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.

II.   **ASSUMPTIONS**

The UNC Police Communications Center is the primary source for emergency communications on campus. The Police Communications Center may receive warnings from official sources such as the National Weather Service or another local law enforcement agency. If a possible threat is identified by an unofficial source, such as a student or employee of the University, the Police Communications Center will immediately dispatch law enforcement in an effort to confirm the potential threat. Police personnel will be advised of any additional information received by the Police Communications Center and consider whether additional calls or information justify an emergency message prior to confirmation of a threat. When the UNC Police Communications Center receives a warning related to a significant threat to campus from an official source or a significant threat through other means, emergency notification systems will be utilized.   Upon notification of a threat to campus, critical staff should activate their individual department emergency plans. Additionally, critical staff should be prepared for a potential activation of the Emergency Operations Center.

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

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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. Emergency services communications will take precedent during the emergency.

D. It is unlikely, but possible, that during certain extreme emergencies the UNC Police Communications Center will not have access to incoming phone calls 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 or use of analog phones available in the Communications Center. Emergency communications should be routed through the Weld County Regional Communications Center. University Police will coordinate with Weld County Regional Communications Center to re-establish appropriate communications. Additionally, phone calls will be automatically routed to the Weld County Regional Communications Center when heavy phone traffic ties up all current incoming lines to the UNC Police Communications Center.

III. 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.

IV. RESPONSIBILITIES

A. The UNC Police Communications Center will be responsible to maintain continuous, direct communications with the incident commander and/or other 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 UNC police response and UNC police personnel. The Planning Section will maintain accurate records of all 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.

V.   EMERGENCY WARNINGS

A.   Emergency warnings will be initiated using a variety of systems.

1.   The UNC Police Communications Center can utilize 2 separate systems to send out emergency messages. These are: InformaCast, which sends text messages to university students and staff who have opted in to the alerts as well as sending emails to all university addresses, and text/voice messages to all on campus IP phones; and the Stanchion Emergency Pole system which sends audible messages via speakers placed on all outdoor emergency phones.

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.