

University of Nevada, Las Vegas

Emergency Operations Center Guidelines
With Organizational Chart

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INTRODUCTION

The purpose of these guidelines is to provide a reasonable and organized method of maintaining a safe environment for the students, faculty and staff of University of Nevada, Las Vegas during campus emergency situations. This policy is divided into several sections that address issues of public safety information and internal operations.

PUBLIC INFORMATION

I. Overview

- The intent of this policy is to protect lives and property and to effectively use available resources to maintain an appropriate level of University operations during instances of campus emergencies.
- University of Nevada, Las Vegas (hereinafter known as UNLV) Emergency Operations Center Guidelines is driven by the needs of the entire campus community rather than the particular needs of each individual. Each individual is responsible for deciding if the conditions are safe for his/her presence on campus.
- The University's response to a given situation will take into consideration the conditions on campus, in Las Vegas and the immediate region. The University Chief of Police (or designee) will gather information from on duty police personnel, Facilities Management personnel, local law enforcement agencies, Clark County, City of Las Vegas, National Weather Service bulletins, and other major public and private entities when possible, regarding conditions on campus and the surrounding community, and specifically, access to the University.
- During severe weather, the UNLV Chief of Police (or designee) and Facilities Management will assess the severity of the situation and analyze data from the National Weather Service and other emergency centers. The Chief of Police (or designee) shall confer with the appropriate Vice President, who will discuss with the President to determine what level of emergency exists and the recommendation as to the operational status of the University.
- The desire is to maintain the uninterrupted operation of the University. If operations in one segment of the University are suspended, (e.g., classes canceled), other University operations may also be suspended, with the exception of essential services, (e.g. police, food service in residence halls).
- The Office of Public Affairs will issue announcements in a timely manner via the news media to inform the campus population of any disruption to normal campus operations.

- Departments that provide services which can not be closed, regardless of emergency conditions, (e. g. Food Preparation for University Housing, Health Services, Police Services and Facilities Management) need to be identified and informed that they are considered "essential personnel" and must still report to work.
- Reminders of the policy and process will take place at least semi-annually. Conducting practice or mock drills of the notification plan periodically may be initiated.

II. Public Relations and Education

University Activities Interruption Notification Plan

Description

The decision to suspend activities, ultimately made by the President or his/her designee, is based upon public health and safety issues associated with those conditions. Notification of activity interruptions is managed internally and externally by University of Nevada Las Vegas Police Services (hereinafter UNLVPS) in conjunction with The Office of Public Affairs.

University Objectives:

- To ensure the public health and safety of the campus community during periods of emergency situations;
- To be a responsible citizen by notifying, in a timely manner, the campus community, media and community at large of campus service interruptions.

Public Relations Objectives:

- To create and manage a notification plan, in conjunction with UNLVPS, that supports the University's public health and safety objectives;
- To create internal and external awareness of the notification process so that procedures are followed and the plan is successfully implemented.

Notifications:

Internal UNLVPS, Office of Public Affairs; President's Office; President's Cabinet; Student Affairs; E-Mail System; Deans, Directors and Department Heads; General Faculty; Student Body; Continuing Education; Shadow Lane Campus.

External Local and Las Vegas print and broadcast media; Clark County School District Office, Clark County Emergency Management Coordinator; Clark County Sheriff's Department, Las Vegas Metropolitan Police Department and other emergency response agencies, as deemed appropriate.

Public Service Announcement Policy

Activities Interruptions

The campus will suspend activities only under extreme circumstances so that a minimum number of students lose educational time or opportunity. The University urges you to use common sense regarding your safety and travel to campus during emergency circumstances. Information regarding the suspension of classes, administrative functions, or specific building closures will be given to the media.

Deans, directors and department heads should identify University facilities essential to the health and safety of the University which must remain operational even under emergency situations, and notify affected employees of their responsibilities. Special transportation arrangements may have to be considered for employees in those areas.

