



## **ANNEX A**

### **WARNINGS AND EMERGENCY COMMUNICATIONS**

#### **I. PURPOSE**

In the event of a disaster or emergency, clear and concise communication procedures are essential to save lives, warn the public and protect property. The purpose of this annex is to describe UNC's system of communication in daily events, or in the event of an emergency or a natural or man-made disaster.

#### **II. SITUATION**

The campus warning point is located in the UNC Police Communications Center at the UNC Police Department. It is staffed 24-hours per day. The UNC Police Communications Center is connected to national and state warning systems by way of the Area Warning Point in Pueblo, Colorado, the Colorado Crime Information Computer (CCIC) terminal and the Greeley/Weld County Regional Communications Center. The UNC Police Communications Center also handles all radio traffic for the University Police, communications with Facilities Management and receives telephone calls from the campus community. When the UNC Police Communications Center receives a warning from any source, it uses a predetermined emergency conference notification system to warn as many administrators as possible of the emergency. These administrators in turn activate their individual notification plans.

Any type of emergency may disable communication systems, hampering warnings and the dissemination of information. A disaster may physically damage communication lines or equipment, and the addition of emergency communications to normal activities may overload the communications system.

#### **III. ASSUMPTIONS**

- A. The UNC Police Communications Center will serve as the warning point for all natural and man-made emergencies which may impact the campus.

- B. Some elements of the emergency telephone alert system will be operable during the emergency.
- C. The initial emergency will tax on-duty staff, effecting emergency response. Back-up communications technicians will be added to normal staffing as communication traffic increases.
- D. During tornadoes and certain flood situations, the UNC Police Communications Center will have to be evacuated. No incoming telephone calls will be possible, including emergency and 911 calls. Communications with Police and Facilities Management personnel will be possible through the use of hand held radios. Outgoing telephone communications may be possible through the use of cellular telephones. Emergency communications should be routed through the Greeley/Weld County Communications Center. University Police will coordinate with Weld County Communications to re-establish appropriate communications.
- E. Two-way radios are available in several campus buildings. In the case of an emergency, the following departments have two-way radios for use:
  - 1. Police Department (20)
  - 2. Parking Services (10)
  - 3. Housing & Residence Life (10)
  - 4. Campus Recreation Center (10)
  - 5. Facilities Management (70)
  - 6. University Center (10)

The UNC Police Communication Center will coordinate with the Logistics Chief to collect/disseminate all hand-held radios to appropriate resources, as needed.

#### **IV. CONCEPT OF OPERATION**

The core of any communications network is its day-to-day communications system. In the early stages of an emergency, this system will be used for virtually all forms of traffic. Therefore, communications technicians and system users must be prepared to delay or reroute non-

essential traffic. Emergency services communications will take precedent over personal or convenience communications during the emergency.

## **V. ORGANIZATION**

The UNC Police Communications Center is comprised of the Police Communications Technicians (dispatchers) and the PBX Operators. Staff may be as many as three people or as little as a single dispatcher. It is assumed that an emergency will tax this staffing, affecting response, until additional staff can respond to the UNC Police Communications Center.

## **VI. RESPONSIBILITIES**

- A. The UNC Police Communications Center will be responsible for the alert and recall process, as well as maintain continuous, direct communications with all persons and agencies involved in the emergency.
- B. The UNC Police Communications Center will maintain a 24-hour, 365-day duty personnel staffing.
- C. The UNC Police Communications Center will maintain accurate records of key response and support personnel, as well as the ongoing status of efforts to mitigate the emergency.
- D. The UNC Police Communications Center will continuously support all Emergency Response Personnel.
- E. The UNC Police Communications Center will coordinate information exchange with all incident command posts and the Emergency Management Center.
- F. The UNC Police Communications Center will maintain open communications with mutual aid and support agencies.

## **VII. EMERGENCY WARNINGS**

- A. Emergency warnings will be initiated using a variety of systems.
  - 1. The emergency telephone alert system links up 50 telephones into a single conference call. The call is initiated by the Police Department. Recipients are told to stand-by for an emergency message. When all 50 telephones have been dialed, the conference call is started. Administrators are briefed on the nature of the emergency and can ask questions and recommend actions as appropriate.

2. The UNC weather information line also serves as a source to disseminate information to the public. This line is updated during the course of an emergency to reflect the most current conditions affecting the campus.

B. Warnings through the UNC Police Communications Center:

1. Notify the on-duty police officer and any on-duty supervisors of the emergency.
2. Activate the emergency telephone alert system if the Chief of Police is unable to do so. Notify the Emergency Response Committee as directed.
3. Activate the Emergency Management Center upon the direction of the Executive Director for Emergency Management or the Emergency Response Coordinator.
4. Initiate the recall of off-duty Police, UNC Police Communications Center and Facilities Management personnel as directed.
5. Update the UNC weather information line as directed by the Emergency Response Coordinator.