

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.

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:

Emergency Notification System (ENS) and Your ENS Radio

ENS Overview

The University ENS is designed to be deployed for many types of University emergencies. Depending on the exact emergency, some or all parts of the ENS may be used. The University ENS is based on a two-part concept. **ALERT** and **INFORM**.

We **ALERT** our employees and students by two methods:

- *Departmental Radios*: During deployment of the ENS, these radios will provide a horn-like sound and a voice message stating, “There is a Local

Area Emergency occurring on the UL Lafayette campus. Please dial extension 22222 or www.louisiana.edu for more information”.

- *Text Messaging Service (Mobile Campus)*: Employee and student cell phones that are registered with Mobile Campus will receive a similar emergency message.

Become **INFORMED** after you have been alerted by either:

- *Campus Hotline*: Dial extension 22222 and listen to the emergency message. Note that your call may initiate midway through the recorded message, but this message will repeat at least 5 times for you.
- *University Website*: The normal University webpage will be replaced with a simple text page that provides the exact same message that can be heard over the University hotline.
- *Text Message Service (Mobile Campus)*: The text message provided during the alert stage also informs you of the emergency.

Special Notes

- This system is not designed to be a press release. Rather, this is only designed to get people out of immediate danger. Once responders have control over the emergency, a Public Information Officer (PIO) will provide more information.
- As the recipient of the emergency radio, once you hear the alert, you are responsible for obtaining the correct information about the emergency and spreading this information, via telephone, word of mouth, etc. throughout your department.
- The radio is only a receiver, not a transmitter. If you need to initiate an emergency, contact University Police by dialing 911 or 482-6447.
- You may hear additional alerts on your radio such as “Flash Flood Warning, Tornado Warning, etc.” For these, tune into local media outlets for more information and act accordingly. When your radio alerts you of a Local Area Emergency, visit the campus hotline and/or website immediately.
- During ENS activation, you or people calling you that are placed on hold of the campus telephone system will hear the emergency message as well.
- Share the information on this sheet with many of your colleagues so they can help you respond to any alerts.

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

- The University has adopted formal plans to prepare for and respond to communicable illness incidents on campus. These include a plan for SARS, Meningococcus Meningitis, Tuberculosis, etc.
- These plans include the identification of an emergency response team, assignment of responsibilities, regular in-service training for essential personnel, communication protocols, and documentation.
- These plans also provide input, direction, and support from the DHH Office of Public Health and CDC, where applicable.

Pandemic Flu Plan

In response to directives from the American College Health Association and the Center for Disease Control, the University has developed an extensive plan for responding to pandemic flu. The plan focuses on the following objectives:

- *Monitoring And Surveillance:* University emergency response personnel will track any worldwide status in the pandemic.

- *Essential Personnel:* The University has determined critical personnel who may be needed at every stage of its plan implementation.
- *Mission Critical Functions:* The University has identified operations and logistics that must continue, in whole or in part, during all stages of this plan implementation.
- *Establish Roles/Responsibilities:* The University has matched essential personnel with mission critical functions to establish standard operating procedures for all facets of the University during all stages of the pandemic
- *Communication:* The University has identified efficient ways to utilize its communications infrastructure during all phases of the pandemic.
- *Student Care:* During school closure, a small percentage of students may have no place to go. Consequently, the University has prepared for identifying these students and addressing their needs.
- *Continuance Of Research:* The University supports plans for research activities that cannot cease for extended periods of time.
- *Education:* The University has developed plans to educate and train its entire community on awareness of the pandemic, sickness prevention, well health, and the implementation of the pandemic plan

The central leadership for the University's pandemic plan resides with the Dean of Students, the University Staff Physician, and the EH&S Director. In keeping with the plan objectives, the University has delegated all responsibilities to six (6) response teams:

- *Academic Affairs Team:* Responsible for coordinating activities related to the classroom as they relate to the plan
- *Administrative Team:* Responsible for ensuring business continuity within the University during all phases of the plan.
- *Research Team:* Responsible for addressing the needs of University researchers, specifically those involved in physical and biological science research activities, during all phases of the plan
- *Student Affairs Team:* Responsible for meeting the needs of our students outside of the classroom.
- *Communications Team:* Responsible for coordinating all forms of communication between the response team, the University administration, students, and the public during all phases of the plan.
- *Legal Team:* Responsible for minimizing, in so far as possible, the University's liability while implementing this plan.

In order to accomplish its objectives, the University has developed a four-phased model that will identify the various execution triggers for the pandemic plan:

Phase I, General Readiness: During normal times, the University shall remain engaged at this stage. During phase I, there are no confirmed cases of pandemic flu at the University; but there may be one or more confirmed cases of pandemic flu in the United States or worldwide. The University focuses its planning toward education during phase

I. Regular training is provided to all University employees. The University's website maintains general educational information regarding pandemic flu to the public.

Phase II, Heightened Readiness: At Phase II, the University learns that one or more cases of pandemic flu have entered the region, the parish, and/or the UL Lafayette campus. Travel restrictions may be imposed at the Federal and/or State level. However, the University remains open to all students and employees. The University begins working very closely with CDC and OPH to determine the extent of the pandemic and its possible ramifications. All pandemic teams turn their focus toward preparing for a possible school closure. Supplies are stockpiled and essential personnel are notified of a possible school closure. Employees are encouraged to prepare their personal families and implement Non-Pharmaceutical Interventions (NPIs) such as:

- *Social Distancing:* Staying at least 3 feet from other persons
- *Isolation:* of persons who are sick
- *Quarantine:* of persons who may be sick or exposed to those who are sick

Phase III, School Closure: At Phase III, pandemic flu has become widespread in our region. Under direction from CDC and OPH, the University must close and suspend all classes and other activities. The length of the closure depends on the severity of the pandemic, but the University is preparing for between 2 and 6 weeks. Campus buildings will be locked down and severely limited to access for all persons. Students and employees will be sent home. University research is strongly discouraged and allowed only on a pre-planned approved basis. All faculty and staff except essential personnel assigned to the emergency response team are sent home until further notice.

Daily updates of information will be available on the University's website and campus hotline. The student affairs team turns their attention to addressing the needs of students who must remain on campus such as:

1. Those who are too sick to travel and cannot leave the University
2. Those who may be sick and must be quarantined
3. International students living on campus who are bound by travel restrictions.

Phase IV, School Re-Opening: At Phase IV, CDC and OPH have determined that the number of pandemic cases has dwindled to a safe measure and it is safe for people to congregate again. As such, the University re-opens, classes re-convene, and business is returned to normal. However, employees and students who are sick, or who might be sick, will be encouraged to stay home until they are determined not to be contagious. It is not uncommon for subsequent waves of the pandemic to re-form. As such, the University will likely re-open at Phase II and be ready to re-close if a subsequent pandemic wave is strong enough to call for it.

A more extensive copy of the pandemic flu plan can be viewed at the EH&S website, www.safety.louisiana.edu.