



## **HURRICANE PREPAREDNESS PLAN**

**REVISED**  
**May 29, 2014**

## 1. PURPOSE AND INTRODUCTION

The Our Lady of Holy Cross College administration, faculty, and staff recognize their responsibility for the life safety of individuals associated with the College as well as the protection of College property in the event of a major storm. This Hurricane Preparedness Plan is in place to provide direction for those involved in these efforts. The plan is not all inclusive, however, and may be supplemented by additional actions.

## 2. AUTHORITY

Federal Civil Defense Act of 1950 as amended  
Federal Disaster Relief Act of 1974 (Public Law 93-288)  
State legislation specified for post secondary education institutions

## 3. BASIC HURRICANE INFORMATION

Hurricane season extends from June 1<sup>st</sup> to November 30<sup>th</sup>. That is the period when climatic conditions are optimum for the formation and sustained movement of hurricane winds.

The stages of hurricane announcements given by the National Hurricane Center are as follows:

### **Tropical Storm**

Use of modular buildings may be suspended at the Tropical Storm level (Sustained winds in excess of 39 mph)

### **Hurricane Watch**

Winds of at least 74 mph may affect the area within 24-36 hours

### **Hurricane Warning**

Winds of at least 74 mph are expected in the area within 24 hours

## 4. Storm Preparation – Storm entering Gulf of Mexico & Hurricane Watch

To allow adequate time, all preparations should be made at the HURRICANE WATCH level. **Since the College will be closed at the issuance of a Hurricane Warning, ALL preparations MUST be done at the Hurricane Watch level.**

**When the National Hurricane Center shows that a storm is developing in the Gulf of Mexico, hotel rooms will be booked for the essential personnel team #1 and key finance personnel from the essential personnel team #2 responsible for ensuring financial continuity for the College.**

Once the order to close the College has been issued by the President, the Maintenance Department will be installing shutters, powering down A/C units, placing trash and paper bins inside, securing buildings, placing sandbags, locking elevators and doing other duties related to storm preparation. **Non-facility personnel should no longer be present on the campus during this phase of preparation.**

In the event of a storm, the Vice President for Finance and Operations and Director of Security serve as the campus Hurricane Administrators. The Director of Security serves as the on-site Hurricane Administrator at this phase.

The on-site Hurricane Administrator and the President will remain on campus. The Vice President for Finance & Operations and essential personnel will make arrangements to pack necessary documents and equipment. They will move to off-site location and establish a satellite office for continuity of College operations and communications. The Cabinet must be prepared to coordinate College operations and communications for an extended period in the event that the main campus remains inaccessible for weeks or months.

## **5. Decision to Close**

The decision to close the College will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center and the Office of Emergency Management will be considered in determining the implementation of emergency procedures. The President or Provost may close the College in advance of a hurricane warning depending on local conditions; however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. **All facilities will be closed upon announcement of the decision to close the College. The Director of Security will keep Cabinet posted of the storm developments and official announcements.**

## **6. Notification of Emergency Closing**

The President or Provost will notify the following administrators relative to College closing:

1. Vice Presidents
2. Dean
3. Faculty

Vice Presidents will contact: College Division employees

Vice President for Philanthropy and Planning will contact:

- Media
- Web Master for the College
- College Receptionist (for updates to voice messaging system)
  - VP for Philanthropy is to develop a script for the telephone voice message
  - Director of IT is to assist the Receptionist with message change

Vice President for Finance and Operations will contact:

- Facilities & Maintenance Department
- Information Technology
- Controller
- Director of Technology Services
- Payroll
- Outside Agencies
- Sodexo Food Services
- Vendors

Closing announcement information may be found in the following areas:

- Web Site
- Blackboard Connect
- News Media
- Twitter
- Facebook

## **7. Post Storm Recovery**

Authorized College personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on campus during this damage assessment should monitor local media sources for information about re-opening.

The President or designated Vice President will issue a directive to reopen after conferring with the on-site Hurricane Administrator regarding damage assessment and debris removal.

Information regarding reopening will be available through the media but should be confirmed to employees within each department by utilizing the call list, School Reach, Facebook and Twitter. Upon returning to the College, employees are to reverse preparations completed during the Hurricane Watch. Damage or requests for assistance should be reported to the Facilities & Maintenance Department.

