Annex A- Warning and Notification

Purpose

To provide an overview of the responsibilities and the procedures whereby the notification of key University officials and the warning of the general public, Students and employees are accomplished.

Outdoor Warning Sirens

There is 100% outdoor siren coverage for the population of the University of Minnesota Minneapolis and St Paul Campuses. The warning system is designed for outdoor warnings only; individuals are encouraged to purchase weather alert radios for complete indoor coverage.

As the University warning point, the University Communications Center is responsible for providing warnings and notifications according to established procedures. Warnings and notifications will be accomplished by issuing appropriate two-way radio broadcasts to appropriate emergency response agencies and activation of the Emergency Warning Sequence Call List or activation of the Emergency Operations Center (EOC).

For the Minneapolis campus, The Hennepin County Sheriff’s Radio Communications Center is the County Warning Point that is responsible for relaying warnings to the Minneapolis Emergency Communications Center (MECC), which serves as the backup for Hennepin County.

For the St. Paul Campus, The Ramsey County Sheriffs Communication Center is the County Warning Point that is responsible for relaying warnings to the St Paul Police Communications Center which serves as the backup for Ramsey County.

See attached maps.

Alarms
In most buildings, alarms will sound in the event of a fire or other emergency. These are a call to evacuate.

Tone Alert Radios
Emergency alert radios have been placed is selected offices across campus. This alert radio will sound an alarm tone in the event of a county/city wide alert. The radio tone is activated by the University Police communications Center in the event of a weather or other civil emergency. The tone will be followed by a voice message explaining the nature of the emergency (i.e. tornado warning, required evacuation).
At the sound of the tone, please LISTEN to the message and pass the warning on to
the offices on the attached calling/notification list. Take any necessary actions you
feel appropriate to protect yourself.

There will be a test of the radio as part of the University Emergency Management
System on the first Wednesday of every month at 1:00 p.m. (at that same time as the
city sirens).

**Pagers**
Senior University officials are on a shared pager system that can receive text and
audio alerts simultaneously from University police.

**Phones**
The ability to ring hundreds of campus phones simultaneously and leave a recorded
message is being developed and allows a large number of individual contacts during
an emergency.

**Other Methods**
In some cases, e-mail, the Web, word-of-mouth, or even the media will be used to
alert the campus or broader community of events on campus.
Siren Locations and Coverage/Minneapolis Campus

**Full Hennepin County Siren Map**

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21&lt;sup&gt;st&lt;/sup&gt; Ave. So. &amp; E. 4&lt;sup&gt;th&lt;/sup&gt; St.</td>
<td>U of M parking ramp</td>
</tr>
<tr>
<td>200 Ontario St. SE</td>
<td>Fire Station #19</td>
</tr>
<tr>
<td>1313 5&lt;sup&gt;th&lt;/sup&gt; St. SE</td>
<td>University Tech Center</td>
</tr>
</tbody>
</table>

10<sup>th</sup> & Washington Ave. So.
Siren Locations and coverage/St Paul Campus

Full Ramsey County Siren Map
Guidelines for Warning and Notification

- In any emergency, notifications to affected students, faculty, researchers, and staff must begin at once.

- Any facilities-related emergencies that might be reported to Building Systems Automation Control are transmitted to 9-1-1.

- The police dispatcher will dispatch assistance to the scene, and notify Emergency Response Staff. The dispatcher also notifies the Officer of the Day. The dispatcher will make other notifications as needed. Refer to Hazardous Materials Protection-Annex M for additional information.

- The police dispatcher will provide information to the State Duty Officer for inclusion in any EAS notifications. The University does not have the need or capability of activating the EAS independently.

- SOP’s for these notifications are maintained at the 9-1-1 Center.

During a limited Level 2 incident, response units simply alert department managers of the situation and provide updates throughout the course of the event. (In some cases, the Public Information Officer may issue bulletins to affected units).

Notification and Responsibilities of Deans, Directors, and Other Department Heads

College-level and equivalent deans, directors and department heads who are not Annex holders also need to send and receive information in an emergency.

In Level 1 or 2 situations, Emergency Response personnel or Officer of the Day will directly notify the heads of colleges or units affected by the emergency.

