



# Hurricane Preparedness Plan

APPENDIX G-3

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## Definitions

Advisory: Official information issued by tropical warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken.

Best Track: A subjectively smoothed path, versus a precise and very erratic fix-to-fix path, used to represent tropical cyclone movement. It is based on an assessment of all available data.

Eye: The relatively calm center of the tropical cyclone that is more than one half surrounded by wall cloud.

Gayle Warning: The warning of 1-minute sustained winds in the range 39 mph to 54 mph inclusive, either predicted or occurring not directly associated with tropical cyclones.

High Wind Warning: A high wind warning is defined as 1-minute average surface winds of 40 mph or greater lasting for one hour or longer, or winds gusting to 58 mph or greater regardless of duration that are either expected or observed over land.

Hurricane/Typhoon: A warm-core tropical cyclone in which the maximum sustained wind (using the U.S. 1-minute average is 74 mph or more. The term hurricane is used for Northern Hemisphere cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific cyclones north of the Equator west of the International Dateline.

Hurricane Categories: There are five categories of hurricanes in accordance with the Saffir-Simpson Scale. The categories are as follows:

Category 1: Sustained winds from 74-95 mph. Storm surge from 4 to 5 feet above normal may occur. Immediate danger to trees, gardens, shrubbery, and street signs. Some damage to mobile homes and piers. Solid structures should escape damage.

Category 2: Sustained winds from 96-110 mph. Storm surges from 6 to 8 feet above normal may occur. Wind gusts can be as powerful as 165 mph. Immediate danger to trees, gardens and shrubbery. Extensive damage may occur to some mobile homes, boats on trailers, and street signs. Structural damage to windows, doors, and roofs may occur on complexes, houses, and sheds. Evacuation of some areas may be necessary due to the threat of rising water. Some roads may be eroding and/or already flooded. Flooding can happen as early as 4 hours before the eye of the storm passes.

Category 3: Sustained winds from 111-129 mph. Storm surges from 9 to 12 feet above normal may occur. Wind gusts can be as powerful as 185 mph. Almost all foliage will be destroyed, and large trees can be blown down. Some utility poles and electrical high wires may also be blown down. Structural damage to roofs, windows, and doors is almost certain to houses and sheds, and very

possible to complexes and buildings. Evacuation of most coastal areas will be required. Flooding is imminent to areas as much as 3-5 feet above sea level. Flooding can occur as early as 5 hours before the eye of the storm passes.

Category 4: Sustained winds from 130-156 mph. Storm surges from 13-18 feet above normal may occur. Wind gusts can be as powerful as 232 mph. All foliage and street signs will be down. Some utility poles and electrical high wires will also be blown down. Extensive structural damage to roofs, windows, and doors on houses. Sheds may be blown down. Mobile homes will be extensively damaged if not destroyed. Structures on pilings near the water will receive damage by wave pounding. Beaches and roads will continue to erode at a fast pace while major flooding can occur in land up to and beyond 6 miles of the coast. Residents who wait to evacuate may have a problem because their escape routes will probably be cut off 3 to 5 hours before the eye of the storm passes.

Category 5: Sustained winds greater than 157 mph or greater. Storm surge greater than 18 feet above normal may occur. Wind gusts can be stronger than 232 mph. Foliage, signs, trees, utility poles, and electrical wires will be down everywhere. Roofs can be completely blown off all structures. Complete structural damage may occur to some residences. Glass windows and doors may shatter. Flooding can occur inland up to and beyond 6 miles of the coast. Escape routes can be cut off up to 5 hours before the eye of the storm passes. Persons in low-lying or coastal areas should not wait to evacuate.

Hurricane Season: The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30.

Hurricane Warning: A warning that sustained winds 74 mph or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

Hurricane Watch: An announcement of specific coastal areas that a hurricane or an incipient hurricane condition poses a possible threat, generally within 36 hours.

Present Movement: The best estimate on the movement of the center of a tropical cyclone at a given time and given position. This estimate does not affect the short-period, small-scale oscillations of the cyclone center.

Storm Surge: An abnormal rise in sea level accompanying a hurricane or other intense storm and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomical high tide from the observed storm tide.

*Storm Tide:* The actual level of sea water resulting from the astronomical tide combined with the storm surge.

*Tropical Cyclone:* A warm-core, non-frontal low-pressure system of synoptic scale that develops over tropical or subtropical waters and has a definite organized surface circulation.

*Tropical Depression:* A tropical cyclone in which the maximum sustained wind speed is 38 mph or less.

*Tropical Disturbance:* A discrete tropical weather system of apparently organized convection generally 100 to 300 nmi in diameter – originating in the tropics or subtropics, having a non-frontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

*Tropical Storm:* A tropical cyclone in which the maximum sustained surface wind speed ranges from 39 mph to 73 mph.

*Tropical Storm Warning:* A warning for tropical storm conditions including sustained winds within the range of 39 mph to 73 mph that are expected in a specified coastal area within 24 hours or less.

*Tropical Storm Watch:* An announcement that a tropical storm poses or tropical storm conditions pose a threat to coastal areas generally within 36 hours. A tropical storm watch should normally not be issued if the system is forecast to attain hurricane strength.

*Tropical Wave:* A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere.

## **HURRICANE/SEVERE WEATHER OPERATIONS PLAN**

**SITUATION:** The National Weather Service has announced a severe weather warning for the Southeastern United States including the state of Louisiana and the Gulf of Mexico. Severe weather may include heavy rainfall, tornadoes, gale force winds, and hurricane conditions.

**MISSION:** To prepare and implement, as necessary, evacuation plans for the campus; to prepare the campus to withstand heavy rainfall, gale force winds, and hurricane conditions; to shelter, feed, and protect students that cannot be evacuated or whose homes are threatened by flooding, and all employees (e.g. University Police, Physical Plant, etc.) who must remain on duty throughout the period of severe weather.

**CONCEPT OF THE OPERATION:** Implementation of this plan will consist of eight phases.

### **Phase I-Preparation.** *(The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>)*

- University departments, divisions, and activities will develop internal plans and checklists for their respective departments, divisions, and activities to implement in event of a severe weather situation. Plans will be forwarded to and approved by the respective vice-president or academic dean. Plans will be reviewed by May 1<sup>st</sup> of each year.
- Departments, divisions, and activities will initiate coordination with counterparts of external agencies (city, parish, and state). The Director, University Police Department will function as the University's point of contact to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness for all emergency situations with the exception of the Southeastern Louisiana University Special Needs Shelter. The Director of Environmental Health & Safety will function as the point of contact for the Special Needs Shelter.
- Departments, divisions, and activities will inventory and inspect emergency equipment and supplies. Items not available or not operable will be requisitioned. Results of the inventory will be forwarded to the respective Vice-President or academic dean by May 15<sup>th</sup> of each year.

### **Phase II-Hurricane Advisory.** *(The period June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification by the National Weather Center that a tropical storm or formed hurricane's projected track will be into the Gulf of Mexico.)*

- Departments, divisions, and activities will review the University's Hurricane/Severe Weather Operations Plan and initiate planning procedures.

- Emergency contact information is reviewed and updated.
- Departments, divisions, and activities will initiate coordination with counterparts at city, parish, and state agencies.
- Office of Environmental Health & Safety will monitor the weather situation for major changes in the weather situation.
- Departments, divisions, and activities will continue routine operations.

**Phase III-Hurricane/Severe Weather Watch.** *(The National Weather Service has declared that a hurricane watch is in effect for the Gulf of Mexico.)*

- The decision process for evacuation and closure of the campus and implementation of support operations is reviewed by the Task Force.
- Departments, divisions, and activities will continue to plan for the following phases of this plan.
- Departments, divisions, and activities will continue routine operations.
- Director, Auxiliary Services, will instruct the Director, University Housing, to determine the number of students residing in University Housing who will require evacuation to the University Center and to indicate the number of students with mobility disabilities; and instruct the Director, Campus Dining, to prepare for food service support during emergency operations.
- Coordinator of University Marketing & Communications prepares news releases and posts appropriate messages on the University homepage.

**Phase IV-Hurricane Warning.** *(The National Weather Service declares a hurricane warning for the Gulf of Mexico.)*

- Task Force members closely monitor the weather situation and weather releases from the National Weather Service and Hurricane Center.
- Departments, divisions, and activities finalize plans and prepare to implement protective measures for equipment and documents.
- Departments, divisions, and activities finalize coordination with counterparts at city, parish, and state agencies.
- Departments/divisions meet with Human Resources, Payroll Office, and other key areas to review procedures for processing and reporting pay, leave, etc.

**Phase V-Closure and Evacuation of the Campus.** *(The President makes the decision to evacuate and close the University.)*

- Southeastern Louisiana University Hurricane/Severe Weather Operations Plan is fully implemented.
- Classes at the Hammond campus are canceled with decisions regarding classes at the Baton Rouge Center, classes at the Clausen Family Building, and off-campus classes to be made. Once the President makes the decision regarding these classes, the Directors will be informed and a news release will be made.
- News releases are distributed to area media; notices placed on the University website, and general telephone messages updated.
- The University will also send notices and appropriate updates via the Southeastern Emergency Alert System, which includes intentionally redundant text messages, telephone messages and emails.
- Non-essential employees are released.
- University Housing facilities, academic and administrative buildings are closed.
- Students who cannot be evacuated are transported to the Student Shelter (University Center).
- University Police officers and Physical Plant personnel implement security, traffic control, and sustainment operations.
- Procurement Card (PCard) profiles of essential and other personnel are elevated from cardholder's original profile limit per transaction to \$25,000 per transaction threshold.

**Phase VI-Hurricane Emergency Support Operations.** *(The period of time that the storm had made landfall until the track of the storm passes through this area.)*

- Based on safety conditions, University Police officers continue security and traffic control operations and respond to medical emergencies.
- Physical Plant personnel ensure that emergency generators are operational and fueled.

**Phase VII-Recovery and Reconstitution of the Campus.** *(The period of time immediately following the storm until the University is reopened for routine operations.)*

- University Police officers continue security, law enforcement, and traffic control operations based on guidance from the Director and/or designee.
- News releases are distributed, website notice updated, and general telephone messages updated.
- The University will also send notices and appropriate updates via the Southeastern Emergency Alert System, which includes intentionally redundant text messages, telephone messages and emails.
- Physical Plant personnel inspect all campus buildings, facilities, and grounds for damage; initiate cleanup and repair of facilities damaged by the hurricane/severe weather.
- Vice-President, Administration and Finance, reports status of campus buildings, facilities, and grounds to the President; initiates documentation of damages for insurance for Office of Risk Management (ORM) and Federal Emergency Management Agency (FEMA) requirements.
- Provost and Vice-President of Academic Affairs, will estimate when classes can resume based on status of academic buildings.
- Vice-President, Student Affairs, reports status of all students who were evacuated to the University Center.
- As applicable, employees who were released prior to the impact of the storm are recalled to their respective job assignments.
- The University resumes regularly scheduled operations as soon as possible.
- Procurement Card (PCard) profiles of essential and other determined personnel are reversed from \$25,000 to original profile transaction limit as directed by Vice President of Administration & Finance or the Director of Purchasing.

**Phase VIII-After-Action Review and Report.** Departments will review procedures to determine:

- What procedures were effective and why they were effective.

- What procedures were not effective, why they were not effective, and recommend changes.
- Write input for the University's After-Action Report. Input will be due within 30 days after the date the University resumes routine operations.
- Review the University's Hurricane/Severe Weather Operations Plan and make changes as necessary.

**The President will:**

- Serve as the Task Force Coordinator.
- Make all decisions regarding times for Task Force meetings, the evacuation and closure of the University, and resumption of classes and routine University operations.
- Direct the Chief Information Officer (CIO), to activate all telephone outlets in Pride Hall that are needed.

**The Provost and Vice-President, Academic Affairs will:**

- Implement guidance received from the President.
- Direct academic deans and assistant vice-presidents to instruct all department heads to initiate procedures to protect equipment and documents, back-up data, and other actions to ensure minimal loss of equipment and data.
- Advise the President of the impact of the hurricane/severe weather on the resumption of academic operations.
- Assist the President as directed.
- Assume the duties of the President in the absence of the President.

**The Vice-President, Administration and Finance will:**

- Advise the President regarding damage to University buildings, facilities, and grounds.
- Consolidate all damage reports.
- Coordinate with the Office of Risk Management as necessary.

- Consolidate overtime worked by each department.
- Coordinate with the Federal Emergency Management Agency (FEMA) as necessary.
- Monitor all logistical issues that impact on the campus.
- In coordination with the Vice-President, Student Affairs, provide for the needs of students who remain on the campus and emergency support personnel sheltered at the University Center.
- Instruct the Director, Auxiliary Services, to implement food service operations for emergency support personnel and students, faculty and staff that are sheltered at the University Center.
- Instruct the Director, University Center, to prepare the University Center for sheltering of students who could not evacuate.
- Provide the Controller guidance concerning the issuance of paychecks for employees who are paid by check.
- Assume the duties of the Provost in the absence of the Provost.
- Manage the assignment of available space for emergency support activities that require University Housing and food service.

**The Vice-President, Student Affairs will:**

- Advise the President and the Provost concerning law enforcement, security, and all issues and concerns regarding students who remain on the campus and are sheltered at the University Center.
- Designate student affairs staff that will work through the emergency to include counselors to work with students while they are sheltered at the University Center.
- Monitor the status of students who have a disability who remain on the campus and those students who may be evacuated to a medical facility.

