

A satellite image of a hurricane, showing a distinct eye and spiral cloud bands over the Earth's surface. The image is semi-transparent, allowing the text to be overlaid.

SOUTHERN UNIVERSITY AT NEW ORLEANS

HURRICANE EMERGENCY PLAN

June 1, 2010

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Introduction

This Disaster Management Plan will be the basis to establish policies and procedures which will assure maximum and efficient utilization of all resources on the Southern University at New Orleans (SUNO) campus, minimize the loss of life and/or injury to the population, and protect and conserve resources and facilities of SUNO during a disaster. The plan is effective June 2010 and supersedes all previous plans. The plan is updated yearly by the Safety Director and approved by the Chancellor.

For the purpose of this plan, “disaster” shall be defined as any condition – man-made or natural which results in a significant disruption to the academic mission of SUNO. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a “disaster” is determined by the potential loss of life, damage to facilities, and the amount of external resources necessary for the University to return to its normal academic mission.

This Hurricane Emergency Preparedness Plan is intended to serve as a living guide to be used in responding to and recovering from a hurricane at Southern University at New Orleans.

Mission

Southern University at New Orleans will provide for the protection of students, faculty, staff, visitors, and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The administration of Southern University at New Orleans will provide for continuity of management function, damage assessment, -- public and private – and immediate attention to the re-establishment of normal operations so as to support the University’s academic mission.

HURRICANE EMERGENCY PREPAREDNESS TEAM

The Southern University at New Orleans Plan is effective June 1, 2010 and supersedes all previous plans. The Chancellor designated the Director of Safety and Transportation as the Plan Coordinator and chartered a team to collaborate during the development and implementation of the emergency plan. The Hurricane Emergency Preparedness Team (HEPT) is responsible for making recommendations during the pre-season preparation, active season and post storm season.

The Emergency Preparedness Team is listed below.

Administrative Leaders:

Ukpolo, Victor – *Chancellor*

White, Woodie – *Vice Chancellor for Administration and Finance*

Team Members:

Bishop, Wesley – Assistant Vice Chancellor of Academic Affairs

Bennett, Sherron – Executive Secretary/Office Manager

Bopp, Alvin – Professor of Chemistry

Cannon, Robert – Facilities Management

Crosby Sheryl – Health Service

Cummings, Edmond – ITC Director

Davis, Gilda – Registrar

Dukes, Randy – Director of Human Resources

Grant, Donna – Vice Chancellor of Student Affairs

George, Joel – Director of Safety and Transportation

Gulley, Shawn - Associate Comptroller

Howard, Shawanda – Student Activity, Director

Johnson, Renee- Director of Internal Audit

Mims, Yolanda – Director of Disabled Students

Moultrie, Gloria – Vice Chancellor for Community Outreach/ University Advancement

Pinkney, Adrell – Director of Student Housing

Sullivan, John – Property Control Manager

Thomas, Ira – Police Chief

EMERGENCY INFORMATION

During hurricane emergencies, accurate information is important, so to greatly decrease chances of misinformation, the University will use the following as the main sources of for disseminating information:

1. The University main web site at www.suno.edu. Updated information including the approved Hurricane Emergency Preparedness Plan will be posted at the site.
2. SUNO's email address at suno.edu is the official e-mail address for the University and will be used for all official communications.
3. Rave alert texting system. All staff is continuously encouraged to provide up to date contact information and to register with Rave at www.getrave.com.
4. The SUNO switchboard, 504-286-5000 will provide updated information for staff and students.
5. The Public Relations Office will provide announcements to local TV and radio.
6. SUNO's emergency number 1-866-749-1935 or 1-866-384-8893 for information.
7. Facebook Social Network - <http://www.facebook.com/sunoknights56>
8. Twitter Social Network - <https://twitter.com/sunoknight>

To avoid false information during an emergency period, information will be provided via the office of the Vice Chancellor of Community Outreach by approval of the Chancellor.

HURRICANE SEASON

The U.S. East coast and Gulf of Mexico hurricane season extends from June 1 to November 30. Information regarding hurricanes can be located at the National Hurricane Center, <http://www.nhc.noaa.gov/>, and the City of New Orleans Office of emergency Preparedness website at <http://www.cityofno.com/portal.aspx?portal=46>.

HURRICANE EMERGENCY PLAN

The Hurricane Emergency Plan is divided into 5 stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the storm and time of day in which the stage occurs. The plan is prepared, reviewed, and updated on an annual basis.

