Introduction and Assumptions

During a situation where severe weather is forecast and a determination is made to close Belknap, some students, faculty, staff, campus visitors or guests may not feel safe in their residence if they leave university facilities. Another similar situation would be that the individual lives a long distance from the university and is unsure whether they can reach their residence safely. This procedure outlines the short-term (2-4 hours) sheltering option for those individuals that would like to stay on Belknap campus. The Interfaith Center has been designated as a short term shelter in the event Belknap Campus is closed due to pending severe weather.

Units with Assigned responsibilities

Communications and Marketing
Interfaith Center Staff
Student Activities
Public Safety
Physical Plant
Environmental Health and Safety

Staffing

Student Activities will serve as the shelter coordinator and six Student Affairs staff people will form the shelter staff. Typically, only three people will be needed to staff the shelter, but by having six people designated, there will be 100% redundancy. Interfaith Center staff will liaison with Student Activities to manage the shelter. The Department of Environmental Health and Safety (DEHS) will coordinate planning, but will not be involved in operation except activation.

Training

DEHS will provide Student Affairs and Interfaith Center staff with the appropriate training.

Emergency Notification

If severe weather other potential emergency is forecast for the campus and determination has
been made to close the campus, the Interfaith center has been designated as the shelter location for those individuals that cannot or feel unsafe with leaving campus. In order to communicate widely throughout the campus community, the UofL Alert system is typically used. Members of the EOC activation Group have been authorized to activate the shelter in times of emergency.

Information Distribution

Communications and Marketing will disseminate information regarding a non-emergency campus closure to the university community using UofL Alert. The information regarding the campus shelter being activated will be part of that communication.

Building/Unit/Department Actions

Interfaith Center Staff

Once notified, those staff members working in the Interfaith Center and electing to stay on campus to help with the shelter will prepare the facility to receive occupants. This preparation might include rearranging chairs, straightening up the facility and removing any refuse. The doors of the facility should be kept open until the shelter manager arrives.

Public Safety

A police officer or security officer from Public Safety will be dispatched to the Interfaith Center to make sure that it is open and the door is unlocked. If there are no Interfaith Center Staff on hand (such as night), the officer will remain at the Interfaith center until relieved by the shelter manager.

Student Activities

Student Activities will provide at least three staff people to manage the shelter while it is open. One of the Student Activity staff members will act as the shelter manager. The staff will monitor people in the shelter and make sure that no damage is done to the shelter, that occupants move to severe weather sheltering locations as appropriate and that the shelter is closed after the emergency expires.

Physical Plant

In the event that the Interfaith Center is closed and no Public Safety staff is available, Physical Plant staff will be used to fill the roles of Public Safety in opening the Center.

Environmental Health and Safety

While the Department of Environmental Health and Safety would have no actual roles in the shelter operations, DEHS will provide assistance in the activation, management and closing of the Center as required. DEHS will also provide a NOAA Weather Radio to the Interfaith Center.
General Information regarding the Use of the center as a Shelter

Student, Staff and Faculty that elect to use the shelter will be required to sign in to the facility to track in the event of a tornado touching down on campus. The sign in sheet will include columns for the name, telephone number and what building/location they were located when the campus was closed.

All people using the shelter will enter via the east door.

People in the shelter may take advantage of any area of the building except for personal offices and any other area marked by signage by Interfaith Center Staff. People may take advantage of television and/or wireless internet during the time the shelter is open.

If a tornado warning is issued, people in the shelter will be directed into the worship area, bathrooms, and lower level meeting room. Shelter occupants will remain in those rooms until the tornado warning has expired.

People utilizing the shelter will be allowed to bring food and or non-alcoholic drinks into the Center. All university policies will be followed by people using the shelter.

Deactivation

Once the severe weather or other emergency potential has diminished the Center will be closed. This determination will be made EOC. The shelter coordinator, his designee or representatives from the Interfaith Center will direct the people using the shelter to clean up the area and replace furniture as it was found. They will then be instructed to leave the facility. Once people have left the shelter, the coordinator, his designee or a representatives from the Interfaith Center will walk through the center and ensure that everyone has left and then secure the outer doors.