

# University of Mobile

## Emergency Management Plan - Hurricanes

The University of Mobile's **Emergency Management Plan (EMP)** is the administration's procedural guide for responding to potential or developing emergencies in a systematic, timely manner. The EMP is a series of procedures intended to guide university personnel in crisis management situations and is not intended to be an all-inclusive, comprehensive set of directives. In all emergencies, the university's highest priority is the safety and security of all members of the University of Mobile community.

Emergency Management Plans may be developed for a variety of potential situations. The **Emergency Management Plan – Hurricanes** addresses procedures relating to tropical weather and hurricanes.

### **Hurricane Preparedness**

Hurricane season in coastal Alabama is June 1 through November 30. The university is located approximately 15 miles inland from Mobile Bay on high ground (87 feet above sea level) and, therefore, out of danger from storm surge. During a hurricane, university residents may experience loss of electrical power, heavy rain and high winds. Once it is determined that power loss will occur, the university will move all students remaining on campus to one facility. Residential students who choose to remain on campus will be housed in this facility for the duration of the storm and up to 3 days after the storm. University staff members will remain with students during the storm, and basic food service will be provided. Students should bring personal items including prescription medications, snacks, bedding, entertainment and a flashlight.

### **Declaring a UM Weather Watch**

The university President and Administrative Council will monitor the development of tropical storms through the National Hurricane Center, news media and websites. The university President or senior administrator in charge, upon advice of the Administrative Council, may declare a **UM Weather Watch** at any time severe weather threatens the university. *UM Weather Watch places the university community on notice that severe weather is possible and preparations should begin.*

When a UM Weather Watch is declared, **the Hurricane Task Force is activated** and core team members will be contacted by the President's Office or the Vice President for Operations to schedule a meeting. The Vice President for Operations and Athletics serves as Team Leader of the Hurricane Task Force.

**The Hurricane Task Force includes:**

Vice President for Campus Operations & Athletics: Kris Nelson (Team Leader)

Director of Institutional Operations: Vicki Burgin

Director of Residential Life: Greg Johnson

Director of Media Relations: Kathy Dean

Athletic Director: Joe Niland

Director of Food Service: Jack Miller

Registrar: Stuart Moore

Executive Director of Information Technology Services: Buck Norred

Director of Plant Facilities: Kim Browder

The Hurricane Task Force is responsible for implementing the Emergency Management Plan – Hurricanes. Each area represented on the Hurricane Task Force is responsible for developing and updating action steps related to their specific area and providing those to the team leader. Action steps for each area are included in the EMP-Hurricanes document which is available in the President’s Office, the Employee Handbook, and on MyUM in the document library. The Hurricane Task Force meets each May prior to the start of hurricane season to review and revise the EMP- Hurricanes.

**Personal Emergency Planning for Students and Employees**

It is important that students and employees have a personal emergency plan in place prior to a hurricane. That plan should include becoming familiar with the EMP-Hurricanes, the action steps for the individual’s residential hall/building or academic/staff department, and, specifically for students, having an evacuation plan that includes whether the student will remain on campus or travel home or to another location.

In addition, students should:

- have a list of emergency phone numbers for friends and parents
- make sure someone in their family knows how to access the university’s website for current information and is signed up for “Emergency Alert”
- have an emergency supply of prescriptions on hand
- remain in communication with the individual’s family and campus life coordinator regarding travel plans
- follow instructions for securing the dorm room

Some university employees may have a role in the university’s emergency plan which may require them to assist with hurricane preparations, remain on campus during a storm, and assist with resuming operations.

**Declaring a UM Weather Warning**

The President or senior administrative official, upon advice from the Administrative Council, may declare a **UM Weather Warning** when there is a probability that the Mobile area may sustain a hurricane. *During a UM Weather Warning, the university may cancel classes and close offices for the duration of the storm.* The university will resume normal operation when the storm has passed and the university facility is ready for operation. The university will designate a building to remain open for residential students needing to remain on campus. A shelter manager and university staff members will be designated by the Hurricane Task Force Team Leader to remain on site as long as the shelter is activated.

**Cancelling and Resuming Classes and Operations**

The decision to cancel or resume classes and close or resume operation of university offices rests with the university President or senior administrator in charge upon the advice of the Administrative Council. In all decisions, the first priority is the safety and security of students, faculty, staff and all members of the University of Mobile community. Such decisions will be communicated from the President or senior administrator in charge to the Hurricane Task Force team leader, who will alert Hurricane Task Force members.