Be Prepared– Do not wait until a hurricane threatens our area then create a plan

STAGE 1: PRE-STORM PREPARATION

During the start of the Fall Registration, students are required to submit a Personal Emergency Evacuation Plan to the Director of Housing on a form providing during the registration process. Students should communicate this plan with family and friends.

To prepare the Personal Emergency Evacuation Plan

Students are discouraged from making non-refundable airline reservations for winter break until the end of October due to the possibility of the fall semester being extended because of prior university closures for inclement weather.

Students with family/friends within a 200 mile radius out of the scope of a targeted inland storm are encouraged to identify ahead of time where they could go if they are told to evacuate. Students should choose several places and communicate immediately with people at their predetermined evacuation destination.

Students should include their mode of transportation for an evacuation and are encouraged to assist other students with transportation during an evacuation.

Regarding hurricanes, generally, it is safer to evacuate to the north, further inland, than it is to evacuate to the east or west along the Gulf coast.

If for any reason Students Personal Emergency Evacuation Plan has changed, immediately notify the Director of Housing so a new plan can be developed.

Conditions during and after a hurricane can deteriorate and supplies may be limited so students and staff should prepare for many contingencies. A **Disaster Supplies Kit** should be prepared in advance.

The American Red Cross suggest that you include the following:

First aid kit and essential medications, especially prescription medications.
Canned food and can opener.
At least three gallons of water per person.
Protective clothing, rainwear, and bedding or sleeping bags.
Battery-powered radio, flashlight, and extra batteries.
Special items for infants, elderly, or disabled family members.
For off-campus students, written instructions on how to turn off electricity, gas and water if authorities advise you to do so. (Remember, you'll need a professional to turn them back on.)

STAGE 2: THREAT ASSESSMENT

Stage 2 is initiated after officials report inclement weather elevated to a tropical storm and poses a possible danger to Louisiana. Depending on conditions, the university may be under Stage 2 for several days or weeks before predicted storm landfall.

1. HEPT convenes to assess available factual information and begin implementation of the plan. The National Weather Service and the City of New Orleans Office of Emergency Preparedness will be continuously monitored.
2. The Safety Director will advise the Office of Community Outreach and Public Relations to update the university website with emergency information, status information and special instructions. In addition to the website, information will also be distributed via official emails, faxes, posted signs and Rave alerts.
3. Students residing in dorms will receive additional information from the Director of Housing.
4. During this period, students are encouraged to begin preparations for their already existing emergency evacuation plan.
5. International students are encouraged to communicate plans with relatives or friends.
6. Safety Director, Campus Police, Facilities Management and ITC Director shall test emergency equipment and check supplies. All university vehicles will be fully fueled and checked by Safety and Transportation Department.

HURRICANE EMERGENCY PREPAREDNESS PLAN

7. Within 5 days of predicted landfall, the Chancellor directs Safety Director to alert HEPT to enact University's Hurricane Emergency Preparedness Plan.
8. Within 72 hours of predicted landfall, HEPT makes recommendations to the Chancellor whether or not to cancel classes.
9. Once the decision has been made to cancel classes, HEPT monitors the ongoing weather conditions and decides whether/when to close the University.

STAGE 3: CLASSES CANCELLED

1. Once the Chancellor decides to cancel classes, non-resident students will be required to leave campus and will not be permitted to return until the university is safe and services can be provided.
2. Residents of the university are to proceed with their predetermine plan to evacuate with family and or friends. International students who are unable to relocate as indicated in their survey of emergency plans during registration are to remain in dorm rooms until housing is officially closed and instructions are provided by the Director of Housing.
3. The students identified in the plan survey needing shelter will be contacted and advised to pack minimal personal belongings to include the following: change of clothing, medications, toiletries, and towel. They must be ready to relocate to a safe destination. **NO SUITCASES WILL BE ALLOWED.** All personal belongings must be in a small duffle or gym type bag. Details will be made available at such time evacuation is necessary.
4. **ALL STUDENTS UNABLE TO EVACUATE** must comply with the university evacuation plan, continue of operations plan and oral and written instructions from the Director of Housing.
5. HEPT members will be required to begin preparations for the next stage.

STAGE 4: UNIVERSITY CLOSING

1. The Safety Director will advise Community Outreach and Public Relations to update Emergency Information on the website, Rave alert (Safety Director), Emergency Information Line, SUNO switchboard (504-286-5000) (ITC) to include special instructions emergency closures and next scheduled update.

