

The University of Louisiana at Monroe

College of Business and Social Sciences

Emergency Operations Plan

Updated June 2015

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Section I. Introduction

Planning at the University of Louisiana at Monroe

1. Purpose

Each department at The University of Louisiana at Monroe has an Emergency Operations Plan to maintain or restore important business and/or academic operations. The Emergency Operations Plan defines the department's actions before, during and after a disaster event.

In addition to the Emergency Operations Plans, The University of Louisiana at Monroe has developed a Business Continuity Plan (BCP) to establish policies, procedures and organizational structure for response to emergencies. The BCP defines procedures to maintain and/or restore critical business and academic operations.

The University of Louisiana at Monroe has also developed an Emergency Response Plan to direct university personnel during actual emergency events. Other emergency response guidelines have been prepared for faculty, staff and students.

All of these specific purpose plans are intended for use in concert to greatly lessen the loss of life and the extent of injuries, limit equipment and property damage, and maintain or rapidly restore normal business and academic operations.

2. Mission

The University of Louisiana at Monroe will respond to an emergency situation in a safe, effective and timely manner. University resources and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

Department Planning

3. Requirements of All Departments

Emergency Operations Plans prepared by all University Departments shall be consistent with the guidelines established in this Business Continuity Plan. Each department shall, as appropriately directed, execute that portion of their plan required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following:

1. Identify the individuals and alternates to whom the specific responsibilities are assigned:
 - a. Emergency Operations Plan execution / emergency response
 - b. Emergency Operations Plan maintenance – all departments are required to provide the BCP Coordinator with an updated Emergency Operations Plan every year
2. Develop procedures for communication
 - a. Emergency contacts
 - b. Contact list for all department employees
 - c. As applicable, contact list for critical subcontractors, suppliers and service providers that may be needed after an emergency event
3. Develop procedures to protect all vital records
4. Develop procedures to perform normal duties manually / without computer support

4. Specific College of Business and Social Sciences Responsibilities

- Develop plans to utilize a course management system in a post-disaster environment

Section II. Plan Organization

1. *Head of the College of Business & Social Sciences Emergency Operations Plan*

1. **Ron Berry, Dean**

2. _____

2. *Plan Development & Maintenance*

1. **Ron Berry**

2. _____

3. *Plan Contact & Activation*

1. **Ron Berry (318) 372-1856 - cell**

2. _____

4. *Representatives on the ULM Crisis Response Team*

1. **N/A**

2. **N/A**

5. *College Crisis Response Team*

1. **Ron Berry**

2. **Donna Luse**

3. **Michelle McEacharn/ Henry Cole/ Pamela Saulsberry/ Edward
Brayton/ William McCown**

6. College Emergency Operations Center (EOC)

Location of the Primary EOC:

Hemphill 101

Location of the Backup EOC:

ULM Library, Lobby, 1st Floor

7. Testing / Exercise & Training

1. Training Needs

N/A

2. Training Date(s)

N/A

3. Testing / Exercise Needs

Test the ability of the department to process work manually

8. Deadlines

ANNUAL UPDATE ACTIVITIES	PERSON RESPONSIBLE		Completion Date
	Primary	Alternate	
College Emergency Operations Plan review Meeting	Ron Berry	Donna Luse	June 30, Annually
Test the ability of the department to process work manually	Ron Berry	Donna Luse	June 30, Annually
Establish contracts with subcontractors, suppliers & vendors for specialized recovery operations	N/A	N/A	N/A
Distribute copies of the updated College Emergency Operations Plan	Ron Berry	Donna Luse	September 30, Annually
Update College Emergency Operations Plan & Submit to the BCP Coordinator	Ron Berry	Donna Luse	June 30, Annually

Section III. Critical Data Management

All data that is created or stored on The University of Louisiana at Monroe central computing center maintained by University Computing is automatically backed-up and secured offsite.

1. Is all data used by this department developed or maintained by University Computing?
 YES NO
2. Is all data used by this department developed or maintained by an auxiliary computing system with proper controls*? YES NO
3. For data used by this department that is not developed or maintained by University Computing or by an auxiliary computing system with proper controls*, the following responsibilities are assigned:

<u>Responsibility</u>	<u>Primary</u>	<u>Alternate</u>
A. Maintenance	_____	_____
B. Off Site Storage*	_____	_____

* Location of Off-Site records _____

For data used by this department that is not developed or maintained by University Computing or by an auxiliary computing system with proper controls, Attachment A has been completed.

*Proper controls means that the data is backed-up at least daily and secured off-site at least weekly.

Section IV. Manual Processing

There may be a period of time when computer services will be unavailable after a major emergency or disaster. Every department at The University of Louisiana at Monroe must be able to perform critical department operations manually.

9. Critical Department Operations

Critical department operations that are processed by computer:

N/A

10. Personnel

Employees who can perform critical department operations manually:

N/A

11. Forms & Instructions

Attachment B is comprised of hard copies of all forms used to perform critical department operations manually and, as necessary, attach instructions on form completion.