Deans, department heads, and directors are encouraged to use good judgment in accommodating individual employee circumstances such as distance to travel from home or child care obligations due to public school closures during emergency situations which **do not** warrant a suspension of University activities under this policy. Such accommodations could include late reporting or early release times, etc. The type of leave an employee will take (administrative, annual or other leave) is defined in the Appendix A.

Full-Day Activities Interruptions

If the decision is made to suspend all or part of campus activities due to emergency events, you should consider the information you hear on radio and television to be accurate and reliable. **Please do not call the UNLVPS or Facilities Management to verify that activities have been suspended.** These phone lines must remain open for emergency communications.

Workday Activity Interruptions - Early Release

If the decision to suspend activities on campus is made during a workday, deans, directors and department heads will be notified and asked to ensure their employees are aware of the situation. **Again, please do not call the UNLVPS or Facilities Management to verify information.** Please tune to the broadcast media for further information.

Telephone Notification and Warning System For Campus

A mass communication system will be utilized by the Office of Public Affairs to communicate with faculty, staff and students via email and text messaging. In order to receive emergency messaging faculty, staff and students must sign up for the service. Please contact UNLV Police Services for more information.

For privacy reasons, the Emergency Operations Center Call List in Appendix "B" has been removed. EOC members should contact the Chief of Police for this information.

Media Announcements

All local media outlets, to include radio, television and print, will be notified of the extenuating circumstances on the UNLV campus.

INTERNAL STAFF OPERATIONS

III. Internal Operational Definitions of Weather Conditions and Emergencies

Chapter 4, Section 2, Paragraph 2, of the Nevada System for Higher Education guidelines states that "The President (or designee) of each campus has the authority to suspend activities on the campus for unforeseen events." The Chief of Police (or designee) shall confer with the appropriate Vice President, who will discuss with the President and make a recommendation as to the operational status of the University. The President (or designee) must report such suspended activities to the Chancellor.

If the President cannot be contacted to accept, reject or modify the recommendation made by UNLVPS, then UNLVPS will notify the appropriate Vice President who will confer with the person selected as the President's Officer in Charge, who would be required to make the final decision.

Classification of Conditions:

Flood/Flash Flood Watch - A flood "watch" is issued when flooding is possible so that people in affected areas can monitor local radio and television broadcasts for emergency information and instructions.

Flood/Flash Flood Warning - A flood "warning" is issued when flooding is occurring or is imminent and when emergency population evacuations may be necessary.

Emergency Level Classifications

Three levels of operation have been identified, relative to the magnitude of the emergency.

- a. Level 1: the emergency can be managed using response operations.
- b. Level 2: The emergency requires a multi-unit response in which EOC may be partially activated. Selected EOC staff will be notified and asked to mobilize.
- c. Level 3: The emergency cannot be managed using normal campus resources. The UNLV Police Chief ensures that the EOC is fully activated with response of necessary EOC staff. A campus state of disaster may be declared during a Level 3 emergency.

Normal Service and Operations Suspended

This means that classes have been canceled, non-essential buildings are closed and only university facilities essential to the health and safety of the University must remain operational even under emergency conditions. If at all possible, when campus services and operations are suspended, a specific time frame of the suspension of services will be included in media information issued by The Office of Public Affairs. This could include a late opening schedule for classes and administrative services or an early release for students and/or faculty and staff.

These classification levels provide a system that the administration can use to evaluate emergency conditions that generate abnormal demands on the campus community and its resources. If conditions do not warrant the declaration of an emergency, normal campus operations will continue.

Criteria

UNLVPS and Facilities Management staff will confer hourly, by radio or phone, during such emergency conditions to evaluate if safe access to campus is possible using criteria such as:

1. An estimate of the time required to make safe access available to the campus
2. Changing weather conditions
3. Equipment status
4. Utility problems or failures
5. City of Las Vegas, Clark County and State highway road conditions
6. Other major public entities operational status
7. Recommendations by elected or other local government officials

IV. Actions Associated With Each Level of Emergency Situation

Class 4

Nothing outside day-to-day activities need to occur.

