any school closures.
- In some instances, Parish wide evacuation may be necessary. The University shall work closely with the Lafayette Office of Homeland Security and Emergency Preparedness in making any evacuation plans.

### **Emergency Response to Communicable Illnesses**

- As part of the University's All Hazards Emergency Operations Plan, the University is prepared to respond to incidents that involve communicable disease.
- Within that plan, the University has adopted formal procedures to prepare for and respond to incidents on campus such as SARS, Meningococcal Meningitis, Tuberculosis, etc.
- These plans include the identification of an emergency response team, assignment of responsibilities, communication protocols, and documentation.
- These plans also provide input, direction, and support from the DHH Office of Public Health and CDC, and other Federal, State, and Local Officials where applicable.