### **Storm Preparation Procedures – All Departments**

#### **To be performed by all faculty, staff, and administration on June 1<sup>st</sup>**

- Develop systematic notification list
  - Alternate email (non-OLHCC)
  - Alternate telephone (non-OLHCC)
  - Text messaging availability
- Verify and duplicate vendor phone and address list
- Distribute copy of this plan to staff
- Meet with staff to discuss specific duties and procedures

### **Hurricane Watch**

- Relocate personal, privacy sensitive, perishable, and critical items from offices/work areas to predetermined alternate location
- Back up computer files
- Remove food from offices and refrigerators and place in dumpsters
- **DO NOT UNPLUG REFRIGERATORS**
- Relocate items placed near windows
- Ensure evacuating personnel make note to bring standard and car cell phone chargers
- All I.T. personnel to take laptops with chargers from I.T. area to evacuation site; extra laptops to be provided to the Cabinet as needed

### **Hurricane Warning**

- Upon closure directive from the President or designee, execute notification list.

- Verify that all items listed under Hurricane Watch have been completed.
- Turn off **and unplug** computers, offices machines, electrical appliances (**except refrigerators**), and lights. **DO NOT UNPLUG REFRIGERATORS.**
- Close and lock windows and doors.
- Leave campus (except for on-site Hurricane Administrator and designated personnel).

### **Post Storm Recovery**

- Follow public broadcast instructions regarding passing of the storm.
- Activate notification list.
- Reverse preparations completed during Hurricane Watch.
- Report damage to building or building contents to Facilities & Maintenance Department.

### **Storm Preparation Procedures - Department Specific**

In addition to the following Storm Preparation Procedures – All Departments, listed below have specific procedures pertaining to pre and post storm activity.

- A. Copy Center & College Receptionist
- B. Facilities & Maintenance
- C. Finance
- D. Information Technology
- E. Purchasing
- F. Science

#### **A. Central Receiving**

Hurricane Watch

- Clear loading area of all debris and cancel scheduled deliveries.

#### **B. Facilities Department**

To prepare **annually by June 1<sup>st</sup>**

- Purchase/inspect emergency generators and related equipment (gasoline, tanks, cords, etc.)
- Develop systematic notification list
- Verify vendor phone and address list
- Meet with staff to discuss specific duties and procedures
- Distribute copy of this plan to staff

## **Hurricane Watch**

Upon the announcement of a Hurricane Watch by the National Weather Service, Facilities personnel are to make arrangements for protection of their families and personal property in case employees are needed at the College. The issuing of a Hurricane Watch automatically places employees on 24-hour call to duty. The on-site Hurricane Administrator assumes responsibility as the duty coordinator for all Facilities personnel on the campus. Under the direction of the on-site Hurricane Administrator, personnel will begin preparation for the expected storm event in accordance with the prepared plan. Staff will remain on site, continuing these preparations until they are complete at which time they will be discharged by the Supervisor.

- Suspend what is not necessary and begin to secure identified areas with minimal disruption to students.
- Remove debris from campus grounds and building roofs.
- Check trees for necessary trimming.
- Remove banners, signs, etc.
- Check gutters, remove obstructions.
- Remove wind screens and inspect light poles for tightness.
- Place trash and trash receptacles and newspaper bins in secure area.
- Verify generators as well as vehicle fuel tanks are full.
- Install shutters on designated areas.
- Secure moveable benches, etc.

## **Hurricane Warning**

Upon the announcement of a Hurricane Warning by the National Weather Service, the College is officially closed, full-time Facilities personnel requested by the Vice President for Finance and Operations and the Maintenance Supervisor to report to duty will perform the following:

- Verify that all items listed under the Hurricane Watch have been completed.
- Coordinate with Security and check all buildings to confirm evacuation has occurred.
- Move trash from buildings to dumpster.
- Relocate loose/portable items from outside to inside buildings.
- Stage College vehicles in a safe zone.

- Coordinate with staff to relocate equipment and furniture in preparation for use of the building as an emergency services command post.
- Unplug computers from electrical outlet only.
- Complete tour of building exteriors.
- Lock elevators at top floor with door closed.
- Secure building doors.
- Sandbag identified areas.
- Secure the Information Technology area

### **Post Storm Recovery**

- Assess and video or photograph damage to both grounds and buildings.
- Contact employees for repair and start-up effort.
- Assist Information Technology in changing web site to indicate College closed/re-open status.
- Remove debris and perform general clean-up.
- Develop accessible staging and storage areas outside damage zone.
- Reverse preparations completed during Hurricane Watch.