**Communications**

*All communication to internal and external constituencies will be directed by the Hurricane Task Force.*

An Emergency Alert account has automatically been set up for all currently enrolled students or employees of UM. Within your Emergency Alert account, you may choose to receive UMobile emergency communications via text message, email or recorded voice messages. The alerts will also be posted @umcampuslife twitter account. Also, parents, spouses or family members can sign up for Emergency Alert notifications by visiting [www.getrave.com/login/umobile](http://www.getrave.com/login/umobile).

## **Hurricane Task Force Action Steps**

### **Hurricane Preparation**

The Hurricane Task Force will meet in May, prior to the start of hurricane season, to review and update the Emergency Management Plan – Hurricanes.

#### **Action Steps**

##### **Team Leader: Kris Nelson**

The Team Leader initiates the annual review and update of the EMP-Hurricanes, coordinates the Hurricane Task Force, and is the Task Force liaison with the President and Administrative Council.

1. Assemble Hurricane Task Force.
2. Provide updated UM Personnel contact information.
3. Review and update EMP-Hurricanes.
4. Update Hurricane Preparedness Plan for Students and Parents brochure.
5. Identify supply list for emergency residential facility
6. Assign communication responsibilities (primary responsibility/backup) to the following teams:

##### **Communication Team**

- \* Website – Kathy Dean/Lesa Moore
- \* MyUM Homepage – Buck Norred
- \* Telephone Message – Brian Boyle/Kathy Dean
- \* Rave Alert – Kris Nelson/Vicki Burgin
- \* News Media – Kathy Dean/Lesa Moore
- \* Campus email – Kathy Dean/Lesa Moore

##### **Institutional Operations: Vicki Burgin**

The Director of Institutional Operations ensures that applicable hurricane preparedness measures outlined in this section are initiated, especially those measures pertaining to personnel responsible for buildings and grounds preparation.

1. Review and update Institutional Operations Hurricane Procedures
2. Inventory supplies: batteries, communication equipment, First Aid Kit, Fire Fighting Equipment, portable lighting, food, water, mattresses, maintenance supplies, tools, cleaning equipment and land clearing/cleaning equipment.
3. Secure all essential security personnel
4. Be informed of the key personnel who will stay on campus before, during and after storm.
5. Monitor NOAA

**Residential Life: Greg Johnson**

The Director of Residential Life ensures that Campus Life Coordinators and Resident Assistants are trained and fully informed on hurricane preparations and action steps. Students should be able to rely on these staff members for instructions and guidance.

Also, the Director of Residential Life ensures that staff understands their roles in assisting institutional operations in preparing the buildings for a storm.

1. Review and update CLC and RA training procedures.
2. Review and update procedures for building preparation.
3. Review and update Hurricane Checklist for students.

**Athletics: Joe Niland**

The Athletic Director ensures that coaches are aware of hurricane preparations and that, like resident assistants and CLC's, they are equipped with up-to-date information. The Athletic Director also is prepared to coordinate necessary changes to travel plans and game schedules as needed.

1. Update coaches on EMP-Hurricanes.
2. Update procedures for athletes re: hurricane prep.

**Academics: Stuart Moore**

The Registrar ensures that faculty are aware of any university emergency actions that may impact class schedules and encourages faculty to review the EMP-Hurricanes.

1. Encourage full-time and part-time faculty to review EMP-Hurricanes.
2. Enlist faculty participation in Emergency Alert system.

**IT: Buck Norred**

The Executive Director of Information Technology Services ensures that university IT functions remains available as long as possible, are safe and secure, and are ready to resume operations or provide emergency access to our network as needed. The IT department may also be needed in setting up media equipment for control center or the emergency residential facility.

1. Discuss with financial aid and the business office schedule of upcoming file imports.
2. Discuss needs for reports of students who may be affected by changes in class schedules.
3. Periodically test power source equipment to insure proper function.
4. Verify that structured backup measures are being implemented.

**Media Relations: Kathy Dean**

The Director of Media Relations ensures that the university presents a clear, concise message disseminated in a timely manner throughout all phases of a hurricane and coordinates media coverage.