HURRICANE EMERGENCY PREPAREDNESS PLAN

2. Campus Police and Facility Management lock campus buildings. All students, faculty, and staff must vacate.
3. Campus Police will check all buildings for compliance with this requirement. All interior doors are locked, exterior doors are chained and locked if possible, and laminated as well as official “keep out/no trespassing” warning notices shall be posted.
4. HEPT will be activated and Emergency Preparedness Plan Implemented
6. All department heads will ensure contact information is current and make certain staffs are aware of scheduled contact times.
7. Chancellor’s Office, Safety Department, Facility Management, Campus Police and Community Outreach exchanges contact information and proposed contact schedule before leaving the campus to assist with critical communications.

STAGE 5: AFTERMATH

1. The Chancellor or his designee, communicate available factual information from the City of New Orleans Office of Emergency Preparedness, including flooding, road closures, curfews, etc.
2. Post-emergency Safety Director, Campus Facility Management and members of HEPT will return to campus and assess damages to determine whether others can return to the campus.
3. During recovery, essential personnel are allowed back onto the campus to prepare for reopening.
4. During reopening, all university faculty, staff and resident students are allowed back onto campus and classes will resume.

APPENDIX

Hurricane Information Guide for Faculty and Staff Emergency Preparedness

Preparing in advance and working as a team can help Southern University at New Orleans employees cope with the threat of hurricane. Hurricane season runs from June 1st to November 30th. The guidelines should be followed before and after a storm.

Preparing for Hurricane

Each department should prepare a plan for safeguarding university property. The plan should, at a minimum, outline procedures for safeguarding or relocating to a secure area all important equipment, research materials, books and documents.

Departments should also:

- Identify a departmental contact person. This is the employee who will be responsible for maintaining contact information of departmental employees after the storm. This employee will be in constant contact with the Vice Chancellor.
- Have an updated list of all employees' names and home phone numbers and distribute a copy to all employees.
- Complete and update inventory of all computers and office equipment including description and serial numbers.
- Ensure that original historical information i.e. permanent student records, employee personnel files brought to the North Campus are limited to needed documents only.

Tracking of Storm

Up-to-date information regarding the process of the storm will be provided to students, faculty and staff. Instructions regarding campus preparation, announcements about campus closing and reopening and other relevant instructions will be provided.

When a hurricane threat begins, the university's top administration will assess the storm and determine the level of campus preparation. The group will continue to track the storm and provide updates.

The Chancellor or his designee will announce when the university will close. Essential personnel with prescribed duties prior to, during and after the hurricane must report at the time assigned by their supervisor. All non-essential employees will prepare their

work areas and then leave campus to take shelter or evacuate the area, as recommended in the official city announcements.

Preparation of Work Area When a Storm Threatens

- Secure all critical papers, picture, books and loose items in a cabinet or desk. Back-up computer hard drives. Make two copies. Secure a copy in your office and take other with you.
- Unplug all electrical equipment.
- Move as much as possible away from windows to an interior area or against an interior wall.
- Raise equipment up off of the floor.
- Cover with plastic and secure with tape office equipment, scientific instruments and computers that cannot be stowed or moved away from windows.
- Close and lock all filing cabinets.
- Close and lock all windows and doors.
- Store telephones in desk or cabinets.
- Take personal items and backup disks with you.
- Before leaving, meet with your supervisors to confirm telephone numbers and learn when you are expected to call your supervisor after the storm.
- Assist other departments as needed.

What to do After the Storm

(Assuming we can come back to SUNO's Campus)

- Stay tuned to website and local news for instructions and important information.
- Call the emergency number 1-866-749-1935 for information.
- Once the university communicates that employees can return to campus, begin assessing the damage to your work area.

(Assuming we cannot come back to SUNO's Campus)

- Contact your department contact person as soon as possible.
- Call the emergency number 1-866-749-1935 for information.
- Provide your department with the telephone number where you can be reached and the status of you and your family.
- Stay tuned to website and local news for instructions and important information.

SOUTHERN UNIVERSITY AT NEW ORLEANS	
Departmental Contact Person	
Name	
Home Address	
City/State/Zip	
Home Phone	
Cell Phone	
E-mail Address Alternate E-mail Address	
Emergency Contact Name/Phone	

SOUTHERN UNIVERSITY AT NEW ORLEANS

Your Staff

(One form per each staff member)

Name	
Home Address	
City/State/Zip	
Home Phone	
Cell Phone	
E-mail Address Alternate E-mail Address	
Emergency Contact Name/Phone	