



**HURRICANE  
PREPAREDNESS PLAN**

**2006**

**Last updated:  
5.28.07**

## **Our Lady of Holy Cross College Hurricane Preparedness Plan**

### **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 93-28)  
State Legislation specified for post secondary educational institutions

### **3. Basic Hurricane Information**

Hurricane season extends from June 1 through November 30. 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 may be closed at the issuance of a Hurricane Warning, ALL preparations MUST be done at the Hurricane Watch level.**

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 External Affairs, Communications, and Institutional Effectiveness serves as the campus on-site Hurricane Administrator. **The on-site Hurricane Administrator becomes the campus facility administrator at this phase.**

**With the exception of the on-site Hurricane Administrator, the President and Cabinet evacuate New Orleans 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, the Office of Emergency Management will be considered in determining the implementation of emergency procedures. The President or Vice President and Dean for Academic Affairs 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.**

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

The President or Vice President and Dean for Academic Affairs will notify the following administrators relative to college closing:

1. Vice Presidents
2. Associate Deans
3. Faculty

Vice Presidents will contact:

- College Division staff

Vice President for External Affairs, Communications, and Institutional Effectiveness will contact:

- Media
- Web Master for the college
- College Information Center (for updates to voice messaging system)

Vice President for Finance and Operations will contact:

- Maintenance Department
- Payroll
- Controller
- Risk Manager
- Outside Agencies
- Bookstore
- Sodexo Food Services

Closing announcement info may be found in the following areas:

- Web Site
- All-User E-mail
- Student E-mail
- Phone Messages (including voice messaging system at Information Center)
- News Media (TV, radio, and Internet)

## **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. Upon returning to the college, employees are to reverse preparations completed during the Hurricane Watch. Report damage or requests for assistance to the Maintenance Department.

## Storm Preparation Procedures- All Departments

### To be performed by all faculty, staff and administration on May 1

- Develop systematic notification list
  - Alternate e-mail (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 to dumpsters
- DO NOT UNPLUG REFRIGERATORS
- Relocate items placed near windows
- Activate Satellite-based communications system
- Ensure evacuating personnel make note to bring standard *and* car cell phone chargers
- All IT personnel to take laptops with chargers from IT Building 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 computers, office machines, electrical appliances and lights
- Do not cover, unplug or move computers
- 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 Maintenance Department

## Storm Preparation Procedures- Department Specific

In addition to following Storm Preparation Procedures- All Departments, found on page 6, the departments listed below have specific procedures pertaining to pre and post storm activity.

- A Central Receiving
- B Facilities
- 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 May 1**

- Purchase 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 (or their designee) assumes responsibility as the duty coordinator for all Facilities personnel on the campus. Under 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 ash 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 and/or 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
- Adjust satellite dishes and antennas to minimize wind resistance
- 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
- Cover and 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
- Board the Information Technology Building

### **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:
  - A current listing of all staff telephone numbers and e-mail addresses at office, home, and alternates
  - Corporate information and federal taxpayer identification number at office and at home
  - Basic insurance information: policy number, declarations page, contact information
  - Bank account numbers and bank routing numbers
  - Telephone numbers and e-mail addresses for banking liaisons
  - Login information for Bank One Next Page for remote banking
  
- Vice President for Financial Affairs should have in possession:
  - A current laptop with full VPN access to needed disk drives, Great Plains, and XL Reporter
  - Actual Christian Brothers insurance notebook
  - Copy of most recent audit report and budget

### Post Storm Recovery

- If unable to process payroll, a duplicate of the last payroll will be phoned in to the ADP office for delivery to where the payroll manager is located. All direct deposit slips will be held until we return for distribution. All employees that receive actual checks must contact the payroll manager via the emergency website e-mail with a current mailing address for those checks to be mailed.
- If unable to process accounts payable, bills will be paid by hand-typed checks with the amount being entered when business resumes
- Student cashiering can take place only if there is access to the system because of the need to determine student balance before collection

## **D. Information Technology**

### Hurricane Watch

- Work with Information Center 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 reopen 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

**MEDIA CONTACTS  
FOR  
STORM RELATED INFORMATION  
(Appendix A)**

**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)

APPENDIX B  
**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 1<sup>st</sup>. **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

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