Class 3

Increased personnel and resources are brought in. This includes bringing in on-call personnel and equipment. Vehicles blocking emergency operations will be removed at the owner's expense.

Class 2

All available resources used for emergency management will be utilized or scheduled. The Office of Public Affairs may issue information about the status of University classes and operations to the media/public. This information may include advisories to students, faculty and staff with disabilities. Consideration for transportation needs of essential personnel may be necessary.

Class 1

Academic classes are canceled and non-essential campus operations and services are suspended for part or all of a 24 hour period because it is impossible or impractical to conduct normal operations. Conditions are beyond the resources available despite continuous efforts to address emergency related problems. This may include situations where the emergency situation is improving but the streets and parking lots on campus and or the city are impassable. Under this classification only emergency and essential-services personnel, as identified by the deans, directors and department heads, need to report to work.

All University resources for transportation (especially Transportation Services 4x4 vehicles) will be considered available to the University. Immediately upon declaring a Class 3 Weather Emergency, the Emergency Telephone Notification List is implemented to alert campus offices of the decision. The Office of Public Affairs will be notified so that the media can be informed.

Appendix A

University Closure / Suspension of Activities

Academic Faculty & Administrative Professional Staff

Only the President of the University (or designee) may make the decision to close or suspend activities at the University. Announcement of such unscheduled disruptions will be communicated to the local media by the Office of Public Affairs as soon as possible. The following is the Nevada System of Higher Education's policy relative to the pay status of the University's faculty and professional staff during periods of University closure.

1. In the event of a campus closure, employees at the affected institution or location will be granted administrative leave.
2. When campuses or offices are open, employees desiring not to report to work due to extreme weather conditions or natural disasters must request and receive approval of annual leave.
3. Employees on *previously approved* leave during a closure do not get administrative leave credit.
4. Departments are responsible for notifying employees who are to respond during University emergencies and periods of closure. In addition, others may be required to report due to unusual circumstances and will be so notified by the appropriate supervisor(s) at the time. Employees unsure of their status or unclear as to the nature or extent of a closure announcement should contact their immediate supervisor(s) or departmental offices for clarification.

Classified Staff

In accordance with NAC 284.589, classified employees may be granted leave with pay by the appointing authority for closure of the employee's work site for a natural disaster or similar adverse condition when the employee is scheduled and expected to be at work. An appointing authority may designate certain employees as essential and notify them that they are required to report to work.

Hourly Employees

Hourly employees do not qualify for any type of paid leave and are paid only for actual time worked.

Appendix B

Emergency Operations Phone List (Confidential)

EMERGENCY OPERATIONS CENTER STAFFING

For privacy reasons this Appendix has intentionally been removed.

Appendix C

Crisis Action Team and UNLV E.O.C. Participants and General Job Descriptions

Crisis Action Team

Definition: When notified of an emergency, members of the Crisis Action Team (C.A.T.) meet or confer by telephone to manage/coordinate initial University of Nevada, Las Vegas response and **to make a determination on activation of the UNLV Emergency Operations Center (E.O.C.)***

*** In the absence of the UNLV president, the UNLV Police Chief or the Deputy Police Chief are authorized to activate the UNLV E.O.C.**

