



# HURRICANE PREPAREDNESS PLAN

**June 12, 2019**

## **1. PURPOSE AND INTRODUCTION**

The University of Holy Cross administration, faculty, and staff recognize their responsibility for the life safety of individuals associated with the University as well as the protection of University 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 1st to November 30th. 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 University 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 University.** *(Reservations to be made by the Executive Assistant to the Vice President of Finance & Operations at an available hotel in Baton Rouge, LA.)*

Once the order to close the University 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 Director of Campus Police and the Director of Facility Maintenance will serve as the on-site Hurricane Administrators and will remain on campus unless conditions become unsafe. To ensure all personnel safety, by June 1, the Director of Campus Police will secure a predetermined evacuation location in coordination with the City of New Orleans' Office of Homeland Security & Emergency Preparedness should conditions warrant immediate evacuation.

Essential Personnel Team #1 will move to an off-site location and establish a satellite office for continuity of University Operations and communications.

## 5. DECISION TO CLOSE

The decision to close the University 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 University 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 University. The Director of Campus Police 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 University closing:

1. Vice Presidents
2. Deans
3. Faculty

President/Vice Presidents will contact: **University Division Employees**

### **President will contact**

- Campus Police
- Information Technology
  - IT coordinates with Communications Director to contact Students
- Human Resource/Payroll

### **Executive Vice President for Advancement will contact:**

- Media through the Communications Director
- Web Master for the University
- University Receptionist (for updates to voice messaging system)
  - Develop a script for the telephone voice message in concert with the President
  - Director of IT is to assist the Receptionist with message change

**Vice President for Finance will contact:**

- Controller
- Outside Agencies
- Food Services

**Vice President of Student Affairs will contact:**

- Director of Student Housing
- Director of Student Life

**Each Department will be responsible for contacting their vendors regarding Campus closing.**

**Closing announcement information may be found in the following areas:**

- Web Site
- Canvas
- News Media
- Text
- Twitter
- Facebook
- Instagram

**7. POST STORM RECOVERY**

Authorized University 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 Administrators 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 University, 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 by June 1st of each year**

- Develop systematic notification list
  - Alternate email (non-UHC)
  - Alternate telephone (non-UHC)
  - 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 personnel will take their laptops and chargers to the evacuation site

### **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 Administrators 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 & University Receptionist
- B. Facilities & Maintenance
- C. Finance
- D. Information Technology
- E. Resident Housing & Student Life
- F. Biological & Physical Sciences
- G. Miscellaneous

### **A. COPY CENTER & UNIVERSITY RECEPTIONIST**

#### **Hurricane Watch**

- Clear loading area of all debris and cancel scheduled deliveries

### **B. FACILITIES & MAINTENANCE**

To prepare **annually by June 1st**

- 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 University.

The issuing of a Hurricane Watch automatically places employees on 24-hour call to duty. The on-site Hurricane Administrators assumes responsibility as the duty coordinator for all Facilities personnel on the campus. Under the direction of the on-site Hurricane Administrators, 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 University is officially closed, full-time Facilities personnel requested by the President to report to duty will perform the following:
  - Verify that all items listed under the Hurricane Watch have been completed.
  - Coordinate with Campus Police 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 University 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 University 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
- University 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, drawdowns 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 University 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 University, Finance Office staff will communicate to the Vice President for Finance & Operations his/her designated evacuation location.

All personnel will take their laptops and chargers in the event of closure of the University. The laptops will have full access needed for Finance personnel to successfully operate off-site.



Upon arriving at evacuation 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.

### **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 by the Director of Human Resources and Payroll and instructed as to processing the payroll for the University. All employees are on either direct deposit or debit card.

Invoices will be remotely processed using a University 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 University Receptionist to change voice mail message to include pending changes in schedule.
- Back up electronic files.

### **Hurricane Warning**

- Assist in changing UHC web site to indicate University closing.
- Canvas continuation of classes to extent possible.