**The Vice-President, University Advancement will:**

- Secure the financial records and “giving” histories of the Southeastern Foundation, Southeastern Alumni Association and Lion Athletics Association.

- Designate staff that will work through the emergency.
- Assist the President as directed.
- Work with University Marketing & Communications to review and assess communications before, during and after storm.

### **Coordinating Instructions:**

- The President will determine the meeting times. All task force members will be informed of the time of each meeting by email and/or telephone. The meetings will be held in a location determined by the President.
- Requests from the media will be referred to the Coordinator of University Marketing & Communications.
- Damages to any University building, facility, grounds, and/or equipment will be reported to the Vice-President, Administration and Finance.
- Employee time sheets will reflect overtime hours by the day/date by the applicable department, division, and/or activity.
- Employees working on the campus during the emergency should watch for downed power lines. **DOWNED POWER LINES SHOULD NEVER BE TOUCHED.**
- Employees working outdoors during the emergency will wear protective clothing and eye protection if deemed necessary by their supervisor.
- The National Weather Service will issue an advisory every six (6) hours. The advisory will describe the hurricane's forecasted path and its current location.
- Students and faculty and staff who do not reside in the immediate Hammond area should monitor an **Emergency Alert System** radio station for authoritative evacuation and shelter information. In the event a hurricane/severe weather situation threatens Southeastern Louisiana, individuals should initiate plans and make preparations to evacuate; i.e., ensure vehicles have a full tank of gas and that necessary hygiene items, food and water, and prescription medications are taken if an evacuation is required.
- Individuals who evacuate the campus should monitor an **Emergency Alert System** radio station for the area they are traveling to. This is to ensure they are apprised of the latest weather situation (report), road conditions,

and shelter locations in event they are unable to reach their intended destination.

- Directors will inform the Director, Campus Dining, of the number of persons who will be required to be fed. This function will be accomplished during Phase III planning.
- Tornadoes and flying debris also pose a threat during a hurricane/severe weather situation, and all persons should be made aware of the danger posed.
- If the portable basketball floor is on the arena floor of the University Center, it will be covered as soon as possible as instructed by the Director, University Center. This function will be completed before students and faculty and staff are evacuated to the University Center.
- The task force members and the University Community will be informed of progression from each phase to the next phase by mass email.

## **ADMINISTRATION AND LOGISTICS:**

### **Administration**

- University Police officers will submit police reports as required.
- Reports of damage to University buildings, facilities, grounds, and equipment will be forwarded to the Vice-President, Administration and Finance.
- Department heads will be responsible to log hours worked by each employee to include overtime hours.
- Department heads will be responsible to document all expenditures for reimbursement from the Office of Risk Management or the Federal Emergency Management Agency.
- Reports deemed necessary by the President will be submitted as necessary or as directed.
- Director, University Housing, will conduct a head count twice daily by name of each student sheltered in the University Center as long as the University Center serves as a shelter.
- Persons sheltered at the University Center will not be permitted to leave the shelter until the President approves the closing of the shelter.

## **Logistics**

- The coordination for logistical support for the sheltering of students in the University Center will be the responsibility of the Director, University Housing. The Director, University Housing, will be assisted by the Director, University Center, and the Director, Campus Dining.
- The Director, Campus Dining, will ensure that two meals per day at a minimum will be served to all individuals who are sheltered in the University Center.
- Back-up electrical power sources and fuel for all Physical Plant vehicles will be the responsibility of the Director, Physical Plant.
- University Police officers and Physical Plant employees will continue to fuel their vehicles.
- The location of service stations that are operational and have fuel will be maintained by the UPD EOC.

## **COMMAND AND COMMUNICATIONS:**

### **Command**

- The President or his/her designated representative will make all decisions regarding the implementation of this plan.
- The line of authority (chain of command) for the University is:
  - President
  - Provost and Vice-President, Academic Affairs
  - Vice-President, Administration and Finance
  - Vice-President, Student Affairs
  - Vice-President, University Advancement
- The Task Force will be located in the University Housing Office Conference Room in Pride Hall.

### **Communications**

- Primary communications will be by landline telephone. Alternate communications will be by cellular telephone.
- The University Police Department will use its State assigned frequencies as long as electrical power is available. If necessary, the University Police Department will switch to the talk-around channel and/or switch to the

University frequency. The University Police Department call sign is SOUTHEASTERN.

- The President, Vice-Presidents, Physical Plant, Facility Planning, and Campus Dining will use the University frequency. The University call sign is TS BASE.
- Radio Station KSLU will serve as a back-up alternate communications system and will coordinate the use of “Ham Radio Operators” support and the HAM station in UPD EOC.
- The President and the University Police Department will have a satellite telephone available to them; a third satellite telephone will be available based on need.
- Email and text messaging will be available as a means of communication.

## **Athletics**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Hurricane/Severe Weather Operations Plan and ensure all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all Department employees.
- Identify all items of equipment by outdoor athletic facility that can be damaged by severe weather and should be removed, if possible, in event of severe weather. Provide a copy of this list to the Director, Physical Plant, and to the Director, Environmental Health & Safety.
- Establish a listing of contractors and vendors for possible repair and replacement of damaged equipment and facilities.
- Establish locations for the storage of equipment at outdoor athletic facilities that should be removed and stored in event of severe weather.
- Develop internal plans for emergency support operations in event of severe weather.
- Attend all planning meetings called by the President.
- Determine what equipment must be removed and placed in storage from outdoor athletic facilities.

**Phase II** - Hurricane Advisory.

During the period, June 1<sup>st</sup> through November 30<sup>th</sup>, upon notification by the National Weather Center that a tropical storm or a formed hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all employees as to the Department's mission and responsibilities.
- Notify all coaches to determine the number of student athletes who will require sheltering and those who will evacuate to their homes in event of severe weather. Instruct each coach as to what he or she and each student athlete must bring to the University Center.

- Notify all coaches of any team(s) in a travel status and discuss each team's return or its continuation in a travel status.
- Monitor upcoming athletic events that may need to be rescheduled or cancelled.
- Coordinate with the Director, Physical Plant, for the removal and storage of equipment located at athletic outdoor facilities susceptible to damage during severe weather.
- Coordinate with the Director, Health Center, to ensure that the Training Room in the University Center, is prepared for use as a first aid station.
- Attend all planning meetings called by the President.

### **Phase III - Hurricane/Severe Weather Watch.**

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Determine by athletic team the number of coaches and student athletes who will require sheltering at the University Center and who will be provided meals by Campus Dining (ARAMARK).
- Contact the coach of any team(s) in a travel status and finalize plans for the team to return to the campus or remain in a travel status. Advise the President of the status of any team(s) in travel status.
- Determine the employees who are essential for emergency support operations.
- Coordinate with all coaches to finalize the number of student athletes who will be sheltered at the University Center and provided meals by Campus Dining (ARAMARK).
- Coordinate with the Athletic Directors of athletic teams scheduled to play an athletic event at Southeastern concerning the status of the event and if the team(s) will require shelter and food service support.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Department and each athletic team to include any team(s) in travel status.

### **Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a Hurricane Warning for the Gulf of Mexico, the Director and/or his designated representative(s) will:

- Update the status of any team(s) in a travel status.
- Update the status of coaches and student athletes requiring shelter at the University Center and food service support by Campus Dining (ARAMARK).
- If a visiting team(s) is/are on-campus, include this information for each team.
- Ensure all outdoor athletic facilities have been readied to the extent possible for hurricane force weather conditions.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Department and each athletic team to include any team(s) in travel status.

**Phase V** - Closure and Evacuation of the University; Implementation of Emergency Support Operations.

When the President makes the decision to close and evacuate the University, the Director and/or his/her designated representative will:

- Direct each coach to instruct all assistant coaches and student athletes to report to the University Center. Upon arrival at the University Center, each coach will determine by name the assistant coaches and student athletes being sheltered and report this information to the Director. If any visiting team is sheltered, this same information will be obtained.
- Conduct final coordination with the coach of any team(s) in a travel status.
- Release all non-essential employees. If weather conditions prevent non-essential employees from returning to their residences, they should be instructed to report to the University Center.
- Secure all Athletic facilities and venues.
- Ensure that all outdoor athletic facilities are secured to the extent possible.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Department and each athletic team to include any team(s) in travel status.

**Phase VI** - Hurricane and Emergency Support Operations.

After the University has been closed and evacuated, the Director and/or his/her designated representative(s) will:

- Ensure that all coaches, employees, and student athletes sheltered at the University Center remain at the University Center until the hurricane force weather has ended.
- If possible, coordinate with the coach(s) of any team(s) in travel status to determine the status of each coach and student athlete.
- Attend any planning meetings called by the President. Be prepared to brief on the status of the Department and each athletic team to include any team(s) in travel status.

#### **Phase VII - Recovery Operations and Reconstitution of the Campus.**

After the hurricane force weather has passed or the element of danger presented by the hurricane/severe weather has significantly diminished, and at the direction of the President, the Director or his/her designated representative(s) will:

- Conduct an initial assessment of all athletic facilities and venues to determine damage(s). Generate a report for each facility sustaining damage with copies provided to the Director, Environmental Health & Safety; and the Vice-President, Administration and Finance.
- Coordinate with the Coordinator of University Marketing & Communications, for the release of information concerning athletic events.
- Recall all employees released at the time the campus was closed.
- Coordinate with the Director, Physical Plant, for all maintenance and custodial requirements.
- Release all coaches and student athletes sheltered at the University Center. Coordinate with the Director, University Center; and Director, Campus Dining, if any coach(s) and student athletes must remain at the University Center due to damage to their residences.
- Coordinate with the Director, Physical Plant; Director, Facility Planning; and Director, Environmental Health & Safety concerning damage(s) to athletic facilities.
- Record all issues, problems, and other concerns for discussion at the After-Action Review.
- Attend all planning meetings called by the President.



## **Baton Rouge Center**

### **Phase I - Preparation** *(The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.)*

- Develop internal plans and checklists.
- Conduct training regarding severe weather procedures.
- Ensure all contact information for faculty and staff is current and updated as changes occur.
- Continue routine operations.

### **Phase II - Hurricane Advisory.** *(The period June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification by the National Weather Center that a tropical storm or formed hurricane's projected track will be into the Gulf of Mexico.)*

- Emergency contact information is reviewed and confirmed.
- Review the Southeastern Louisiana University Hurricane and Severe Weather Operations Plan.
- Continue routine operations.

### **Phase III - Hurricane/Severe Weather Watch.** *(The National Weather Center has declared that a hurricane watch is in effect for the Gulf of Mexico).*

- Ensure faculty and staff are advised of hurricane/severe weather threat.
- Coordinate daily with Dean, College of Nursing & Health Sciences.
- Continue routine operations
- Initiate backup of computer files, ensure that a minimum of one copy is made, and store the copy outside the Center. *(It is recommended that two or more copies be made and stored at separate locations outside the Center.)*

**Phase IV - Hurricane Warning.** *(The National Weather Center has declared a hurricane warning for the Gulf of Mexico.)*

- Coordinate daily with Dean, College of Nursing & Health Sciences.
- Initiate planning to close the Baton Rouge Center and to release all employees.
- Continue routine operations.
- Cover and secure or encase and seal vulnerable equipment with plastic/visqueen.
- Secure files, papers, and other important documents. Locate them where they will be safe from damage from wind and/or water entering through a blown-out window. Move all cabinets to an area where they will be safe from water damage and cover with plastic/visqueen.
- Unplug all computers, printers, and other electrical equipment. Disconnect data lines from computers.
- Tag all items of equipment if not already done so for easy identification and retrieval.
- If area is prone to flooding, relocate valuable equipment and other valuables to a higher floor.
- Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage.
- Take all personal possessions home.

**Phase V - Closure of the Baton Rouge Center.** *(The President makes the decision to close the Baton Rouge Center.)*

- Direct Maintenance Coordinator to shut down Center's systems.
- Direct University Police Officer to secure the Center.
- Inform Dean, College of Nursing & Health Sciences when the Center is closed and all employees released.

**Phase VI - Emergency Support Operations.** *(The period of time that the storm has made landfall until the track of the storm passes through the area.)*

- Endeavor to contact all employees assigned to the Center to ensure they are safe and can return to the Center when the Center reopens. Inform Dean, College of Nursing & Health Sciences, when all employees have been contacted, and results. (If an employee(s) cannot be contacted after numerous attempts, report the name of the employee(s) to the Dean, College of Nursing & Health Sciences).
- As soon as possible post-storm, recall the Maintenance Coordinator and University Police Officer for a Center damage and security inspection.

**Phase VII - Recovery.** *(The period of time immediately following the storm until the University is reopened for routine operations.)*

- As soon as possible, recall all faculty and staff released prior to the storm.
- Initiate procedures to commence routine operations.
- Inform the Dean, College of Nursing & Health Sciences, when the Center is ready to resume classes.
- Once the decision has been made to close the Hammond Campus, the Baton Rouge Center will be informed to close.
- The Maintenance Coordinator shuts down systems and reports to the Physical Plant when accomplished.
- The University Police Officer secures the building and reports to the University Police Department when accomplished.
- The Assistant Building Coordinator checks in with all staff and faculty assigned to the Baton Rouge Center to determine if they will be returning to work.

**Post Storm:**

- Assistant Building Coordinator checks in with all staff and faculty assigned to the Baton Rouge Center.
- Maintenance Coordinator conducts initial building inspection for damage, and reports any damage to Physical Plant.
- University Police Officer conducts a security check to ensure the building has not been entered during closure.