Section V. Resource Identification

12. Personnel Assignments

Special Personnel Assignments to perform critical operations are as follows:

N/A

13. Critical Equipment

Special Equipment needed to perform critical operations are as follows:

N/A

14. Special Supplies

Special Supplies needed to perform critical operations are as follows:

N/A

15. Procedures

Special Procedures to perform critical operations are as follows:

N/A

16. Additional Planning

N/A

Section VI. Attachments

17. Attachment A – Critical Data not Secured by University Computing
 (or by an auxiliary computing system with proper backup controls)

Name/ Class of Document	Critical Level		Flow			Not Properly Secured by Electronically		
	Operations	Legal	Source	Users	Custodian	Duplicated & Dispersed	Hardened Site	Replaceable or Unimportant

18. Attachment B – Forms and Instructions

19. Attachment C – Contact Information

Emergency:

University Police 1-911

Subcontractors

Name	Company	Telephone Numbers		
		Office	Cell	Other (email)
Not Applicable				

Service Providers

Name	Company	Telephone Numbers		
		Office	Cell	Other (email)
Not Applicable				

Suppliers & Vendors

Name	Company	Telephone Numbers		
		Office	Home	Cell
Not Applicable				

Other Out-side Providers

Name	Company	Telephone Numbers		
		Office	Cell	Other (email)
Not Applicable				

Department Employees

	Last	First	Office	Office Phone	Home Phone	Cell Phone	e-mail address	School
Dr.	Babin	Laurie	HMPH 351	1153	768-7884	601-381-1332	babin@ulm.edu	MNGT
Dr.	Barnett	William	HMPH 347	1146	884-9322	817-371-3256	barnett@ulm.edu	AFIS
Dr.	Berry	Christine	HMPH 309	1157	324-1856	805-3400	cberry@ulm.edu	MNGT
Dr.	Berry	Ronald	HMPH 101	1103	324-1856	372-1856	rberry@ulm.edu	DEAN CBSS
Ms.	Black	Andrea	STRAUSS 234	1457			asavage@ulm.edu	BSS
Dr.	Bonner	Mkay	STRAUSS 224	1441		348-4243	bonner@ulm.edu	BSS
Dr.	Boswell	Katherine	HMPH 344	1114	239-4522	547-9300	boswell@ulm.edu	AFIS
Dr.	Edward	Brayton	CONS 115	1871	231-592-0570	231-250-0081	brayton@ulm.edu	CM
Dr.	Casey	James	HMPH 157	1768	855-8014	547-6472	jcasey@ulm.edu	MNGT
Dr.	Clow	Kenneth	HMPH 354	1189	982-3007	237-4112	clow@ulm.edu	MNGT
Dr.	Cole	Henry	HMPH 305	1186	323-1404	789-8906	hcole@ulm.edu	MNGT
Ms.	Cooper	Betty	HMPH 332	1141	325-3663	547-0606	cooper@ulm.edu	AFIS
Dr.	Cordova	Jose	HMPH 345	1855	345-2708	614-4665	cordova@ulm.edu	AFIS
Dr.	Davis	Dorothy	HMPH 343	1119	737-1278	614-3326	ddavis@ulm.edu	AFIS
Ms.	Davis	Linda	STRAUSS 208	1551			ldavis@ulm.edu	BSS
Mr.	DeNardin	Tom	HMPH 144	1156	387-7955	719-659-6486	denardin@ulm.edu	AFIS
Ms.	Duggins	Susan	STUBBS 204	1143		791-1472	duggins@ulm.edu	DEAN CBSS
Dr.	Eaton	Virginia	HMPH 338	1848	410-1850	381-1092	eaton@ulm.edu	AFIS
Dr.	Eisenstadt	Robert	HMPH 139	1151	387-5906	791-1877	eisenstadt@ulm.edu	AFIS
Dr.	Garvey	Kilian	STRAUSS 329	1279			garvey@ulm.edu	BSS
Ms.	Golemon	Deborah	HMPH 333	1196	884-4800	884-4800	golemon@ulm.edu	AFIS
Dr.	Ardoin	Eugenie	HMPH 141	1194	381-1332	381-1332	goodwin@ulm.edu	AFIS
Mr.	Hall	Seth	HMPH 115	1121	366-4643	366-4643	shall@ulm.edu	DEAN CBSS
Dr.	Hanser	Robert	STRAUSS 216	1443		331-6952	hanser@ulm.edu	BSS
Mr.	Hodnett	David	CONS 113	1154		237-8448	hodnett@ulm.edu	CM
Dr.	Hutto	Cecil	STRAUSS 314	1347			chutto@ulm.edu	BSS
Ms.	Hyatt	Juanita	HMPH 305	1154		376-3167	hyatt@ulm.edu	MNGT
Dr.	Johnston	Tammy	HMPH 153	1162	387-3813	372-1912	tparker@ulm.edu	AFIS
Mr.	Karlowitz	Paul	HMPH 154	1168		547-7255	karlowitz@ulm.edu	MNGT
Mr.	King	David	HMPH 142	1784	278-1020	278-1020	dking@ulm.edu	MNGT
Mr.	Tucker	Kincaid	CONS 101	1860		538-9398		CM