### **Post Storm Recovery**

- Assist in changing UHC web site to indicate University re-opens status.
- Activate Information Technology Disaster/Recovery Plan, as appropriate.
- Canvas - continuation of classes to extent possible.

## **E. UNIVERSITY HOUSING AND RESIDENCE LIFE**

To prepare **annually**

- Complete Student's Hurricane Evacuation Form to determine number of student's requiring assistance to evacuate on Move-In Day in the Fall, Spring and Summer.
- Ensure that a secure location and transportation to this location have been prepared.
- Hurricane Evacuation Plan to be discussed with Residents by Director of University Housing and Residence Life on Move-In Day.
- Vice President of Student Affairs, Director of University Housing and Residence Life and Resident Assistants will meet to discuss specific duties and procedures.
- Distribute copy of this plan to staff and residents in need of assistance with evacuation and those with individual evacuation plans.

### **Hurricane Watch**

- Students must remove all items from refrigerators
- Ensure all outlets are left unplugged and all electricity is turned off
- Pack only essential items.
- Residents are to notify family of evacuation location and provide family with a UHC contact person; designated RA will provide as primary UHC contact person; Director of University Housing and Residence Life will be secondary contact person
- RA will check with each of his/her residents that their individual evacuation plan is still available.
- Director of University Housing and Residence Life will ensure that all documents and paperwork in regards to the Residence Hall will be brought for evacuation.

### **Hurricane Warning**

- RAs will ensure that all students with individual evacuation plans have left the building
- Have RAs do room checks that resident has left, electricity has been turned off, and outlets remain unplugged
- Director of University Housing and Residence Life will evacuate all remaining residents in need of assistance and personnel to a

predetermined location (2019 will be with Personnel Team #1; future evacuation place is TBA).

## **F. BIOLOGICAL & PHYSICAL SCIENCES**

### **Hurricane Watch**

- Microbial plates: dispose or relocate to generated building for refrigeration
- The Chair of the Biology & Physical Science department to 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

## **G. MISCELLANEOUS**

The Director of Campus Police will contact the appropriate department for 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) – 504.529.6298 [pressrelease@wltv.com](mailto:pressrelease@wltv.com)

WDSU-TV 6 (NBC) – 504.679.0607 [newsdesk@wdsu.com](mailto:newsdesk@wdsu.com)

WVUE-TV 8 (FOX) – 504.483.1503 [fox8news@fox8live.com](mailto:fox8news@fox8live.com)

WGNO-TV 26 (ABC) – 504.619.6363 [news@wgno.com](mailto:news@wgno.com)

Louisiana Public Broadcasting – 225.767.4445 [edserv@lpb.org](mailto:edserv@lpb.org)

#### **Radio:**

WWL-AM 870 – 504.593.6397

#### **Newspapers:**

*The Advocate* – 504.636.7400 [crescentcity@theadvocate.com](mailto:crescentcity@theadvocate.com)

# ESSENTIAL PERSONNEL PLAN

## **Essential Personnel Team #1**

This team will report back to campus as soon as the campus is secure and safe. Team #1 will address facility issues due to the storms and work to ensure adequate work space is available for those returning at a later date and for those who are displaced from their normal work environments due to the emergency. Hours of operation will be from 9 am until 5 pm on most days as personnel are available.

The Essential Personnel Team #1 consists of the following individuals:

- President's Cabinet
- Deans
- Director of Campus Police
- Director of Information Technology
- Network Administrator
- System Administrator
- Facilities Manager
- Distance Learning Coordinator

## **Essential Personnel Team #2**

The second team in the personnel plan is due to return to campus within two weeks of Team #1. As additional tasks are identified in the reopening of the institution, these individuals will begin to work toward normal operations. The following individuals have been identified as necessary personnel reporting on the above referenced date:

- Controller
- Senior Accountant
- Accounts Payable Clerk
- Bursar
- Director of Human Resources
- Director of Library Services
- Registrar
- Executive Assistant to CFO
- Executive Assistant to CAO
- Executive Assistant to the President