- Building Coordinator will inform the Assistant Building Coordinator of decisions and requirements.

**Phase VIII** - After-Action Report.

## Building Coordinators and Department Heads

Building Coordinators and Department Heads will develop a plan for his/her building and/or department that will provide occupants of the building and employees of the department with information concerning what they should do to protect offices, equipment, data/information, and records. The plan should include a checklist of procedures/actions he/she should implement in event of a threat of a hurricane or other type of severe weather.

**The topics listed below are recommended for inclusion in the checklist. This information should be shared with each faculty/staff member.**

- Back-up computer files, make more than one copy, and store the copies in several different locations.
- Cover and secure or encase and seal vulnerable equipment with plastic/visqueen.
- Valuable files, papers, and other important documents should be moved or cabinets covered with plastic/visqueen and secure.
- Unplug all computers, printers, and other electrical equipment, with the exception of refrigerators and freezers. Disconnect data lines from computers. Department heads of departments conducting research using perishable items will ensure that equipment needed to preserve the research is tied into a generator to ensure electrical power will be available.
- Move equipment and other valuables away from windows, off the floor, and to interior areas of the building. *All items of equipment should be tagged for easy identification and retrieval.*
- If an area is prone to flooding, and if necessary, relocate valuable equipment and other valuables to a higher floor if in a multiple-floor building. If the building has only one floor, it is recommended that valuable equipment and items be moved to another building outside the flood prone area.
- Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage.
- Take all personal possessions home.
- Close and lock all office doors when the above have been completed.
- Update emergency contact rosters so all personnel can be contacted regarding closure and re-opening information.
- Special attention should be given to buildings with large amounts of glass windows.

## Laboratory Preparations for hurricanes/severe weather.

- When a hurricane watch is issued, make necessary preparations to suspend ongoing experiments involving biological materials, radioactive agents, and hazardous chemicals. Secure all equipment and materials. When a hurricane warning is issued, suspend operations in the laboratory. Plan to shut operations down within three hours of the initial hurricane warning. Do not count on the availability of power or water after onset of the storm and for several days following.
- Always keep chemical/radioactive materials in your inventory to a minimum. Dispose of hazardous materials and old materials routinely to minimize chemical loading in your facility.
- Consider turning down refrigerators and freezers to the lowest practical setting (temperature).
- Due to the possibility of power outages, volatile toxic materials should not be stored in fume hoods or the open room but in tightly sealed break-resistant containers.
- Remove any equipment or supplies stored or mounted in outdoor or rooftop locations once a hurricane watch or warning is announced (based on ease of removal and set-up).
- Laboratories with outside windows should develop a secure area for the storage of water-reactive chemicals, radioactive materials and biohazard agents. Ideally, materials with significant potential hazard should be moved to interior rooms (i.e., solvent stills containing reactive metals, glove boxes containing air reactives, etc.).
- Collect notebooks and secure samples/data as practical for colleagues who are in a travel status or unable to reach the lab.
- Check emergency phone numbers. Update emergency notification lists on lab doors. You may consider temporarily posting an extended list with all lab personnel's home phone number, pager number, and cellular phone number if the University is to be closed.
- Maintain a supply of plastic waterproof containers to store reactive chemicals, lab notes, research documentation, computer discs, and any other materials that you cannot afford to have damaged or destroyed.
- Inform the University Police Department (985-549-2222), if essential persons will need to remain in your building. No one is to be permitted to stay in the actual laboratory(ies) during the storm.

- Each lab must maintain an inventory of all chemicals. A copy of this inventory must be kept in the lab. A copy must be given to the Environmental Health & Safety Director if dangerous chemicals are involved.
- All containers in the lab must be labeled.
- **Remember, you must take responsibility to protect your own laboratory(ies). Plan ahead and implement your plan as soon as a hurricane watch is issued.**

## **Campus Dining**

**Phase I** - The six month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure that all employees are knowledgeable of the plan.
- Coordinate with the ARAMARK regional/home office to ensure shipment of food items in event of a hurricane.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period June 1<sup>st</sup> through November 30<sup>th</sup>, when notified that a tropical storm or a formed hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all supervisors and key personnel as to the Dining Facility's mission and responsibilities.
- Using the chain of command, alert all employees for possible support operations during extreme /severe weather.
- Inspect food inventory to ensure that sufficient items are available to sustain operations for seven days.
- Coordinate with the ARAMARK regional/home office to ensure shipments of food items if required.
- Minimize all freezer and cooler stocks to avoid risk of spoilage.
- Inspect emergency equipment and supplies for serviceability
- Establish the meal serving times and menu(s) in event the University is closed and emergency support operations are conducted.
- Service and fuel all vehicles.
- Initiate planning to feed additional personnel (Entergy, law enforcement agencies, and other emergency support agencies) coming to the campus for emergency support operations.
- Attend all planning meetings called by the President.

## **Phase II I- Hurricane/Severe Weather Watch.**

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the staff level and availability of employees. Employees on leave or in training off-campus will be notified to return to the campus.
- Publish and post the schedule for emergency operations. Brief affected employees concerning their responsibilities. (These employees are expected to work throughout the duration of the emergency. The Director is the only person to approve any exceptions.)
- Prepare all necessary equipment for emergency support operations.
- Program meals for support personnel. Finalize menus and times for meals.
- Attend all planning meetings called by the President.

## **Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a Hurricane Warning for the Gulf of Mexico, the Director and/or his designated representative will:

- Finalize all planning for support of emergency operations.
- Issue emergency equipment and prepare to transport this equipment to the University Center.
- Ensure that emergency contact information for all employees is current and accurate.
- Schedule the production of needed menu items.
- Coordinate with the home office for the emergency re-supply of food items.
- Arrange for transportation and University Housing requirements for personnel required to remain on the campus.
- Finalize meal times and menus.
- Attend all planning meetings called by the President.

**Phase V - Evacuation and Closure of the Campus and Implementation of Emergency Support Operations.**

When the President makes the decision to evacuate and close the University, the Director and/or his designated representative(s) will:

- Finalize all planning for emergency support operations.
- Release all non-essential employees.
- Provide meals as pre-planned. Record the name and organization of all individuals eating at the Dining Facility.
- Coordinate with the home office regarding the emergency re-supply of food times.
- Attend all planning meetings called by the President.

**Phase VI - Hurricane and Emergency Support Operations.**

After the University has been evacuated and closed, the Director and/or his/her designated representative(s) will:

- Provide meals as pre-planned for emergency support personnel. Record the name and organization of all individuals eating at the Dining Facility.
- Coordinate with the home office regarding the status of the facility, equipment, and the food items inventory.
- Attend all planning meetings called by the President.

## **Phase VII - Recovery Operations and Reconstitution of the Campus.**

Upon direction of the President, the Director and/or his/her designated representative(s) will:

- Recall all employees released when the campus was closed.
- Inspect the Dining Facility for damage(s) and food items for spoilage. Report all damage and food spoilage to the Director, Auxiliary Services.
- Continue to provide meals as pre-planned for emergency support personnel. Record the name and organization of all individuals eating at the Dining Facility.
- Ensure the return of all supplies and equipment from the University Center and that these items are operable.
- Prepare to re-open the Campus Dining Facility.
- Coordinate with the home office regarding the status of food service operations.
- Re-open the Campus Dining Facility.
- Attend all planning meetings called by the President.

## Controller/Payroll Requirements

The Controller contacts Southeastern's bank around June 1<sup>st</sup> to update essential personnel contact information to ensure that we have 24-hour access to bank personnel.

Employee emergency contact numbers are updated and distributed to Controller's Office staff and the Vice President of Administration and Finance.

In the event a storm forms and enters the Gulf, an email will be sent to all timekeepers by the Payroll Office reminding them to keep their employees' time accurate and complete. By timekeepers following the rules listed below, the Payroll Office will be able to get the payroll out correctly for all employees.

- Post leave weekly
- Verify leave balances before posting
- Clear up missed punches
- Check duplicates and overlaps
- Check department numbers and verify that there is sufficient budget to cover overtime pay.
- Verify each week has 40 hours (including leave without pay)
- Each Monday morning review the additional time worked for previous week is in correct category (Business rules are applied on Saturday and should move accordingly).
- Communicate with all staff the need to be current with all payroll information to assure their time is processed correctly and accurately (leave and overtime posted as needed, especially auto-populated employees).

Payroll Office staff may be required to come in advance of a hurricane to process payroll without any forewarning. As timekeepers, by following the simple rules above, all employees will be paid as accurately as possible. If an employee finds that the timesheet should have been different, a supplemental timesheet should be sent to the Payroll Office as soon as possible before the next pay period.

Payroll Office contacts Controller when payroll is complete to transfer funds to Payroll Account. All other payroll related disbursements will be paid when the University is open and operating.

If a payroll has to be processed after a hurricane, the payroll staff will be in as soon as Southeastern Louisiana University is open and operating. If time records are complete, it helps tremendously in payroll processing during a difficult time.

The Assistant Controller of Accounts Payable will conduct a review of items due within the next two weeks and process any checks/EFT that is deemed crucial and process immediately before the closure.

The Assistant Controller of Accounts Receivable will review the status of all credit balances and process student refunds as appropriate.

## **Student Accessibility Services**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure that all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all Department employees.
- Compile a listing of all students who have self-identified as having a disability(ies) and may require assistance in event of a hurricane or period of severe weather. Listing will include the campus residence of each student.
- Conduct training for University Police Officers, Shuttle Services and University Housing employees in proper procedures and techniques for assisting a person(s) who has a mobility disability.

**Phase II** - Hurricane Advisory.

During the period, June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification by the National Weather Center that a tropical storm or a formed hurricane's projected track is into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all employees as to the Department's mission and responsibilities.
- Validate the listing of students who have self-identified as having a disability(ies) to include campus residence.
- Forward the listing of students to the Director, University Police Department; Director, Shuttle Services; Director, Health Center; and Director, University Housing.
- Inform the Vice-President, Student Affairs by name and the disability(ies) of each student who has self-identified as having a disability(ies).

**Phase III** - Hurricane/Severe Weather Watch.

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Coordinate with the Director, University Police Department; Director, Shuttle Services; Director, Health Center; and Director, University Housing and provide a list of students who reside in University Housing who have self-identified as having a disability(ies) and indicating those persons with mobility impairments.
- Contact each student with a self-identified disability(ies) residing in University Housing and advise them of procedures in event the campus is evacuated and closed.

**Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a hurricane warning for the Gulf of Mexico, the Director and/or his designated representative will:

- Coordinate with the Directors of University Police Department and Shuttle Services for assistance with the transport of students with mobility disabilities from University Housing to the University Center.
- Ensure each student who has self-identified with a disability has determined a destination where he/she will evacuate to if the campus is evacuated and closed.
- Ensure the Director, University Housing; and Director, Health Center, is provided a listing of students who plan to evacuate to the University Center.
- Inform the Vice-President, Student Affairs, of the number of students who will evacuate to the University Center.

**Phase V - Evacuation and Closure of the University and Implementation of Emergency Support Operations.**

When the President makes the decision to evacuate and close the University, the Director and/or his/her designated representative will:

- Assist the University Police Department and Shuttle Services with the transport of students who have self-identified with a disability(ies) to the University Center.
- Inform the Director, University Housing; and Director, Health Center, of the name of each student who has self-identified with a disability(ies) who will be evacuated to the University Center.
- Inform the Vice-President of the number of students who have self-identified with a disability(ies) who will be evacuated to the University Center.
- Assist as may be needed the Director, University Housing, and Director, Health Center, with any student who has self-identified with a disability(ies) and has been evacuated to the University Center.

## **Phase VI - Hurricane and Emergency Support Operations.**

After the University has been evacuated and closed, the Director and/or his/her designated representative will:

- Assist as may be needed the Director, University Housing, and Director, Health Center, with any student who has self-identified with a disability(ies), and has been evacuated to the University Center.
- Inform the Vice-President, Student Affairs, of the status of all students who have self-identified with a disability(ies), and are sheltered at the University Center.

## **Phase VII - Recovery Operations and Reconstitution of the Campus.**

Upon direction of the President, the Director and/or his/her designated representative will:

- Assist the University Police Department and Shuttle Services with the transport of students with a mobility disability(ies) back to their University Housing residence.
- Coordinate with the Director, University Housing, to ensure that all students with disabilities residing in University Housing have returned to their University Housing residence.
- Identify issues, problems, etc., for the After-Action Review.

## **Phase VIII - After-Action Report.**

## Facility Planning

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure that all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all Department employees.
- Brief all contractors during the pre-construction meeting concerning the University Hurricane/Severe Weather Operations Plan and procedures in the event of a hurricane/severe weather.
- Develop a master list of contractors by category for bid purposes in event the campus should sustain damage during a hurricane and/or severe weather.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period June 1<sup>st</sup> through November 30<sup>th</sup> and upon notification by the National Weather Center that a tropical storm or a formed hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all employees as to the Department's mission and responsibilities.
- Notify all contractors on-campus that the University is making initial plans to prepare for a hurricane and/or severe weather. Coordinate with the Director, Physical Plant, in the event the Physical Plant has contractors on campus.
- Brief the Vice-President, Administration and Finance, concerning the status of campus projects and the potential for damage to buildings due to winds, rain, and other results of a hurricane and/or severe weather.
- Coordinate with the State Office of Facility Planning concerning the potential for damage to buildings and/or other facilities that are under construction or renovation.
- Attend all planning meetings called by the President.

