

Our Lady of Holy Cross College
PROCEDURE
COLLEGE CLOSING FOR HURRICANES

1. If a hurricane threatens the southeastern Louisiana area, the President of OLHCC in consultation with the Vice President and Dean of Academic Affairs will make the decision to close the College.
2. This decision will be communicated through OLHCC email, the web-site, switchboard, voicemail, WWL Radio (870 AM) and all four local T.V. Stations (Channels 4,6,8 and 26). Make sure to have collected all alternate contact information (including non-OLHCC e-mail accounts) at the beginning of Hurricane Season on June 1st. **Although the OLHCC web site will be available during the event of a power loss on campus, OLHCC e-mail accounts will NOT be available in the event of a power loss on campus.**
3. If faculty and staff are on campus at the time of notification regarding the closing of the College, there are a number of actions that they can perform to assist in campus preparation.
 - a) Relocate personal, privacy-sensitive, perishable and critical items from offices/work areas to predetermined alternate location.
 - b) Make sure all of your data files reside on your Z drive. (This includes Desktop files).
 - c) Remove food from offices and refrigerators to dumpsters.
 - d) Do not unplug refrigerators.
 - e) Relocate items placed near windows.
 - f) Take home standard *and* car cell phone chargers
 - g) Turn off computers, office machines, electrical appliances and lights.
 - h) Cover computers (materials will be distributed to each office). Make sure College laptop computers are secure and in a covered area.
 - i) Close and lock windows and doors.
 - j) Leave campus (except for on-site Hurricane Administrator – Stanton McNeely - and designated personnel).
4. If faculty and staff are away from campus at the time of notification regarding the closing the College, the above mentioned actions will be performed by facilities management and security

Last updated: 5.27.07 SFM