

**University of Nebraska Kearney**  
**Shelter In Place Plan**  
(10/30/20)

**I. Purpose**

To provide for the timely and orderly process to shelter in place all or part of the University of Nebraska at Kearney campus when it is determined that such action is the most effective means available for protecting the population.

**II. Definitions of Shelter-In-Place**

The action of seeking immediate shelter indoors following the announcement of an emergency situation.

**III. Responsibilities**

**a. Incident Commander**

Responsible for the overall control of the incident. Identify the emergency and make decisions as to shelter in place or not, when time is limited. Oversee the dissemination of initial emergency messaging including activation the UNK Alert system and advise the EOC on all sheltering decisions.

**b. Chancellor** – Responsible for issuing campus sheltering orders, when time allows.

**c. Building Emergency Coordinator**

Implement shelter-in-place procedures after receiving official notification. Provide notification and status updates to Incident Commander. Restore building to normal function following an all clear. In situations where subjects shelter in the same location, keep occupants calm and informed regarding reason for shelter-in-place and possible duration.

**d. Emergency Management**

Coordinate support activities, work with outside entities and manage resources for the response. Serve as a liaison between the University administration, the EOC, the Incident Commander and the city EOC.

**e. UNK Police**

Responsible for advising the Administrative and EOT Teams on sheltering decisions made by the city. Will coordinate and establish security for the affected area.

**f. Facilities**

Responsible for managing all HVAC systems to preserve life safety, the building and its contents, manage generator operations, lead and advise the EOC and the Incident Command for all HAZMAT events, and assist in securing university buildings occupied by Facilities staff. After a sheltering situation, Facilities will

assist in determining any damage to campus property and the ability of the University to occupy/utilize them.

**g. Student Health and Counseling**

Provide telephone triage services to support the physical and mental health of students and referral to appropriate resources.

**h. Human Resources**

Responsible for advising the EOC on any employee information needed, and for advising the campus community on payroll and hiring matters such as expedited hiring, I9s, and altered work schedules for the affected time. Human Resources would provide information to impacted employees on services available from the University Benefits plans, and from the Employee Assistance Plan. If requested, Human Resources would assist the risk manager with insurance and workmen's compensation claims.

**i. Insurance and Risk**

Process insurance claims for University property damage and losses. If needed file workers compensation claims.

**j. Residence Life**

Responsible for communicating shelter-in-place plans to all residents and sheltering occupants in residence halls.

**k. University Communications and Marketing**

Responsible for developing and communicating information related to the emergency and sheltering, on communication channels and methods appropriate for the situation, and monitoring and providing communication feedback about the situation both internally and externally.

**l. Information Technology Services**

Responsible for maintaining network and application services to include access to SAP, e-mail, and the University web site as long as possible. Arrange for activation of the alternate hosting site for the UNK web pages if needed. Establish Internet connectivity for Incident Command and EOC, when possible. Secure and shut down network equipment when it becomes imperative.

Responsible for setting up and maintaining telecommunication services for the IC and the EOCs. Facilitate voice communication services at alternative locations as required by the business continuity plans of the affected areas. Coordinate call forwarding and voicemail services as needed. Implement business continuity related functions related to telecommunications

**m. Academic Affairs**

Responsible for advising the EOC of sensitive functions or areas of campus that may need special response consideration such as animal labs or radioactive/hazmat materials. After the initial sheltering is concluded, Academic Affairs will advise the EOC on COOP (Continuity of Operation Plan) matters.

**n. Disabilities Services**

Coordinate and execute preplanning for emergency situations with students registered with a disability.

**o. Buffalo County Emergency Manager**

Responsible for communicating to the UNK EOT on city sheltering decisions, and coordinate support and resource management activities.

**p. American Red Cross**

Responsible for coordinating mass care activities including registration, lodging and feeding individuals who were off campus when the shelter-in-place was declared and now cannot access their homes. This effort will be supported by the Salvation Army and other service organizations.

**IV. Concept of Operation**

**a. Direction and Control**

Overall, direction and control of the incident and any ensuing sheltering will be the responsibility of the Incident Commander. The Director UNK Police will coordinate sheltering support activities.

**b. Shelter-In-Place Order**

The overall responsibility for issuing shelter-in-place orders rests with the Chancellor, his or her designee or by the direction of the city of Kearney. When there is an immediate need to protect lives and provide for public safety, the Incident Commander can make the decision to shelter. Individual responsibility should be taken by all faculty, staff, students and guests to ensure for their own safety.