**Phase III - Hurricane/Severe Weather Watch.**

- Continue to plan and coordinate with University and State officials and agencies as may be required.
- Assist the Vice-President, Administration and Finance as he/she may direct.
- Coordinate with the Director, Physical Plant for any support needed regarding the preparation of buildings and/or other facilities for severe weather.
- Attend any planning meetings called by the President. Be prepared to brief on the status of construction/renovation projects.

**Phase IV - Hurricane/Severe Weather Warning.**

- Finalize all planning and coordination with University and State officials and agencies as may be required.
- Update the Vice-President, Administration and Finance, as required.
- Attend any planning meetings called by the President. Be prepared to brief on the status of construction/renovation projects.

**Phase V - Evacuation and Closure of the University and Implementation of Emergency Support Operations.**

When the President makes the decision to evacuate and close the University, the Director and/or his designated representative(s) will:

- Update the Vice-President, Administration and Finance, as required.
- Release all non-essential employees.
- Attend any planning meetings called by the President. Be prepared to brief on the status of construction/renovation projects.

**Phase VI - Hurricane and Emergency Support Operations.**

- Monitor reports of damage to campus buildings, other facilities, and campus grounds.
- Brief the Vice-President, Administration and Finance, concerning damage to campus building, other facilities, and campus grounds.

- Report damage to campus buildings, other facilities, and campus grounds to the State Office of Facility Planning if communication lines are operational.
- Assist the Vice-President, Administration and Finance, as required.
- Attend all planning meetings called by the President.

**Phase VII - Recovery and Reconstitution of the Campus.**

Upon direction of the President, the Director will:

- Re-call all nonessential personnel.
- Coordinate the inspection of construction sites and/or renovation projects for damage sustained by winds and/or rain or other effects of hurricane/severe weather.
- Assist in the inspection of all campus buildings, other facilities, and campus grounds to determine damage and the extent of any damage.
- Inform the State Office of Facility Planning of any damage to campus buildings, other facilities, and campus grounds.
- Attend all planning meetings called by the President.

**Phase VIII - After-Action Report.**

## **Health Services**

**Phase I** - The six month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director, and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations plan and ensure that all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all employees.
- Coordinate with local hospitals for assistance in treating students with severe medical conditions who may remain on the campus in event of a hurricane.
- Inspect emergency supplies and equipment and order any needed items.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification by the National Weather Center, that a tropical storm or hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University's Hurricane/Severe Weather Operation Plan and brief all employees as to the Center's mission and responsibilities.
- Inform employees to report for duty as usual unless otherwise advised.
- Inspect emergency supplies for serviceability and the amount on hand.
- Designate staff who will report to the University Center in event that the President directs the closure and evacuation of the campus.
- Attend all planning meetings called by the President.

**Phase III** - Hurricane/Severe Weather Watch.

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the staffing level and availability of personnel.
- Continue planning procedures.

- Initiate procedures to transport medications and serums requiring refrigeration to the Athletic Training Room, Room 119, University Center.
- Coordinate with local hospitals for assistance with treatment of students who have severe medical conditions who may remain on the campus during a hurricane.
- Coordinate with the Director, University Housing, regarding procedures for treatment of students in event the campus is closed and resident students are evacuated to the University Center.
- Attend all planning meetings called by the President.

**Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a Hurricane Warning for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Determine the shift arrangement for manning the First Aid Station in the University Center. If not necessary to have University Health Center nurse at the University Center, then all University Health Center staff would be sent home.
- Prepare to secure and close the Health Center if the President directs the closure and evacuation of the campus. Move immunizations to a building with a generator.
- Attend all planning meetings called by the President.

**Phase V - Evacuation and Closure of the University and Implementation of Emergency Support Operations.**

When the President makes the decision to evacuate and close the University, the Director and/or his/her designated representative will:

- Release all non-essential employees.
- Direct employees who will operate the First Aid Station in the University Center to proceed to the University Center and establish the First Aid Station.
- Close the Health Center.
- Inform the Director, University Housing, of any resident students who become ill and require evacuation to a hospital.

- Maintain a log of students and other individuals who receive treatment at the First Aid Station.
- Attend all planning meetings called by the President.

**Phase VI - Hurricane and Emergency Support Operations.**

After the University has been closed and evacuated, the Director and/or his/her designated representative will:

- Man the First Aid Station throughout the period of severe weather.
- Treat any student(s) and/or other individual(s) who are sheltered at the University Center as may be needed.
- Inform the Director, University Housing, of any resident students who become ill and require evacuation to a hospital or other medical facility.
- Attend all planning meetings called by the President.

**Phase VI I- Recovery Operations and Reconstitution of the Campus.**

Upon direction of the President, the Director and/or his/her designated representatives will:

- Recall all employees.
- Inspect the Health Center for any damage(s).
- Return all emergency supplies and equipment from the University Center to the Health Center.
- Inspect emergency supplies and order any needed supplies.
- Re-open the Health Center.
- Attend any planning meetings called by the President.

**Phase VIII - After-Action Report.**

## **Housing**

**Phase I** – The six month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director, and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure that all employees are familiar with the plan.
- Update staffing changes and emergency contact information for all Department employees. Coordinate the inspection of the emergency supplies inventory and requisition of any needed items with the Director of Auxiliary Services and with the Director of University Housing. Ensure that the needed items are stocked by May 15<sup>th</sup>. Ensure that supervisors and key personnel are aware of these supplies. Include in the inventory supplies for power outages for students who will remain on the campus. (A list of needed supplies will be provided by the Director.)
- Conduct training for Resident Assistants, Area Coordinators, and other staff personnel concerning emergency support operations.
- Maintain current hurricane literature and make readily available to residential students.
- Coordinate with the Director, Auxiliary Services, on a regular basis concerning hurricane information and training.
- Develop checklists for each phase to use as a guide if the Hurricane/Severe Weather Operations Plan is implemented.
- Attend any meetings concerning the Southeastern Hurricane/Severe Weather Operations Plan.

**Phase II** – Hurricane Advisory

During the period, June 1<sup>st</sup> through November 30<sup>th</sup>, upon notification that a tropical storm or a formed hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review Southeastern Louisiana University's Hurricane/Severe Weather Operations Plan and brief all managerial and staff personnel as to the Department's mission and responsibilities.

- Inspect all emergency supplies and replenish supplies as needed.
- Attend any planning meetings called by the President. Be prepared to brief on the Department's personnel and logistical status.
- Ensure all resident assistants and area coordinators are informed of planning and the current situation.
- Initiate a record of all expenditures of funds as a result of preparing for the possibility of a hurricane. Ensure all receipts and/or vouchers are maintained for accountability and possible audit.

### **Phase III – Hurricane/Severe Weather Watch**

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Develop a list of resident assistants and area coordinators to assist in event the campus is evacuated and closed for operations.
- Inform the professional staff that they are on a continuous schedule until the emergency weather situation has concluded.
- Tour the University Center and coordinate with the Director of the University Center to finalize plans to evacuate students to the University Center in the event the President directs an evacuation and closure of the campus.
- Instruct resident assistants and area coordinators to conduct a mandatory hurricane/severe weather meeting for resident students to update them of the status of the weather situation and inform them of evacuation procedures. Send an email communication on summarizing all points to all residents.
- Ascertain the number of students who will remain on the campus and require evacuation to the University Center with the assistance of resident assistants and area coordinators. Included in this information should be the number of students with cars and the number of students with disabilities. The specific disability(ies) for each student should be specified. This may require coordination with the Director of Student Accessibility Services.
- Attend any planning meetings called by the President. Be prepared to brief on the Department's personnel and logistical status.

## **Phase IV – Hurricane/Severe Weather Warning**

When the National Weather Center declares a Hurricane Warning for the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Coordinate with the Director of Campus Dining for meals/snacks for students evacuated to the university shelter.
- Coordinate with the directors of the following offices to request that one staff professional be available at the University Center to assist as required:
  - University Counseling Center
  - Division of Student Affairs staff
  - University Health Center
  - Student Engagement
- Coordinate with the professional staff and the Division of Student Affairs staff to provide activities and entertainment for students evacuated to the University Center.
- Disseminate the “Closure of University Housing Facilities” memorandum to inform students of procedures in event the President directs the campus to be closed. The memorandum will explain the difference between a voluntary and a mandatory evacuation, and will outline the necessary steps in preparing their rooms before evacuating. The memorandum will also include information to obtain information regarding the University’s re-opening.
- Coordinate with the Coordinator of University Marketing & Communications concerning a press release addressing the closure of the University Housing facilities.
- Instruct the Assistant Director of Operations to provide an accurate list of empty rooms in the event campus administrators, University Police, and Physical Plant personnel require University Housing during the hazardous weather situation and into the recovery phase.
- Instruct the Assistant Director of Facilities to secure all loose items including sealing dumpsters, to clear all balconies, to store all trash bins, to secure all trash room doors, etc.
- Attend any planning meetings called by the President. Be prepared to brief on the Department’s personnel and logistical status.

## **Phase V – Closure and Evacuation of the University; Implementation of Emergency Support Operations**

When the President makes the decision to evacuate and close the University, the Director and/or his/her designated representative(s) will:

- Implement procedures to close the University Housing facilities and evacuate resident students to the University Center. Instruct the area coordinators to verify that all rooms have been vacated and to provide a list of students by building, room number, and W number who have been evacuated to the University Center.
- Initiate procedures to evacuate students to the University Center. Coordinate with the Director of the University Center; Director of University Police Department; Director of Shuttle Services; and Director of Physical Plant that evacuation of students to the University Center has commenced.
- Inform the Director of Auxiliary Services when all University Housing facilities have been closed and the number of students by University Housing facilities that have been evacuated to the University Center.
- Instruct the area coordinators to do a 100% room check to ensure that all rooms have been evacuated. The following will be checked:
  - Windows are closed and locked
  - All electrical items have been disconnected
  - All lights are turned off
  - All doors to rooms have been locked
  - All carpets/rugs removed from the floor
- Instruct area coordinators to post “building closed” signs to each access door and turn off door access to each University Housing facility so that only authorized personnel may enter the buildings with a key.
- Release all non-essential University Housing employees. If weather conditions prevent non-essential employees from returning to their residences, instruct them to report to the University Center.
- Attend any planning meetings called by the President. Be prepared to brief on the Department’s personnel and logistical status.

- Conduct an accountability check of all resident students evacuated to the University Center not later than 9:00 p.m. (Accountability checks will be conducted at 9:00 a.m. and 9:00 p.m. each day while students remain in the University Center.)
- Update the Director of Auxiliary Services as may be required.

#### **Phase VI – Hurricane and Emergency Support Operation**

After the University has been evacuated and closed, the Director and/or his/her designated representative(s) will:

- Prepare to respond to any situation addressing University Housing.
- Assist with fielding telephone calls and email inquiries from parents.
- Prepare to conduct damage assessments to each University Housing facility.
- Receives and manages all requests from students and employees for temporary University Housing requirements.
- Attend any planning meetings called by the President. Be prepared to brief on the Department's personnel and logistical status.

#### **Phase VII – Recovery Operations and Reconstitution of the Campus**

After the storm has passed or the element of danger represented by the storm has significantly diminished, and at the direction of the President, the Director will:

- Instruct the area coordinators to conduct damage assessment in every room of each University Housing building. Generate a report for each building and provide a copy to the Director of Auxiliary Services.
- Consolidate initial damage assessment reports and forward copies to the Vice-President of Administration and Finance; Director of Auxiliary Services; Director of Environmental Health & Safety; Director of Physical Plant and Director of Facility Planning.
- Coordinate with the Coordinator of University Marketing & Communications for release of information concerning the date and time that the University Housing facilities will be re-opened.

- Recall all personnel released at the time the campus was closed.
- Coordinate all maintenance and custodial requirements; if necessary, prioritize the requirements.
- Permit all residence hall students evacuated to the University Center to return to their residence halls as soon as possible.
- Open the Office of University Housing, Pride Hall.
- Inventory and inspect all emergency operations supplies and equipment that were transported to the University Center.
- Inventory all emergency operations supplies and equipment that were left in Pride Hall. Requisition items needed to replenish items utilized during emergency operations.
- Consolidate all expenses to include receipts and vouchers for processing and reimbursement from either the FEMA and/or applicable insurance providers.
- Attend any meetings called by the President and/or Vice-President of Administration and Finance.
- Reopen all University Housing buildings.
- Record all issues, problems, etc. for discussion at the After-Action Review.

#### **Phase VIII – After-Action Report**

## **Housing – Equipment/Supplies to have on hand:**

- 1) Ten (10) industrial fluorescent flashlights with sufficient batteries for seven (7) days of continuous operation.
- 2) Twelve (12) ponchos.
- 3) One (1) battery powered AM/FM radio with sufficient batteries for seven (7) days of continuous operation.
- 4) Three (3) hand-held radios and three individual radio chargers.
- 5) Sufficient plastic material to cover/protect office equipment from water (roof leaks and water that may enter Pride Hall through blown-out windows).
- 6) Six (6) power strips.
- 7) Five (5) boxes of pig socks.
- 8) Two (2) bags of pig pads.

## **Clausen Family Building (The Livingston Center)**

**Phase I - Preparation.** *(The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.)*

- Develop internal plans and checklists.
- Conduct training regarding severe weather procedures.
- Ensure all contact information for faculty and staff is current and updated as changes occur.
- Conduct routine operations.