## **C. Finance**

### **Hurricane Watch**

- All Finance Office staff should have in possession at time of evacuation the Hurricane Preparedness binder which includes at a minimum:
  - A current listing of all Finance Office staff telephone numbers and email addresses at office, home, and alternates
  - College information and federal taxpayer identification number
  - Basic insurance information: policy numbers, declarations page, contact information
  - Bank account numbers and bank routing numbers
  - Telephone numbers and email addresses for banking liaisons
  - Login information and key fobs for remote banking
  - Login information and procedures for accessing governmental funds via website for draw downs
  - Login information for payroll processing via web (limited to staff performing this function)
  - Policies and procedures for emergency events regarding handling cash, draw downs of federal funds, payments to vendors, student receivables and billing, and payroll



- Sufficient emergency supplies as identified by the Facilities Manager will be purchased and stored in a secure location.
- Printer and keys for check printing
- Check stock
- Staff should prepare for potential closing of the College by:
  - Saving all work to the Q: drive for back up
  - Any cash or checks in the safe should be deposited.
  - Identify paper files required to be taken to perform work remotely, if needed.

### **Hurricane Warning**

Once the announcement is made to close the College, Finance Office staff will communicate to the Vice President for Finance & Operations and Controller his/her designated evacuation location. Upon arriving at such location, communication will be made again to discuss work that must be processed off-site (such as payroll, accounts payable, etc.). Any problems hindering working remotely should be immediately communicated to the Vice President for Finance & Operations.

A laptop will be assigned by Information Technology Department in the event of closure of the College to the Vice President for Finance & Operations, The Controller, payroll processor, Account Payable Clerk, the Bursar, and the Accounting Manager. The laptops will be programmed to provide the access needed based on staff member's role in the Finance Office. An Internet card will also be provided.

### **Post Storm Recovery**

Payroll will be processed remotely at the satellite location, following emergency response payroll policy established as needed by Cabinet. If for any reason it cannot be processed using the website system, the payroll service provider will be contacted and instructed as to processing the payroll for the College. All employees are on either direct deposit or debit card.

Invoices will be remotely processed using a College card or check. Each invoice will be reviewed individually and paid as instructed by the Vice President for Finance & Operations. Funds available and the extent of the storm damage will dictate what can be paid at that time.

Student charges, billing, and draw down of federal funds will be coordinated with the Financial Aid Office.

## **D. Information Technology**

### **Hurricane Watch**

- Work with College Receptionist to change voice mail message to include pending changes in schedule.
- Back up electronic files.
- Coordinate Security.

### **Hurricane Warning**

- Assist in changing OLHCC web site to indicate College closing.
- Coordinate Security.

### **Post Storm Recovery**

- Assist in changing OLHCC web site to indicate College re-opens status.
- Activate Information Technology Disaster/Recovery Plan, as appropriate.
- Coordinate Security.

## **E. Purchasing**

### **Hurricane Watch**

- Identify disaster recovery agency phone numbers.
- Verify safe location of manual purchase orders and emergency supplies.

## **F. Science**

### **Hurricane Watch**

- Microbial plates: dispose or relocate to generated building for refrigeration.
- Install signage on refrigerator to read: “Danger-Biohazard Material, Authorized Personnel Only.”
- Lock glass cabinet doors and install protective barrier provided by Maintenance.
- Relocate specimens to a secure area in the room at the discretion of faculty and laboratory personnel.
- Relocate paper items stored on the floor to a higher location.
- Disconnect electronic laboratory equipment.

- Relocate glassware from close proximity to windows to a more secure area.
- Tear down lab set ups and clean the area.
- Arrange to have bio waste removed.

**The Director of Security will contact the appropriate department at the City of New Orleans to obtain entrance passes for essential employees required to return to campus.**

## **MEDIA CONTACTS FOR STORM RELATED INFORMATION:**

### **Television**

WWL-TV 4 (CBS)  
WDSU-TV 6 (NBC)  
WVUE-TV 8 (FOX)  
WGNO-TV 26 (ABC)  
Louisiana Public Broadcasting

### **Radio**

WWL-AM 870

### **Newspapers**

*The Times Picayune* / [www.nola.com](http://www.nola.com)  
*The Advocate* / <http://theadvocate.com/> , <http://theneworleansadvocate.com/>