Dr.	Kogut	Carl	HMPH 150	1155	396-3696	789-2008	kogut@ulm.edu	AFIS
Dr.	Kuanliang	Attapol	STRAUSS 221	1449		355-5509	kuanliang@ulm.edu	BSS
Dr.	Lanham	Dean	STRAUSS 226	1439		979-595-7787	dlanham@ulm.edu	BSS
Ms.	Letterman	Kaye	HMPH 137	1107		537-2057	letterman@ulm.edu	DEAN CBSS
Dr.	Lewis	Veronica	STRAUSS 319	1332			vlewis@ulm.edu	BSS
Dr.	Luse	Donna	HMPH 101	1106	396-5914	376-6639	luse@ulm.edu	DEAN CBSS
Mr.	Madden	Jerry	CONS 111	1869	396-4872	372-4603	madden@ulm.edu	CM
Dr.	Manry	David	CONS 109	1866		518-2051	manry@ulm.edu	CM
Ms.	McConkey	Rose	HMPH 101	1102		237-8346	rmcconkey@ulm.edu	DEAN CBSS
Dr.	McCown	Bill	HMPH 104	1105		245-6306	mccown@ulm.edu	DEAN CBSS
Dr.	Janelle	McDaniel	STRAUSS 324	1348			jmcdaniel@ulm.edu	BSS
Dr.	McEacharn	Michelle	HMPH 305	1109	397-0132	816-3619	mceacharn@ulm.edu	AFIS
Dr.	McGahan	Joseph	STRAUSS 335	1338			mcgahan@ulm.edu	BSS
Dr.	Melancon	Melissa	HMPH 151	1167	768-7876	243-0448	melancon@ulm.edu	AFIS
Mr.	Moore	Zachary	HMPH 146	1734		282-7587	zmoore@ulm.edu	MNGT
Dr.	Nelson	Paul	HMPH 149	1159	322-2882	355-8193	nelson@ulm.edu	AFIS
Dr.	Netterville	Anna	STRAUSS 229	1129		614-3437	netterville@ulm.edu	BSS
Dr.	Palmer	Jack	STRAUSS 339	1345			palmer@ulm.edu	BSS
Dr.	Rodriguez	Arturo	HMPH 143	1202	331-2923	331-2923	rodriguez@ulm.edu	MNGT
Ms.	Roshto	Patricia	HMPH 330	1118		680-1861	roshto@ulm.edu	AFIS
Mr.	Tony	Sanson	HMPH 305	1111		737-0403	sanson@ulm.edu	AFIS
Dr.	Saulsberry	Pamela	STRAUSS 209	1445		680-9742	saulsberry@ulm.edu	BSS
Ms.	Sexton	Debbie	HMPH 101	1104		355-9642	sexton@ulm.edu	DEAN CBSS
Dr.	Sharma	Anita	STRAUSS 323	1409		503-4618	asharma@ulm.edu	BSS
Mr.	Smith	Greg	CONS 112	1867	368-4824	608-6819	gsmith@ulm.edu	CM
Dr.	Smith	Lon	HMPH 346	1846	396-9957	381-0036	lsmith@ulm.edu	AFIS
Dr.	Stammerjohan	Claire	HMPH 352	1187	644-9573	514-9168	stammerjohan@ulm.edu	MNGT
Dr.	Stevens	Rick	STRAUSS 322	1354			stevens@ulm.edu	BSS
Dr.	Stockley	Joshua	STRAUSS 323	3216		985-859-1996	stockley@ulm.edu	BSS
Ms.	Strickler	Cindy	HMPH 145	1166	325-5059	372-2854	strickler@ulm.edu	MNGT
Dr.	Sutherlin	John	STRAUSS 166	1541		337-552-4550	sutherlin@ulm.edu	BSS
Dr.	Walker	Bruce	HMPH 158	1117	323-7887	348-4249	walker@ulm.edu	MNGT
Ms.	Weber	Janis	HMPH 331	1112	665-2453	282-6829	weber@ulm.edu	AFIS
Dr.	White	Neil	STRAUSS 231	1448			nwhite@ulm.edu	BSS
Dr.	Wiedemeier	Paul	HMPH 348	1856	396-2733	805-5101	wiedemeier@ulm.edu	AFIS

Dr.	Williamson	Stan	HMPH 156	1195	644-7100	537-2728	swilliamson@ulm.edu	MNGT
Dr.	Wood	James	HMPH 349	1138	343-0713		wood@ulm.edu	AFIS