**Phase II - Hurricane Advisory.** *(The period between June 1<sup>st</sup> and November 30<sup>th</sup>, and upon notification by the National Weather Center that a tropical storm or a formed hurricane's projected track will be into the Gulf of Mexico.)*

- Emergency contact information is reviewed and confirmed.
- Review the Southeastern Louisiana University Hurricane and Severe Weather Operations Plan.
- Continue routine operations.

**Phase III - Hurricane/Severe Weather Watch.** *(The National Weather Center has declared that a hurricane watch is in effect for the Gulf of Mexico.)*

- Ensure that all faculty and staff are advised of the hurricane/severe weather threat.
- Coordinate daily with the Provost.
- Initiate back-up of computer files, ensure that a minimum of one copy is made and for storage outside of the Center. *(It is recommended that two or more copies be made and stored at separate locations outside the Center.)*
- Continue routine operations.

**Phase IV - Hurricane Warning.** *(The National Weather Center has declared a hurricane warning for the Gulf of Mexico.)*

- Coordinate daily with the Provost.
- Initiate planning to close the Clausen Family Building and release of all employees.

- Continue routine operations.
- Prepare to cover and secure or encase and seal vulnerable equipment with plastic/visqueen.
- Secure files, papers, and other important documents. Locate them where they will be safe from damage from wind and/or water entering through a blown-out window. Move all cabinets to an area where they will be safe from water damage and cover with plastic/visqueen.
- Unplug all computers, printers, and other electrical equipment. Disconnect data lines from computers.
- Tag all items of equipment if not already done so for easy identification and retrieval.
- If the area is prone to flooding, ensure valuable equipment is not stored on the floor.
- Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage.
- Take all personal possessions home.

**Phase V** - Closure of the Clausen Family Building. *(The President makes the decision to close the Clausen Family Building.)*

- Direct the Maintenance Coordinator to shut down the Clausen Family Building's systems.
- Direct the University Police Officer to secure the Clausen Family Building.
- Inform the Provost when the Clausen Family Building is closed and all employees released.

**Phase VI** - Emergency Support Operations. *(The period of time that the storm has made landfall until the track of the storm passes through the area.)*

- Endeavor to contact all employees assigned to the Clausen Family Building to ensure they are safe and can return to the Clausen Family Building when the Clausen Family Building reopens. Inform the Provost when all employees have been contacted and the results. (If an employee(s) cannot be contacted after numerous attempts, report the name of the employee(s) to the Provost.

- As soon as possible post-storm, recall the Maintenance Coordinator and University Police Officer for an initial assessment of the center for damage and security.

**Phase VII - Recovery.** *(The period of time immediately following the storm until the Clausen Family Building is reopened for routine operations.)*

- As soon as possible, recall all faculty and staff members released prior to the storm.
- Initiate procedures to commence routine operations.
- Inform the Provost when the Clausen Family Building is ready to resume routine operations.

## Personal Considerations for Emergency Planning and Evacuation

The following information is provided for University Community members for their consideration in event of a hurricane and the campus is closed and evacuated as well as a general evacuation order being issued by the appropriate legal authorities.

- Have a record of all medical prescriptions and indicate by medication, the strength, frequency of use per day, etc., a record of all surgeries (type surgery, name and location of the medical facility, physician or physicians who performed the surgery, and the date of the surgery), and other key medical information (blood type, allergies, sleep apnea, etc.) for each member of the family. Ensure you have sufficient prescription medication with you. If possible, have a prescription signed by your primary care physician for each medication. Ensure that you have all your medical insurance cards with you. Insulin is critical for individuals with diabetes and should be a major consideration in event of an evacuation or loss of electrical power.
- Prepare a “duffel” bag for each member of the family containing sufficient clothes for each family member for up to seven days. Raingear and cold weather clothing should also be taken if during the fall and winter months. In event of cold weather, blankets should be taken in event you must sleep in your vehicle. Personal hygiene items should also be packed and taken. A first-aid kit should be in each vehicle. If space is available in your vehicle(s), sleeping bags are a good idea.
- Make arrangements for pets if you cannot take them with you in event of an evacuation. Have a copy of each pet’s medical and inoculation records.
- Have “professional” copies made of all legal documents. Place the originals in a safe deposit box at your financial institution (wills, trusts, marriage licenses, birth certificates, divorce judgments, mortgages, titles to property/automobiles, insurance policies, DDForm214-Discharge from Military Service, adoption papers, etc.). The copied documents should be notarized that they are “true copies” of the originals. Place these documents in a briefcase or other device that you can carry with you. Have a list of all bank accounts, credit cards, and contact numbers for each financial institution and credit card company. This should be done in advance so that it does not become an issue when time is critical. You should also have the name(s) and contact information for each insurance company.
- Ensure that a close relative or friend knows where you are going and provide this person(s) with contact information—cell phone numbers, telephone number(s) of the hotel, motel, address, etc. Consider providing this information to a close relative or friend outside of the danger area.

- If you evacuate, unplug all unnecessary electrical appliances—television sets, radios, coffee pots, toasters, microwaves, computer, printers, etc. in your home. You may want to leave your refrigerator and freezer plugged in and set at the highest setting (temperature).
- Ensure that you have sufficient water and non-perishable food items for seven days. In event you are taking a pet(s), ensure that you have food and water for each pet. It is recommended that you pre-stock food and water and replace or rotate out every six months.
  - In event that a hurricane threatens the area, ensure that your personal vehicle(s) is/are serviced and the gas tank(s) is/are full to capacity so you can depart in event an evacuation is ordered. Ensure that the spare tire in each vehicle is checked and is serviceable and each vehicle has the requisite tire changing equipment in the trunk. **Do not wait until the last minute to fuel your vehicle(s).**
- Ensure that you have a flashlight with back-up batteries in each vehicle.
- Know the route you will be taking if you evacuate. Study the route beforehand. Have a map with the route highlighted in each of your vehicles. Monitor the progress of the storm and make reservations at a motel along your route ahead of time to ensure you will have a place to stay.
- Plan to withdraw an amount of cash from your financial institution that you believe you may need during the period you are away from your home. Keep all receipts of expenses incurred while away from your residence.
- Ensure that you have a cell phone (include vehicle and wall outlet chargers) or a two-way radio (with additional batteries) in each vehicle so you can communicate in event you must evacuate and use more than one vehicle.
- Photograph or videotape all personal property of value in your residence. Place a set of photographs and/or copy of the video tape in your safe deposit box or place them where they can be retrieved if needed for insurance purposes.
- Ensure that you have a camera or video camera to record damage to your property upon your return.
- Ensure you compile an inventory of personal property by type item, model number, serial number, and any other identification information.
- Ensure that you retain all receipts of items purchased that are high value for insurance purposes in event of theft or damage due to flooding or other acts of nature.

## **Physical Plant**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During the period, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Hurricane/Severe Weather Operations Plan and ensure all employees are familiar with the plan.
- Conduct training addressing emergency operations expected during a hurricane/tropical storm.
- Update staffing changes and emergency contact information for Physical Plant personnel. Identify all emergency personnel who will assist with hurricane operations.
- Assign emergency personnel to teams and train each team in emergency operations tasks and damage assessment.
- Inventory emergency supplies and equipment especially hard hats, visqueen, duct tape, flashlights and batteries, chain saws, chain saw oil, ropes, chains, gas cans, etc. Requisition needed supplies and equipment. Ensure that needed items are stocked by May 15<sup>th</sup>. Ensure supervisors and team leaders are aware of these supplies.
- Coordinate with outside, local electrical, plumbing, lumber companies, and gas stations regarding emergency requisition procedures. Establish contact names and telephone numbers, and addresses for each contact person by activity.
- Coordinate with outside, local contractors for recovery operations, i.e., debris removal, electrical repairs, replacement of broken glass, etc.
- Coordinate with the Director, Purchasing, for emergency requisition and contract procedures.
- Coordinate with the Risk Assessment Coordinator and the Department Head, Department of Kinesiology and Health Studies, to determine what equipment must be removed from the Kinesiology and Health Studies Building and what equipment must be delivered to this building in support of the Southeastern Special Needs Shelter.
- Attend any planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period June 1<sup>st</sup> through November 30<sup>th</sup>, upon notification by the National Weather Service that a tropical storm or formed hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane and Severe Weather Operations Plan and brief all supervisors and key personnel as to the Physical Plant's mission and responsibilities.
- Using the chain of command, alert all emergency personnel for possible support operation during extreme/severe inclement weather. Emergency personnel on leave or in training will be notified to return to the campus as soon as possible.
- Direct the inspection and/or determine the operation status of equipment, fuel, etc., as follows:

- Generators
- Emergency pumps and back-up pumps
- Fuel supplies (gasoline and diesel)
- Emergency supplies
- Vehicles
- Chain saws
- Radios and batteries
- Campus grounds

- Ensure that all generators are fueled to capacity.
- Attend all planning meetings called by the President, Provost (in the absence of the President), and Vice-President, Administration and Finance, and be prepared to brief the Physical Plant's operational status.

### **Phase III - Hurricane/Severe Weather Watch.**

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his designated representative(s) will:

- Initiate corrective action as necessary for any problems noted during Phase II.
- Verify assignment and availability of emergency personnel, and determine if they will need transportation from their homes to the campus.
- Ensure that all equipment and protective materials are in ready status for transport to academic and administrative offices to protect books, documents, and equipment.
- Ensure contracts and purchase orders are in place, i.e., for use of a crane if needed.

- Ensure that directives are in place for recovery supplies that may be needed following the storm.
- Direct that all water craft based at the Turtle Cove Research Station or Manchac be transported to the campus.
- Dispatch personnel to the Baton Rouge Center and the Clausen Family Building to secure all facilities and equipment at each site.
- Respond to all requests for assistance in a timely basis.
- Designate custodial staff to assist with the opening, operation, and closure of the Southeastern Special Needs Shelter.
- Be prepared to assist with the opening of the Southeastern Special Needs Shelter.
- Inspect the campus to ensure preparations have been thoroughly completed.
- Ensure that sufficient gasoline and diesel fuel is on hand to sustain emergency operations for a minimum of 48 hours.
- Initiate logging of mileage for each vehicle used specifically for tasks associated with the preparation of the anticipated hurricane/severe weather.
- Attend all planning meetings called by the President. Be prepared to brief the Department's personnel and logistical status.

#### **Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a hurricane warning for the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Ensure that all operational vehicles are fueled and a driver assigned to each vehicle.
- Direct the taping of windows as may be required.
- Direct the removal and relocation of outside potential low-weight, airborne objects to the warehouse and/or other indoor facilities.
- Ensure that all roofs, roof drains, and roof-mounted equipment are checked and secured, and that all roof drains are cleaned as needed.
- Ensure that a final inspection of all pumps, back-up pumps, and lift-stations is conducted.

- Ensure that a final inspection of all generators is conducted to ensure operational status and fuel tanks are full.
- Ensure that the computing center, McClimans Hall, and the computing disaster recovery center, Main Building, North Campus Complex, have water protection and water-proofing materials installed.
- Ensure that all landscaping services equipment is secured.
- Ensure all emergency personnel have been issued all necessary emergency equipment.
- Prepare to close down all building systems as necessary.
- Attend all planning meetings called by the President. Be prepared to brief the Department's personnel and logistical status.

**Phase V - Closure and Evacuation of the University; Implementation of Emergency Support Operations.**

When the President makes the decision to close and evacuate the University, the Director and/or his/her designated representative(s) will:

- Complete any remaining tasks to prepare the campus physical plant and grounds.
- Ensure that all emergency personnel are in place and prepared to conduct recovery operations.
- Attend all planning meetings called by the President. Be prepared to brief on the Department's personnel, operations, and logistical status.

**Phase VI - Hurricane Emergency Support Operations.**

After the University has been evacuated and closed, the Director and/or his/her designated representative will:

- As feasible, conduct damage assessments of all buildings and outdoor athletic facilities and other outdoor facilities.
- Ensure that all emergency personnel do not unnecessarily expose themselves to hazardous situations.
- Ensure all emergency equipment—generators, pumps, etc., remain operational and are refueled as needed to maintain continuous operation.

- Develop a list of damages by building, facility, campus grounds, and in coordination with the Vice-President, Administration and Finance, determine the priority of work.
- Prepare to implement contracts and emergency requisitions to procure needed supplies and equipment for recovery operations are available as soon as possible.
- Prepare to implement recovery operations.
- Attend all meetings called by the President. Be prepared to brief on the Department's personnel, operations, and logistical status.

**Phase VII - Recovery and Reconstitution of the Campus.**

As soon as possible after the storm, the Director and/or his/her designated representative(s) will:

- Notify all Physical Plant personnel to report to the campus for recovery and clean-up operations.
- Conduct an in-depth damage assessment of buildings and facilities listed below.

Buildings including roofs and roof drains and to check for roof penetrations  
 Outdoor Athletic Facilities  
 Other outdoor facilities  
 Trees and shrubbery  
 Campus Lighting  
 Campus Streets  
 Campus Parking Areas  
 Turtle Cove Research Station  
 Baton Rouge Center  
 Clausen Family Building

- Initiate repair work as soon as possible.
- Restore all utilities and equipment that were shutdown.
- Inspect all generators, pumps, and lift-stations for operational status.
- Initiate debris removal and clear campus streets with internal capability.
  - Physical Plant employees will be called to begin clean-up utilizing power saws, rakes, tractors, etc.