Crisis Action Team Member List

Dr. Neal Smatresk, President

Dr. Michael Bowers, Executive Vice President and Provost

Dr. Juanita Fain, Vice President for Student Affairs

Jose A. Elique, Chief of Police

Harold Archibald, Executive Director of Facilities Management

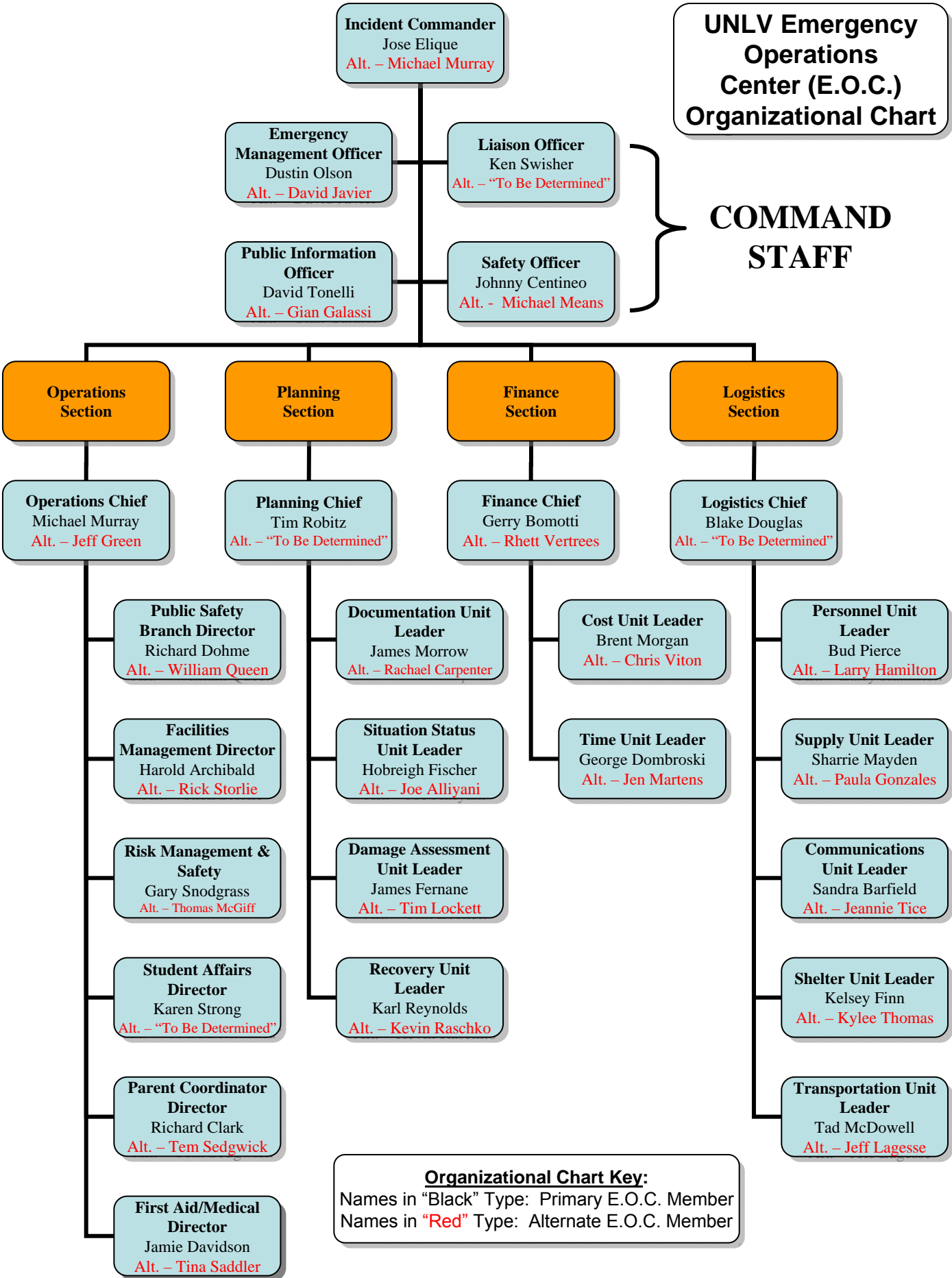
William Boldt, Vice President of University Advancement

Gerry Bomotti, Senior Vice President for Finance and Business

* In the absence of the UNLV President, authority for initiating critical emergency response actions (including, but not limited to: building lock-downs and evacuations) will be determined by the Executive Vice President and Provost and the Senior Vice President for Finance and Business.

UNLV Emergency Operations Center (E.O.C.) Organizational Chart

COMMAND STAFF



Organizational Chart Key:
 Names in "Black" Type: Primary E.O.C. Member
 Names in "Red" Type: Alternate E.O.C. Member