In Level 3 or 4 situations, the heads of these major divisions of the University have specific requirements:

a. **Level 3** or if not specified – Gather information about the status of their college and report it to the Planning Officer at the EOC within 12 hours of the declaration. In some cases, those units directly affected by the emergency may be asked to report sooner

b. **Level 4** – Gather information about the status of their college and report it to the Planning Officer within 3 hours of the declaration of emergency. Follow-up reports are needed at 6 hours, 12 hours and 24 hours after the declaration. Thereafter, a daily report on the status of the college is needed until emergency operations are terminated.
c. **Status** includes reporting on the overall ability to perform the mission of the college (including business and teaching functions), lost data; physical damage; personnel issues.

d. The preferred manner of reporting is by e-mail. Assuming the e-mail infrastructure is “up” send reports to DEM@umn.edu. Alternatively, fax the information to 612-627-4770. The least desirable method, and the method of last resort, is to hand deliver the report to University Relations, Room 6 Morrill Hall. If Morrill Hall is evacuated, University Relations will inform Deans, directors and department heads of an alternative drop-off site.
NOTIFICATION METHODS
The delivery of internal and external emergency information is planned and coordinated by the News Service within University Relations. Students, faculty, staff, and the public will learn information through the following means:

Notification lists and call-down lists
The tenants of each building are responsible for developing and maintaining vertical communications lists to “spread the word” of emergency situations throughout the building. Each University department is required to maintain procedures and lists that will enable the department to notify their staff in all facilities of emergency information 24 hours per day.

Group Alert
The University police dispatcher can activate specially designed radio receivers and provide emergency information to various geographic regions of the campus. The police dispatcher will also issue emergency warnings to the campus via telephone and tone-alert radio group alerting systems.

Pagers
The Police dispatcher can also send an alphanumeric page regarding the emergency to all members of the University community who choose to subscribe to the service.

Voicemail and E-mail
These will be used to provide regular updates of information to the University community. This information will be developed and transmitted by the University Relations Department.

News Service
The University News Service will provide local media outlets with information for broadcast.

This coordinated approach to disseminating critical emergency announcements will provide quick, reliable, and consistent information to our community and will reduce general demand on vital emergency communications lines.

In the event that emergency conditions disrupt power and telephone service, emergency information and emergency communications will be profoundly restricted. Until these systems are restored, messengers, radios, cellular phones, and Gopher Amateur Radio Club will be used.
CLOSINGS AND EVACUATIONS

Responsibilities
A. At the University of Minnesota campuses, the following officials will recommend evacuations:
   1. Fire Chief or designee – fire/radiological/hazmat incidents
   2. Police Chief or designee – all others
   3. University Officer of the Day

B. The Police Department will be responsible for:
   1. Providing and coordinating security in the affected areas of a critical incident and evacuation areas to protect private and public property.
   2. Providing security in the affected incident area and evacuation area to insure the personal safety of the public and emergency response personnel.
   3. Providing security to congregate care facilities as resources are available and required.
   4. Providing assistance and coordination of evacuations requested by the affected Municipal Emergency Responders.
   5. Providing traffic control for critical incidents and all evacuations.
   6. Providing coordination of assistance to evacuated individuals with disabled vehicles and mobility-impaired persons.
   7. Providing assistance and coordination of any subsequent criminal investigation including evidence preservation & collection, crime scene processing, interviewing and interrogation, and other investigative functions.

- In severe weather cases, the Executive Vice President and Provost is the person responsible for making any closings and/or evacuation decisions after s/he consults with campus authorities. This Emergency Operations Plan does not change or otherwise affect this procedure.

- The University Officer of the Day or Incident Commander may order the evacuation of any structure if needed to provide for immediate safety needs.

- In all facilities equipped with audible fire alarms, University staff, students, and faculty are expected to evacuate the building immediately. It is the responsibility of all staff and faculty to familiarize themselves with evacuation routes from their work locations and to direct others to safe routes as needed.

This plan anticipates that the evacuation of structures on campus will require the assistance of University Personnel as well as Emergency Responders from Minneapolis/St Paul. If possible, evacuation of a campus or even of a large area of a campus will be done sequentially, in order to reduce gridlock and other “infrastructure” stress.
Emergency Management has developed planning templates for each building on the campus to help them develop individual evacuation plans in compliance with OSHA regulations.
MAPS OF EVACUATION ROUTES

Minneapolis Campus: Utilize surface streets to I-94, the Transitway and I-35W.
St. Paul Campus: Utilize surface streets and Transitway to Hwy. 280 via surface streets, Snelling Avenue, Larpenteur Avenue, Como Avenue and I-94.
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Authentication

The University of Minnesota Emergency Operations Plan has been reviewed and approved by the following:

Police Chief- University of Minnesota  Date

911 Supervisor- University of Minnesota  Date

Emergency Management Director-University of Minnesota  Date