- Debris removed will be brought to the compost facility. No debris will be brought to an off-site landfill.
- Debris will be turned into mulch and used in flower beds across campus.
- Initiate bid process for contract work.
- Remove tape and plywood window panels.
- Return items placed in temporary storage to their original location.
- Coordinate with the Director, Environmental Health & Safety, to initiate and complete all applicable FEMA Forms.
- Remove any equipment (tables and chairs) that was placed in the Kinesiology and Health Studies Building in support of the Southeastern Special Needs Shelter. Return desks and any other equipment removed from the Kinesiology and Health Studies Building in support of the Southeastern Special Needs Shelter.
- Attend all planning meetings called by the President. Be prepared to brief on the Department's personnel, operations, and logistical status.
- Record issues and notes for the After-Action Review.

**Phase VIII - After-Action Report.**

## **University Marketing & Communications**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>. During this period, the Coordinator and/or his designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure that all employees are knowledgeable of the plan.
- Ensure that each employee understands the specific responsibilities assigned to the Office of University Marketing & Communications.
- Ensure media contact lists are up-to-date and stored on laptop and portable media.
- Initiate coordination with external news media.
- Conduct a photo shoot of all campus buildings and grounds for documentation purposes.
- Update staffing changes and emergency contact information for all employees.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period, June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification that a tropical storm or formed hurricane's track will be into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all employees as the Office's mission and responsibilities.
- Ensure that news releases are prepared, and the website and telephone messaging systems are updated with announcements.
- Attend all planning meetings called by the President.

**Phase III** - Hurricane/Severe Weather Watch.

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his designated representative(s):

- Ensure that photographic equipment is operational and ready for use.

- Continue to plan for emergency support operations.
- Finalize news releases and website and telephone messaging systems.
- Attend all planning meetings called by the President.

**Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a hurricane warning for the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Prepare all cameras and supporting equipment. Prepare to transport all needed equipment to the University Center.
- Determine what employees will remain on campus for support operations.
- Coordinate with the Director, University Housing for University Housing requirements.
- Attend all planning meetings called by the President.
- Coordinate with external news media.
- Keep University homepage updated.

**Phase V - Evacuation and Closure of the Campus and Implementation of Emergency of Emergency Support Operations.**

When the President makes the decision to evacuate and close the University, the Director and/or his/her designated representative will:

- Release all non-essential employees.
- Dispatch new releases concerning support operations to area radio and television stations and newspapers.
- Update website and telephone messaging systems with announcements.
- Prepare to photograph damage to buildings and campus grounds.
- Evacuate employees and equipment to the University Center.
- Attend all planning meetings called by the President.

**Phase VI - Hurricane and Emergency Support Operations.**

- Be prepared to photograph damage to buildings and campus grounds when safe to do so.
- Dispatch news releases concerning support operations and university status to area radio and television stations and newspapers.
- Prepare news releases concerning re-opening of the University and resumption of classes.
- Attend all planning meetings called by the President.

**Phase VII - Recovery Operations and Reconstitution of the Campus.**

Upon direction of the President, the Director and/or his designated representative(s) will:

- Recall non-essential employees.
- Dispatch news releases concerning damage and resumption of normal operations and resumption of classes to area radio and television stations, and newspapers. Update website and telephone messaging systems.
- Direct photographers to print three copies of each photo of damage to buildings and campus grounds and forward all copies to the Director, Environmental Health & Safety.

**Phase VIII - After-Action Report.**

## **Radio Station (KSLU)**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representatives will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all Department employees.
- Inspect all equipment for serviceability.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification by the National Weather Service that a tropical storm or formed hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all employees as to the Department's mission and responsibilities.
- Alert all employees for the possibility of emergency support operations.
- Continue routine station operations.
- Attend all planning meetings called by the President.

**Phase III** - Hurricane/Severe Weather Watch.

When the National Weather Center declares that a hurricane/severe weather watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Establish schedule for station employees for emergency support operations.
- Finalize all support plans.
- Continue routine station operations.
- Provide the Director, Campus Dining, the number of personnel who will require food service support.

- Attend all planning meetings called by the President.

**Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a hurricane/severe weather warning for the Gulf of Mexico, the Director and/or his designated representative will:

- All employees are informed of their duties and responsibilities in event the University initiates emergency support operations.
- Continue routine station operations.
- Attend all planning meetings called by the President.

**Phase V - Evacuation and Closure of the University and Implementation of Emergency Support Operations.**

- Implement the emergency operations schedule for Department employees.
- Release all non-essential employees.
- Monitor the Emergency Alert System for information regarding the weather.
- Continue routine station operations.
- Attend all planning meetings called by the President.

**Phase VI - Hurricane and Emergency Support Operations.**

After the University has been evacuated and closed, the Director and/or his/her representative(s) will:

- Continue to monitor the Emergency Alert System for information regarding the weather.
- Continue routine station operations.
- Attend all planning meetings called by the President.

**Phase VII - Recovery Operations and Reconstitution of the Campus.**

Upon direction of the President, the Director and/or his/her designated representative(s) will:

- Recall all personnel who were released when the campus was closed.
- Inspect equipment to ensure serviceability.
- Ensure the emergency generator is fueled to capacity.
- Resume routine station operations.
- Attend all planning meetings called by the President.
- Prepared items for the After-Action Review.

**Phase VIII - After-Action Report.**

## **Environmental Health & Safety**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all Department employees.
- Provide training to faculty, staff, and students as requested and/or directed regarding procedures for hurricanes/severe weather.
- Maintain the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and update the plan as required.
- Maintain liaison with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness concerning the Southeastern Louisiana University Special Needs Shelter.
- Participate in local, parish, regional, State, and Federal hurricane planning exercises whenever possible based on concerns for the Southeastern Louisiana University Special Needs Shelter.
- Develop and maintain hurricane information for distribution to faculty, staff, students, and parents.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the Period, June 1<sup>st</sup> through November 30<sup>th</sup>, upon notification by the National Weather Center that a tropical storm or a formed hurricane's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Monitor the development and track of all tropical systems in the Atlantic Basin, Caribbean Sea, and the Gulf of Mexico.
- Advise the Vice-President, Administration and Finance, of protective measures as required based on the projected track of the tropical system.
- Continue routine Department operations.

- Coordinate with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness regarding emergency support operations pertaining to the Southeastern Louisiana University Special Needs Shelter.
- Attend all planning meetings called by the President.

**Phase III - Hurricane/Severe Weather Watch.**

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Continue coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness pertaining to the Southeastern Louisiana University Special Needs Shelter.
- Inform the Vice-President, Administration and Finance, of the situation and of any information received from the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and Tangipahoa Parish Office of Emergency Preparedness pertaining to the Southeastern Louisiana University Special Needs Shelter.
- Advise the Biology, Chemistry, Health Services Department Heads to ensure they have back-up refrigeration for experiments, chemicals, and serum in the event that electrical power is lost.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Department and weather situation.

**Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a Hurricane Warning for the Gulf of Mexico, the Director and/or his designated representative(s) will:

- Continue to monitor the projected track of the hurricane.
- Ensure that the hazardous materials storage facility is secured.
- Continue coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness pertaining to the Southeastern Louisiana University Special Needs Shelter.
- Continue to monitor the weather situation and inform the Vice-President, Administration and Finance, of any changes to the weather situation.

- Attend all meetings called by the President. Be prepared to discuss the status of the Department and weather situation.

**Phase V - Closure and Evacuation of the University; Implementation of Emergency Support Operations.**

When the President makes the decision to close and evacuate the University, the Director and/or his designated representative(s) will:

- Continue to monitor the weather situation and projected track of the hurricane. Update the Vice-President, Administration and Finance, as required.
- Call or mass email all building coordinators to secure their buildings before leaving the campus.
- Continue coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Department and the weather situation.

**Phase VI - Hurricane and Emergency Support Operations.**

After the University has been closed and evacuated, the Director and/or his/her designated representative(s) will:

- Continue to monitor the weather situation and track of the hurricane.
- Continue to coordinate with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness pertaining to the Southeastern Louisiana University Special Needs Shelter.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Department and the weather situation.

**Phase VII - Recovery Operations and Reconstitution of the Campus.**

After the hurricane force weather has passed or the element of danger presented by the hurricane/severe weather has significantly diminished, and at the direction of the President, the Director or his/her designated representative will:

- Recall all employees released.

- Consolidate all reports of damage to University buildings, facilities, and grounds.
- Coordinate with the Director of University Housing regarding any mold that surfaced in University Housing facilities as a result of the weather conditions. Record the location and action taken for each instance of mold removal. Respond accordingly to reports of mold at other campus buildings and facilities.
- Initiate coordination with representatives from FEMA and ORM for Public Assistance.
- Continue coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness pertaining to the Southeastern Louisiana University Special Needs Shelter. Discontinue coordination as the situation dictates.
- Attend all meetings called by the President. Be prepared to brief on the status of the Department and actions being taken from a FEMA and ORM perspective.

**Phase VIII - After-Action Report.**

## Special Needs Shelter

In April 1999, Governor Mike Foster directed that each state university and the Super Dome prepare plans to operate a "Special Needs Shelter." Each shelter was to receive up to 200 individuals who were under the care of home health agencies. The shelters would be directed to be opened by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness in the event a major disaster required the affected areas to be evacuated. Each special needs individual could have one caretaker. The total population of the shelter would be 400 individuals not including support personnel.

### **The Kinesiology and Health Studies Building was selected as the location for the Southeastern Special Needs Shelter.**

The Special Needs Shelter functions under the management of the Department of Child and Family Services (DCFS). The Director, Covington Region is the shelter manager. Region 9, Office of Public Health, Department of Health and Hospitals, provides the medical staff. The DCFS is also the agency responsible for the back-up generator.

The Louisiana Governor's Office of Homeland Security and Emergency Preparedness would direct the opening of the shelter through the Department of Social Services and the Tangipahoa Parish Homeland Security and Emergency Preparedness.

Southeastern Louisiana University's role is to provide support for the shelter as follows:

Provides the Kinesiology and Health Studies Building for the shelter.

Physical Plant – provides moving van and forklift to DCFS, unlocks the surplus area for DCFS to obtain supplies and makes sure generator is functioning.

Client Services – provides computer, fax machine, and telephone support.

University Police – provides security around the building and parking support. Louisiana State Police provides security to the shelter.

Environmental Health & Safety – provides the task force coordinator who assists the shelter manager with logistical and other issues that may surface once the shelter is directed to open. This individual maintains and updates the Memorandum of Understanding (MOU) with DCFS.

Any logistical or operational needs of the Special Needs Shelter that cannot be met by Southeastern will be directed to the Tangipahoa Parish Homeland Security and Emergency Preparedness. If parish assets could not provide the needed support, the Tangipahoa Parish Homeland Security and Emergency Preparedness would forward the request to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness.

## Technology Office

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Chief Information Officer (CIO) and his/her designated representatives will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all employees.
- Develop, review, and upgrade plans to protect the Computer Center (McClimans Hall) and the Disaster Recovery Area (in Ruston).
- Develop, review, and upgrade disaster recovery plans.
- Ensure equipment needed to support the Special Needs Shelter is on hand and operational.
- Develop plans to support emergency support personnel/activities that may locate on the campus in support of emergency operations in the immediate or regional area.
- Procure inclement weather equipment and clothing for employees.
- Determine the employees who will work through the emergency situation.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period, June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification by the National Weather Center/National Hurricane Center, that a tropical storm or a formed hurricane's projected track/path will be into the Gulf of Mexico, the CIO and his/her designated representatives will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all employees as to the Office of Technology's mission and responsibilities.
- Designate the equipment to be provided for the Special Needs Shelter, Kinesiology and Health Studies Building. Ensure all equipment is operational.

- Determine the employees who will back up employees designated to work through the emergency situation in event that a principal employee is not able to continue working.
- Ensure the emergency operations for McClimans Hall and McGehee Hall are operational and fueled to capacity.
- Team Leaders will ensure the CIO is informed of actions being taken and actions to be taken.
- Attend all planning meetings called by the President.

### **Phase III - Hurricane/Severe Weather Watch.**

When the National Weather Center/National Hurricane Center declares that a hurricane watch is in effect for the Gulf of Mexico, the CIO and/or his/her designated representatives will:

- Ensure that communication systems are established and operational at the University Police Department and other locations in Pride Hall as needed.
- Inspect all telecommunications sites to ensure all sites are operational.
- Ensure all vehicles are fueled to capacity.
- Conduct communications systems checks to ensure systems are operational.
- Team Leaders will ensure that the CIO is informed of actions being taken and actions to be taken.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Office of Technology and communications systems.

### **Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center/National Hurricane Center declares a Hurricane Warning for the Gulf of Mexico, the CIO and/or his/her designated representative will:

- Dispatch emergency support employees to their homes to prepare for the storm and return to campus for their assignments.
- Ensure all communications systems at the University Police Department and Pride Hall are operational.

- Prepare to establish communications systems at the Southeastern Special Needs Shelter, Kinesiology and Health Studies Building.
- Coordinate with the Director, Campus Dining, for food service support.
- Coordinate with the Director, University Housing, for room assignments.
- Coordinate with the Director, University Center, in event employees must be sheltered at the University Center.
- Team Leaders will inform the CIO of actions being taken and actions to be taken.
- Attend all planning meetings called by the President. Be prepared to brief on the status of the Office of Technology and communications systems.

**Phase V - Closure and Evacuation of the University; Implementation of Emergency Support Operations.**

When the President makes the decision to close and evacuate the University, the CIO and/or his/her designated representatives will:

- Release all non-essential employees.
- Transfer the University switchboard to the radio dispatch/communications office, University Police Department.
- Power down all non-essential telecommunications systems.
- Prepare to perform emergency support operations during periods of inclement weather and high winds.
- Ensure all vehicles are operational and fueled to capacity.
- Re-locate all vehicles not in use to the Parking Garage second floor.
- Team Leaders will inform the CIO of actions taken and actions to be taken.
- Attend all meetings called by the President. Be prepared to brief on the status of the Office of Technology and communications systems.