**c. Shelter-In-Place Consideration**

When deciding whether to shelter-in-place, care must be exercised by decision-makers to ensure that a directed shelter-in-place will not place the affected population into a more dangerous situation than posed by the primary hazard or alternative response actions. When making this decision the following considerations should be addressed;

- i. Weather conditions
- ii. How quickly the different responses can be implemented
- iii. How safely the different responses can be implemented
- iv. Availability of alternative shelters

**d. Shelter-In-Place Area**

The area to be sheltered will be determined by those officials recommending or ordering the shelter-in-place based on the advice of appropriate advisory agencies.

**e. Public Notification**

**i. Shelter-In-Place Warning**

All possible warning modes will be utilized to direct the affected population to shelter-in-place. This can include the use of the UNK Alert System to notify individuals by phone, e-mail and text message, posting information on the University web and social media pages, using the voice over fire alarm

system, or the city may activate the outdoor warning sirens. Whenever possible, university building emergency personnel (work area reps and floor monitors) will walk through buildings notify occupants. Persons who refuse to follow sheltering instructions will be left alone and the information will be given to the Building's Evacuation Coordinator.

**ii. Public Information**

The Office of Communication and Community Relations will ensure that emergency and sheltering information is disseminated to the media on a timely basis. Instructions to the public and situation updates will be issued as the information becomes available.

**f. Building Emergency Personnel**

For the purpose of this plan, Emergency Personnel and their alternates are regular employees who have been selected to ensure that building sheltering is carried out as planned. Building emergency personnel and their alternates shall be selected by the Building Supervisor among building occupants and on a voluntary basis. For the identification of your buildings emergency personnel refer to your building evacuation plan.

Following is a list of building emergency personnel and their corresponding duties.

PLEASE NOTE: Assigned duties are to be carried out only if you are not putting yourself in danger or risking your personal safety.

**i. Work Area Representative –**

- Maintain a current list of employees, including part time and student employees and their work schedule;
- Instruct area occupants to shelter-in-place when notified of an emergency.
- Assist the Floor Monitor in directing occupants with limited mobility to their safe rooms
- Check off co-workers who have sheltered-in-place. (Not applicable for active shooter situations).
- Report emergency situations and missing persons to the Building Emergency Coordinator.
- Assist the Building Emergency Coordinator in transmitting the All-Clear signal to building occupants.

**ii. Floor Monitor**

- Check unlocked rooms, corridors and restrooms on assigned floors to ensure building occupants have been notified of the shelter-in-place order.
- Make sure windows, exterior doors and any other opening to the outside is closed.
- Assist and/or direct occupants with limited mobility to their safe rooms.

- Report emergency situations and missing persons to the Building Emergency Coordinator.
- Assist the Building Emergency Coordinator in transmitting the All-Clear signal to building occupants.

### **iii. Building Emergency Coordinator**

- Secure and lock all exterior doors in hazmat situations or as needed
- Collect information on building occupants from Floor Monitors and Work Area Reps.
- Report information to first responders or the UNK EOC on occupants needing assistance or those who may be missing.
- Relay information and updates to building occupants about the situation as they become available- (When individuals shelter together).
- Transmit the All-Clear message to building occupants utilizing Floor Monitors and Work Area Reps to assist.
- Supply the EOT with necessary information and assist them with any necessary debriefings.

### **g. Procedures**

Upon the notification of a shelter in place order, emergency personnel will complete the job tasks listed above, when possible. It is the responsibility of all building occupants to follow emergency directions and immediately proceed to a safe location within the building. Faculty are responsible for relaying emergency directions to their students and directing them to a shelter/safe location. University employees and students are responsible for relaying emergency directions to their visitors/customers.

Contract workers will be made familiar with the procedure outlined herein and are expected to shelter upon notification.

Designated essential personnel needed to continue or shut down critical operations while a shelter-in-place is underway are responsible for determining when to abandon the operation and shelter themselves.

### **i. Sheltering Instructions By Types**

1. If sheltering for a tornado go to the predetermined storm shelter in your building.
2. If you are sheltering due to a civil disturbance/Hostage/Active shooter situation;
  - a. Lock and barricade doors.
  - b. Turn off lights, close the blinds and block any windows.
  - c. Turn off or silence anything that makes noise radios, cell phones and computers.
  - d. Keep yourself and occupants calm, quiet and out of sight. Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinet (cover may protect you from bullets).
  - e. As quietly as possible have one person call 911. Give detailed information about the situation.