1. Update Hurricane Media List
2. Update Sample Statements

**Food Services: Jack Miller**

The Food Services Director ensures that adequate food and water are available for students, faculty and staff remaining on campus during and following hurricane.

1. Call for number of staff, students and key personnel to determine amounts of food and water necessary.
2. Communicate with Aramark Regional Manager and university personnel to determine if further assistance is necessary for preparation.

## UM Weather Watch

### Action Steps

#### **Team Leader: Kris Nelson**

1. Activate Hurricane Task Force.
2. Make preparation for Task Force meeting/command center setup.
3. Ask task force members to begin taking action steps.
4. Alert Financial Aid/Business Office to review Emergency Financial Transaction Plan (EFTP)
5. Identify emergency residential facility manager; begin making arrangements and job assignments.
6. Provide frequent updates to executive staff.
7. Send Weather Watch statement received from PR to Emergency Alert.

#### **Institutional Operations: Vicki Burgin**

1. Secure non-essential equipment against possible storm damage.
2. Monitor the course and conditions of the storm.
3. Maintain communication with Mobile Emergency Management, Red Cross and other community officials.
4. Secure all loose objects throughout campus.
5. Ensure all windows are closed.

#### **Residential Life: Greg Johnson**

1. Begin copying the hurricane information to be distributed door to door.
2. Conduct meeting with RA's and CLC's for review of communication plan.
3. Begin checking first aid supplies, entertainment supplies, batteries, charging walk-talkies
4. Pull list of out-of-area students to determine numbers that may be on campus and what students need special attention or assistance with personal emergency supplies.
5. Work with athletics to discuss possible student needs.

#### **Athletics: Joe Niland**

1. Update athletic staff of possible travel adjustments, game postponements or cancellations. Notify opposing universities of the situation.

#### **IT: Buck Norred**

1. Insure that all system backups are current and copies distributed to vault and Regions safe deposit box.
2. Run tests of power source equipment, generators, and uninterruptible power supplies to verify all is in order.
3. Serve as backup to post Weather Watch statement on MyUM homepage.
4. Send Weather Watch statement received from PR to mailroom for telephone operators answering phones.

**Media Relations: Kathy Dean**

1. Finalize Weather Watch statement and distribute to communications team/campus email; backup to website, telephone.
2. Handle media relations.

**Academics: Stuart Moore**

1. Communicate additional details specific to full-time and part-time faculty as needed.

**Food Services: Jack Miller**

1. Secures all necessary food and water for those individuals who will be housed on campus during the storm.



## UM Weather Warning

### Action Steps

#### **Team Leader: Kris Nelson**

1. Review all actions steps.
2. Finalize preparations for emergency residential facilities.
3. Establish process for determining when students will be asked to relocate to emergency facility.
4. Complete preparations for a command center in emergency facility and have supplies set.
5. Provide frequent updates to executive staff.
6. Update the Emergency Alert system with an updated announcement

#### **Institutional Operations: Vicki Burgin**

1. If warranted, order the shut off of heating, ventilation and air conditioning systems.
2. Shut off utilities if necessary.
3. Barricades moved to the front entrance of campus.
4. Controlled access upon entry to campus.
5. Prepare to secure all facilities after buildings have been checked and cleared.
6. Place all physical plant and University security personnel on Emergency Status.

#### **Residential Life: Greg Johnson**

1. Be prepared to relocate students from Ram Hall to Weaver at a safe time
2. Have preparations and details worked out for food service to on-campus community.
3. Check that all students are accounted for.
4. Coordinate entertainment in shelter.
5. Ensure that residential buildings are locked down and prepared.

#### **Athletics: Joe Niland**

1. Update athletic staff of travel adjustments, game postponements or cancellations. Notify opposing universities of the situation.
2. Coordinate travel of any teams that are on the road or elsewhere.

#### **IT: Buck Norred**

1. Give instructions as needed on computer and other office equipment, work with task force to communicate instructions.
2. Initiate preparations for securing equipment in the ITS building and computer labs.
  - a) Make sure there is adequate plastic material for covering lab computers.
  - b) Move equipment away from the windows and off the floor in the CAT.
  - c) Set up workstations for emergency teams to use during the event and for administrative staff to use afterward until normal services resume.
  - d) Run test of backup power systems, generator, etc.
3. Make backups of all systems and secure copies in the Business Office vault and the Regions safe deposit box.