**Phase VI - Hurricane and Emergency Support Operations.**

After the University has been closed and evacuated, the CIO and/or his/her designated representatives will:

- Attend all meetings called by the President. Be prepared to brief on the status of the Office of Technology and communications systems.

### **Phase VII - Recovery Operations and Reconstitution of the Campus.**

After the hurricane force weather has passed or the element of danger presented by the hurricane/severe weather has significantly diminished, and at the direction of the President, the CIO and/or his/her designated representatives will:

- Recall all employees released.
- Prioritize emergency repairs to telecommunications systems.
- Inspect McClimans Hall and McGehee Hall for damage to telecommunications functions. Report all damage to the CIO.
- Assess damage and determine if outside contractor(s) will be needed to assist with repairs and recovery efforts.
- Resume the University switchboard operations.
- Remove telecommunications equipment from the University Police Department and the lobby of Pride Hall as soon as possible.
- Remove telecommunications equipment from the Kinesiology and Health Studies Building as soon as possible.
- Coordinate with the State Office of Telecommunications Management as required.
- Inform the President and CIO of actions taken and actions to be taken.
- Record all issues, problems, etc. for discussion at the After-Action Review.
- Attend all planning meetings called by the President.

**Within 72 hours prior to landfall for a potential direct hit or 48 hours prior to landfall for all other possibilities, the following will be accomplished:**

Send an email to all faculty and staff with the following information:

- Subject: Faculty/Staff Telephone and Computer Equipment Protection Procedures.
- The new Voice over IP (VoIP) phones require power and data from the local network equipment. In a power loss scenario, only buildings and areas under

generator power can be expected to have functioning VoIP phones. Cell phones can and should be used if cellular service is available. Have charging cables and portable power banks on hand and fully charged.

- Back up computers. NOTE: Be sure to back up all critical data located on local hard drives such as C or A. Network drives are backed up by the Client Connectivity Department.
- In the interests of economy and time, it is recommended each college and department purchase and store a supply of black plastic (visqueen) to be used to cover equipment in order to protect it from water damage. Said equipment could include computers, adding machines, calculators, typewriters, desks, books, permanent files, etc. This way, each area will be ready to implement the hurricane plan without last minute procuring of additional materials.
- Delicate non-replaceable computer data tapes or disks should be stored in a watertight secure place above the floor. When possible, store computer back ups in a watertight location off-campus. Electrical equipment should be unplugged to protect from electrical surges during the shut down and start up of the campus. Do not operate this equipment until you have been informed that the power is back on and will stay on.
- The more equipment, files, data tapes or disks, etc., that are moved and stored in a room without windows, the better the chances these items have of surviving the storm without damage. The personnel responsible for this equipment must do this.

Emergency contact list distributed to all Office of Technology employees which would also include the following list of Louisiana radio stations for information during an emergency:

New Orleans: 870 AM—WWL or 101.9 FM—WLMG  
Baton Rouge: 1150 AM—WJBO or 102.5 FM—WFMF  
Lafayette: 1330 AM—KVOL or 99.9 FM—KTDY  
Lake Charles: 1470 AM—KLCL or 99.5 FM—KHLA  
Alexandria: 580 AM—KZMZ or 96.9 FM—KZMZ  
Northeast Louisiana: 540 AM—KNOE or 101.9 FM—KNOE  
Shreveport: 1130 AM—KWKH or 94.5 FM—KWKH

The Deputy CIO for Computing Systems & Security and the Director of Programming & Web Services will:

- Meet with the staff to review the evacuation plan and communication procedures.
- Schedule applications shutdown with the user community.

- Establish a Contact Information web page accessible from the Southeastern main page listing alternate email addresses and cell phone numbers of staff who have relocated. (Possibly password protected.)
- Create a Status of Technology web page accessible from the Southeastern main page allowing faculty/staff and students to know what is occurring while they are displaced.

The Team Leader of Client Services will:

- Coordinate with the Office of the President and the Coordinator of University Marketing & Communications, concerning the message for incoming telephone calls to the University's main number and the 800 number.
- Meet with staff to review the evacuation plan and communication procedures.
- Ensure that vehicles are fueled to capacity. Keys to vehicles will be labeled and retained by the designated staff member.
- Deploy necessary telephones, computers, and fax machines to the Seminar Room, Kinesiology and Health Studies Building, as specified by Operations Plan Friendly Lion (Special Needs Shelter).

**Within 48 hours prior to landfall for a potential direct hit or 24 hours prior to landfall for all other possibilities, the following will be accomplished:**

A coordination meeting will be conducted for final hurricane plan preparations.

The Deputy CIO for Computing Systems & Security and the Director of Programming & Web Services will:

- Prepare to transfer [www.southeastern.edu](http://www.southeastern.edu) to another server in the event that the regular internet communications are severed.
- Ensure communications to all ISPs are functioning properly and can be transitioned in the event of loss of Internet connectivity to any ISPs.
- Shutdown and power off any non-essential servers and applications.
- Finalize staff check in procedures post landfall.
- Develop a full backup of the computer system. Backed up information should be stored in two separate locations. Other computer-related defensive actions deemed appropriate by ACS should be implemented.

The Team Leader of Client Services will:

- Coordinate with the President's office and the Coordinator of University Marketing & Communications, on the message for incoming telephone calls to the University's main number and the 800 number.
- Ensure that all telephone system backups are current. A backup should be made 48 hours prior to the storm even if it is not the normally scheduled time. The backup should be stored in the Disaster Recovery Center in Ruston.
- Ensure, with Student Productivity Services, that all Student Technology Fee equipment is turned off in all labs (all equipment disconnected and covered).

**After landfall the following will be accomplished:**

Contact all key personnel (directors, coordinators, business manager, and administrative assistants) regarding the status of the campus and whether they need to report or not.

Immediate supervisors will notify all remaining personnel by telephone when they should report back to campus or through an announcement on the local media services. They should not enter any buildings until approval is given to do so.

The Deputy CIO for Computing Systems & Security and the Director of Programming & Web Services will:

- Contact key personnel (coordinators and administrative assistants) and arrange to meet on the campus as soon as possible.
- Evaluate the network status and activate backup links as necessary.
- Bring up production applications.
- Regularly update the Contact Information web page and Status of Technology web pages.

The Team Leader of Client Services will:

- Contact key personnel (coordinators and administrative assistants) and arrange to meet on the campus as soon as possible.
- As soon as possible following the storm, Network Availability and Telephone Services employees should come on campus to verify the status of all telephone systems and Data Equipment throughout the campus.
- Should there be a problem with external connections, do everything possible to contact the external companies to find out when they expect services to be resumed.
- Assist telephone users in re-programming their telephones if needed.

## **Organization of the OT Continuity Team**

### ***OT Continuity Coordinator***

The CIO will serve as OT Continuity Coordinator. The major responsibilities include:

- Determining the extent and seriousness of the disaster, notifying the President immediately and keeping him informed of the activities and recovery progress.
- Invoking the OT Continuity Plan after approval of the President.
- Supervising the recovery activities.
- Coordinating with the President on priorities for clients while going from partial to full recovery.
- Naming replacements, when needed, to fill in for any disabled or absent OT Continuity members. Members who are out of town and are needed will be notified to return.
- Office of Technology will keep clients informed of the recovery activities.

Deputy CIO for Computing Systems and Security  
Director of Programming & Web Services  
Team Leader of Client Services  
Business Administrator  
Database Administrator  
Associate Director of Programming & Web Services  
Coordinator, Development  
Coordinator, Database Team  
Coordinator, Systems Engineering  
Coordinator, Operations

Coordinator, Network Availability and Telephone Services  
Coordinator, Help Desk  
Help Desk Manager

### ***Administrative Systems/Operations OT Continuity Team***

The Deputy CIO for Computing Systems and Security will serve as Administrative Systems/Operations OT Continuity Team Leader.

Responsibilities include:

- Coordinating hardware and software replacement with the administrative hardware and software vendors.
- Supervising retrieval of backup media and materials from the off-site storage location and using these for recovery when needed.
- Coordinating recovery with client departments.
- Coordinating appropriate computer and communications recovery with the Network Communications Recovery Team Leader.
- Coordinating recovery of administrative software with client departments.
- Coordinating schedules for administrative programming, production services, and computer job processing.
- Keeping the OT Continuity Coordinator informed of the extent of damage and recovery procedures being implemented.

Deputy CIO for Computing Systems and Security  
Director of Programming & Web Services  
Associate Director of Programming & Web Services  
Coordinator, Development  
DBA Team Coordinator  
Coordinator, Systems Engineering  
Coordinator, Operations  
Client Connectivity Staff

### ***Network Communications and User Services OT Continuity Team***

The Team Leader of Client Services will serve as the Network Communications and User Services OT Continuity Leader.

Responsibilities include:

- Coordinating hardware and software replacement with the communications hardware and software vendors.
- Supervising recovery of data and telephone communications.

- Assigning personnel duties from data and telephone technicians to project leaders of OT Continuity tasks as needed.
- Coordinating activities of computer and communications recovery with the other Recovery Team Leaders.
- Keeping the OT Continuity Coordinator informed of the extent of damage and recovery procedures being implemented.
- Coordinating hardware and software replacement with the various hardware and software vendors.
- Coordinating the activities of moving backup media and materials for use in recovery when needed.
- Coordinating recovery with departments, in which Student Technology Fee computer labs are located.
- Coordinating appropriate computer and communications recovery with the Network Communications Recovery Team Leader.
- Keeping the OT Continuity Coordinator informed of the extent of damage and recovery procedures being implemented.
- Coordinate deployment of computers and a telephone in the lobby of Pride Hall for use by students who have remained on campus during the storm to allow them capability to communicate with their families and/or friends.

Team Leader of Client Services  
 Coordinator, Network Availability and Telephone Services  
 I/T Technical Support Specialist I  
 Telephone Administrator  
 Coordinator, Help Desk  
 Coordinator, Student Productivity Services  
 Help Desk Manager  
 Client Services Staff

### ***Student Technology Systems OT Continuity Team***

The Team Leader, Projects will serve as Student Technology Systems OT Continuity Team Leader. The responsibilities in this area include recovery in case of complete or partial disruption of services in Student Technology Fee computer labs. Further, with the many Student Technology Fee computer labs on campus, this group will be responsible for providing services for any disabled Student Technology Fee computer lab.

Responsibilities include:

- Coordinating hardware and software replacement with the various hardware and software vendors.

- Coordinating the activities of moving backup media and materials for use in recovery when needed.
- Keeping the Student Technology Systems OT Continuity Team Leader informed of the extent of damage and recovery procedures being implemented.
- Coordinating recovery with departments, in which Student Technology Fee computer labs are located.
- Coordinating appropriate computer and communications recovery with the Network Communications Recovery Team Leader.
- Keeping the OT Continuity Coordinator informed of the extent of damage and recovery procedures being implemented.

Team Leader of Client Services  
 Coordinator, Student Productivity Services  
 Coordinator, Help Desk  
 Help Desk Manager  
 Client Services Staff

### ***Administrative Support OT Continuity Team***

The Business Administrator for the Office of Technology will serve as the Administrative Support OT Continuity Team Leader.

Responsibilities include:

- Coordinate support to, and communication between, employees and their families.
- Coordinate support for executing acquisition paperwork.
- Coordinate assistance with the detailed damage assessment and insurance procedures.
- Coordinate the determination of the status of staff working at the time of the disaster.
- Coordinate obtaining counseling services for staff or family members having emotional problems resulting from the disaster.
- Coordinate providing assistance to the individual Team Coordinators in locating team members.
- Coordinate food and sleeping arrangements of recovery staff as necessary.
- Coordinate support to track time and expenses related to the disaster.

- Coordinate providing delivery and transportation services to the Business Continuity Center (BCC) or other locations as required.
- Coordinate public relations support coordinated through the Office of University Marketing & Communications.
- Coordinate assistance in contracting with outside parties for work to be done in the recovery process (such as the installation of equipment, or consulting assistance for the installation or recovery of software systems).

Business Administrator  
ERP/Client Connectivity/Client Services Secretaries  
Telephone Billing/Work Order Coordinator  
Office of Technology's Procurement Specialist

### ***OT Continuity Team Headquarters***

If McClimans Hall is usable, the recovery team will meet in the McClimans Hall Conference Room 107.

If McClimans Hall is hazardous or not usable, the team will meet in the CIO's Office in McGehee Hall 215.

If McGhee 215 is not usable, the team will meet in Pride Hall.

If none of the campus facilities are usable, it is presumed that the disaster is of such proportions that recovery of computer support will take a lesser priority. The OT Continuity Coordinator will make appropriate arrangements.

### **Phase VIII - After-Action Report.**

## **Turtle Cove**

The Office of Environmental Health & Safety will monitor the storm. After any meeting with the President, the Manager, Turtle Cove Research Center, will be informed of any actions to be taken. The Manager will proceed with the checklist.

Once the decision has been made to close the Hammond Campus, the Turtle Cove Research Station will be informed to cease operations and prepare the Station for the storm.

- The Maintenance Coordinator shuts down systems and reports to the Physical Plant when accomplished.
- Manager checks in with all faculty and staff assigned to the Turtle Cove Research Center to determine if the faculty and staff members will evacuate, and if so, the intended destination and confirms telephone numbers.