4. Send email notification to faculty and staff advising steps that they may take in protecting their equipment.
5. Coordinate with staff regarding duties and communication capabilities during and after the event.
6. Coordinate with internet service provider to insure that all is ready for quick resumption of service after the event.
7. Coordinate with facilities maintenance regarding cooperative responsibilities before, during and after the event.
8. Post emergency updates to MyUM on behalf of EMP-Hurricanes Team Leader.
9. Send Weather Warning statement received from PR to Callis for telephone message.

**Media Relations: Kathy Dean**

1. Finalize Weather Warning statement and distribute to communications team/campus email/media; backup to website, telephone.
2. Handle media relations

**Academics: Stuart Moore**

1. Communicate additional details specific to full-time and part-time faculty as needed.

**Food Services: Jack Miller**

1. Food and Water to Weaver Hall.

## **During the Storm**

### **Action Steps**

#### **Team Leader: Kris Nelson**

1. Maintain contact with President and Administrative Council on state of the campus, as long as possible.
2. Work with key staff that remains on campus to provide for the safety and comfort of those on campus.

#### **Institutional Operations: Vicki Burgin**

1. Monitor storm via NOAA and Mobile Emergency Management.
2. Ensure campus is secure and emergency vehicles available.
3. Security personnel to come into the command center until the storm has passed.

#### **Residential Life: Greg Johnson**

1. Oversee university shelter.
  - a. Ram Hall will be the shelter location for extended periods of time
  - b. Weaver Hall will be the shelter location during the storm
2. Coordinate activities for students.
3. Provide frequent updates.

#### **Academics: Stuart Moore**

1. Communicate additional details specific to full-time and part-time faculty as needed.

#### **IT: Buck Norred**

1. Maintain attention to news broadcasts and communications from staff and EMP-Hurricanes team.

#### **Media Relations: Kathy Dean**

1. Remain in contact with Hurricane Task Force via telephone as needed.

#### **Food Services: Jack Miller**

1. Replenish food and water supplies to all stations within the command center.

## Resuming Operations

### Action Steps

#### **Team Leader: Kris Nelson**

1. Assess need to implement Emergency Financial Transaction Plan (EFTP).
2. Maintain contact with President and Administrative Council on plans to resume operations.
3. Communicate damage reports and decision to resume operations with Hurricane Task Force.
4. Send Resume Classes statement received from PR to Emergency Alert.

#### **Institutional Operations: Vicki Burgin**

1. Remain in safe area until emergency staff has issued an all clear.
2. Damage assessment team will initiate surveys of equipment and furnishings and take necessary measures to minimize further damage.
3. Report damage to the President and Vice President for Operations and Athletics.
4. Institute reverse evacuation procedures (for this department only).

#### **Residential Life: Greg Johnson**

1. Assist institutional operations in checking facilities.
2. Assist security in maintaining security of buildings.
3. Coordinate closing university shelter and reopening university residence halls.

#### **Athletics: Joe Niland**

1. Assist institutional operations in checking facilities.
2. Assist security in maintaining security of buildings.

#### **Academics: Stuart Moore**

1. Communicate additional details specific to full-time and part-time faculty as needed.

#### **IT: Buck Norred**

1. Evaluate state of equipment and facilities
2. Coordinate with ISP and Facilities Maintenance regarding restoration of Internet, power and other services.
3. Commence cleanup measures in the Center for Academic Technology and ITS building.
4. Coordinate with administrative staff; accounting, payroll, financial aid regarding providing access to system until campus-wide access is restored.
5. Send "Resume Classes" statement received from PR to Callis to place on telephone message.

#### **Media Relations:**

1. Receive information from Hurricane Task Force Team Leader regarding personnel on campus, university facilities; info on resuming classes/reopening offices.
2. Finalize Resume Classes statement and distribute to communications team/campus email/media; backup to website, telephone.
3. Handle media, coordinate interviews as needed.

#### **Food Services:**

1. Call vendors for restock of all perishable foods.

## **Evaluation**

Following activation of the Hurricane Task Force and at the conclusion of the weather event, the Team Leader will convene the Task Force to evaluate implementation of the EMP-Hurricanes and make adjustments to the plan.

## **Supplemental Documents**

Hurricane Task Force/Key Personnel Contact Information  
Media Relations Sample Statements  
Hurricane Preparedness Plan for Students and Parents brochure  
Resuming Operations Contact Flow Chart