### **Post-Storm:**

- The Manager contacts all faculty and staff members assigned to the Turtle Cove Research Center to ensure that they will be returning to work.
- The Maintenance Coordinator conducts an initial building inspection for damage and reports any damage to the Physical Plant.
- The Coordinator conducts an initial security check to ensure that property is accounted for.
- Initiate the [Debris Management Plan](#) as mandated by GOHSEP and FEMA.

## **University Center**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and ensure that all employees are knowledgeable of the plan.
- Update staffing changes and emergency contact information for all Department employees.
- Coordinate with the Director, Physical Plant, and Director, Facility Planning, for the inspection of all drainage grates to ensure they are free from debris and litter and able to accept drainage water.
- Initiate plans for the reception of emergency support personnel.
- Attend any planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification by the National Weather Center that a tropical storm or formed hurricane's projected track is into the Gulf of Mexico, the Director and/or his/her designated representative(s) will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Operations Plan and brief all employees as to the University Center's mission and responsibilities.
- Contact all departments and/or agencies that have reserved rooms in the University Center regarding the possibility of canceling or rescheduling their respective function.
- Inspect all first aid equipment. Order any needed items.
- Develop plans for the reception of students and employees who will be sheltered at the University Center.
- Attend any planning meetings called by the President.

**Phase II** - Hurricane/Severe Weather Watch.

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his designated representative(s) will:

- Review the staff level and availability of personnel.
- Notify any personnel on leave or at off-campus training to return as soon as possible.
- Prepare to cover the basketball/volleyball floor if it is on the floor of the University Center.
- Inspect all emergency supplies to ensure they are available.
- Provide each employee with a flashlight and sufficient batteries to last for seven days.
- Ensure that the restroom facilities in the University Center have an adequate supply of paper hand towels, soap, and toilet tissue.
- Coordinate with the Director, University Housing, for the reception of students who could not be evacuated; Coordinate with the Director, Campus Dining, for the feeding of all individuals who will be sheltered at the University Center; Coordinate with the Director, Health Services, for the establishment of a First Aid Station in the Athletic Department Training Room (Room 119).
- Coordinate with the Director, Physical Plant, to ensure that sufficient trash receptacles and plastic trash bags are available and for the removal of trash bags.
- Coordinate with the Director, University Police Department, for law enforcement and security support.
- Attend all planning meetings called by the President.

#### **Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a hurricane warning for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Finalize all coordination and planning with the Directors, University Housing, Campus Dining, Health Services, Physical Plant, and University Police.
- Prepare to receive students and employees who will be sheltered at the University Center.
- Prepare the Athletic Department Training Room, Room 119, as a First Aid Station.

- Advise the Vice-President, Administration and Finance, when the University Center is ready to receive students and employees.
- Attend all planning meetings called by the President.

**Phase V - Evacuation and Closure of the University and Implementation of Emergency Support Operations.**

When the President makes the decision to evacuate and close the University, the Director and/or his/her designated representative will:

- Release all non-essential employees.
- Receive students and University employees. Coordinate with the Director, University Housing, to ensure that the names of all individuals entering the shelter are logged.
- Advise the Vice-President, Administration and Finance, of the number of individuals by category (students, employees, others) who have entered the shelter at 9:00 p.m. and 9:00 a.m. each day that the shelter is operational.
- Notify all departments and activities that have events/activities scheduled in the University Center that the event has been cancelled. After the emergency has concluded, they will be contacted to reschedule the event/activity.
- Attend any planning meetings called by the President.

**Phase VI - Hurricane and Emergency Support Operations.**

After the University has been evacuated and closed, the Director and/or his/her designated representative will:

- Continue to conduct functions listed in the Phase 5, above.
- Based on weather conditions and safety concerns, inspect the University Center for damage, water leaks, and flooding.
- Report any damage and flooding to the Vice-President, Administration and Finance.
- Ensure that all trash is removed from the University Center in an expeditious manner.
- Ensure that all restrooms have sufficient paper hand towels, soap, and toilet tissue.
- Attend all planning meetings called by the President.

## **Phase VII - Recovery Operations and Reconstitution of the Campus.**

Upon direction of the President, the Director and/or his designated representative(s) will:

- Inspect the University Center for damage, water leaks, and flooding. All damage will be reported to the Vice-President, Administration and Finance.
- Re-call all non-essential personnel who were released.
- Prepare to receive emergency support personnel.
- Ensure the University Center is policed and all trash is removed as expeditiously as possible.
- Ready the University Center for return to normal operations.

## **Phase VIII-After-Action Report.**

## University Center Registration Procedures

Upon notification that the University will be closed and evacuated, the Director, University Center, will immediately coordinate with the Director, University Housing, to establish the check-in point at Gate 3, lower level, University Center. Additionally, the Vice-President, Student Affairs; the Director, University Police; and the Faculty Senate President will be contacted and requested to have a representative report to the above location at the designated time.

- The Check-in Team will consist of a representative from the following areas:

University Housing  
University Police Department  
Division of Student Affairs  
Faculty Senate

- When a student enters the University Center, the student will be requested to complete a registration card if he/she has not already done so. The card will be retained by University Housing and will notate the time the student exits the University Center and will include the intended destination and a telephone number. If the student does not reside in University Housing, he/she will be informed that they will not be permitted to leave the shelter until the President directs that shelter operations can be discontinued.
- The registration card will be catalogued alphabetically and a master alpha list created on a laptop computer with battery print list.
- All persons will be issued a wristband after registration. The wristband will be used to validate that the person has registered with the shelter for meal purposes.
- Announcements will be made on a periodic basis regarding the weather situation.
- University Housing and the Division of Student Affairs will collaborate on entertainment programming.
- Campus Dining will provide meals and water at least twice per day. The meals will be served on the floor of the arena. Snacks will be provided for the students between the scheduled meal serving times.
- Upon direction of the President to discontinue shelter operations, each student will be required to check out of the University Center at the location where they checked in. At that time, they will be required to state their intended destination and telephone number. Once all students have been released and checked out, the registration cards will be retained at the Office of University Housing.

## **University Police Department**

**Phase I** - The six-month period between December 1<sup>st</sup> and May 31<sup>st</sup>.

During this period, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University Hurricane/Severe Weather Plan and ensures that all employees are knowledgeable of the requirements stated in the plan.
- Update staffing changes and emergency contact information for all Department employees.
- Develop a list of all Amateur Radio Emergency operators in the Hammond area to include any University employees who are licensed by the Federal Communications Agency to operate this equipment. A copy of this list will be provided to the Office of Environmental Health & Safety.
- Inspect the emergency supplies inventory and requisitions any needed items. Ensures that the needed items are stocked by May 15<sup>th</sup>. Ensures that supervisors and key personnel are aware of these supplies.
- Ensure that extra keys for police units are on hand and secured.
- Conduct training addressing emergency operations and anticipated requirements during a hurricane/tropical storm.
- Initiate coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness. Determine points of contact, telephone numbers, and email addresses.
- Provide the President with information received through the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and Emergency Alert System.
- Attend all planning meetings called by the President.

**Phase II** - Hurricane Advisory.

During the period, June 1<sup>st</sup> through November 30<sup>th</sup>, and upon notification that a tropical storm's projected track will be into the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the Southeastern Louisiana University's Hurricane/Severe Weather Operations Plan and brief all supervisors and key personnel as to the

Department's mission and responsibilities.

- Using the chain of command, alert all officers and other employees for possible support operations during extreme/severe inclement weather. Employees on leave or in training off-campus will be notified to return to the campus.
- Ensure that shift supervisors inspect all officers' wet weather equipment—rain jacket, rain trousers or raincoat, and footwear.
- Inspect all police units for serviceability. If a unit is in maintenance, requests the Director, Physical Plant to expedite the required maintenance.
- Initiate planning for traffic control, building checks, and coordinates with the Director, Physical Plant the overall security posture of the campus.
- Initiate coordination with the following law enforcement agencies:
  - Louisiana State Police, Troop L
  - Tangipahoa Parish Sheriff's Office
  - Hammond Police Department
- Validate the emergency contact information for all employees.
- Establish coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness.
- Attend all planning meetings called by the President. Be prepared to brief on the Department's personnel and logistical status.

### **Phase III - Hurricane/Severe Weather Watch.**

When the National Weather Center declares that a hurricane watch is in effect for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Review the staffing level and availability of personnel.
- Place all police officers and radio dispatchers on stand-by status and briefs all supervisors and key personnel on the hurricane status.
- Initiate logging of mileage for each vehicle used specifically for tasks associated with the preparation of the anticipated hurricane/severe weather.
- Attend any planning meetings called by the President of the University. Be prepared to brief on the Department manpower and logistical status.
- Coordinate with the officers assigned to the Baton Rouge Center and the Clausen Family Building regarding the status of each center and security for the

facilities.

- Submit a request to the Director, Telephone Services, to activate all phone and data lines in the Department's Conference Room, Pride Hall.
- Finalize all plans for traffic control, building checks, and security of the campus.
- Continue routine law enforcement and security operations.
- Update radio dispatchers with the most current information to inform individuals calling the Department concerning the status of University operations.
- Coordinate with individuals who are licensed by the Federal Communications Commission to operate equipment used by the Amateur Radio Emergency Service for their availability in event the University initiates emergency support operations. Develop a schedule for operation of the Amateur Radio Emergency Service maintained in the radio station.
- Coordinate with the Risk Assessment Coordinator, Office of Environmental Health & Safety, for security requirements for the Southeastern Special Needs Shelter.
- Continue coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness.

#### **Phase IV - Hurricane/Severe Weather Warning.**

When the National Weather Center declares a Hurricane Warning for the Gulf of Mexico, the Director and/or his/her designated representative will:

- Finalize planning and coordination with:  
Louisiana State Police, Troop L  
Tangipahoa Parish Sheriff's Office  
Hammond Police Department
- Initiate call in of all police officers and radio dispatchers for shift assignments and scheduling.
- Finalize planning and schedules for employees and for individuals who operate Amateur Radio Emergency Services radio equipment.
- Implement 12-hour shifts for the duration of the emergency.
- Brief all supervisors and key personnel concerning their duties and responsibilities if the University proceeds into Phase V-Evacuation and Closure

of the University and Implementation of Emergency Support Operation.

- Continue coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness.
- Attend all planning meetings called by the President. Be prepared to brief on the Department's personnel and logistical status.
- Implement the Amateur Radio Emergency Services Radio System and initiate coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness, North Oaks Medical Center, LSU Health Science Center in Independence (Lallie Kemp Hospital), and the Tangipahoa Parish Homeland Security and Emergency Preparedness.

**Phase V - Evacuation and Closure of the University and Implementation of Emergency Support Operations.**

When the President makes the decision to evacuate and close the University, the Director and/or his/her designated representative will:

- Direct the police officers assigned to the Baton Rouge Center and Clausen Family Building to report to the Department for assignment as soon as possible.
- Implement traffic control, building checks, and University closure plans and continue regular law enforcement and security operations.
- Coordinate and assist Shuttle Services with possible movement of students to the University Center.
- Assist to the extent possible with the movement of students to the University Center.
- Weather permitting, conduct building checks twice during each 12-hour shift and direct any person(s) found inside any University building to leave the building and campus; if a student(s) direct them to the University Center; if faculty/staff, direct them to the nearest Red Cross Shelter.
- Direct officers to report all down trees, limbs, and any other obstacles/debris affecting vehicular traffic and movement to the UPD EOC.
- Direct officers to report damages to any University building or facility to the UPD EOC.
- Provide the radio dispatchers with as current as possible information concerning the status of the University for them to inform anyone calling requesting information.

- Continue coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness.
- Attend all planning meetings called by the President. Be prepared to brief the Department's personnel, operations, and logistical status.

**Phase VI - Hurricane and Emergency Support Operations.**

After the University has been evacuated and closed, the Director and/or his/her designated representative will:

- Continue to conduct operations outlined in paragraph 5. Based on the situation, operations may continue or be conducted only on an emergency basis.
- If winds are below Category 1 in strength, the Director, Lieutenant or the UPD EOC will determine if officers will continue to conduct patrols of the campus to include building checks to ensure that persons are not inside any buildings.
- Direct officers to respond to any emergency conditions based on the seriousness of the situation and safety concerns for the responding officers.
- Coordinate any emergency medical response as may be required.
- Provide the radio dispatchers with information regarding the status of the University so they can inform individuals calling requesting information.
- Continue to coordinate with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Homeland Security and Emergency Preparedness.
- Attend all planning meetings called by the President. Be prepared to brief the Department's personnel, operations, and logistical status.

**Phase VII - Recovery Operations and Reconstitution of the Campus.**

Upon direction of the President, the Director will:

- Continue to conduct traffic control, building checks, as well as routine law enforcement operations.
- Provide radio dispatchers with current information so they can respond to individuals calling for information.

- Assist the Physical Plant with recovery operations and the re-opening of the campus.
- Direct officers to identify any individuals who may be found inside any University buildings.
- Transition to the regular shift rotation as soon as the situation permits.
- Maintain coordination with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Tangipahoa Parish Homeland Security and Emergency Preparedness. Conclude coordination with both offices as the situation permits.
- Attend all planning meetings called by the President. Be prepared to brief on the Department's personnel, operations, and logistical status.
- Consolidate all issues and notes for preparation of the After-Action Report for discussion during the After-Action Review.

#### **Phase VIII - After-Action Report**