



Hurricane Emergency Preparedness Plan 2019



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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. The plan is effective June 2019 and supersedes all previous plans. The plan is updated annually and approved by the Chancellor.

For the purpose of this plan, “**disaster**” shall be defined as any condition – man-made or natural that 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 2019 and supersedes all previous plans. The Chancellor designated the Director of Facilities Management 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:

Lisa Mims-Devezin, Ph.D.	Chancellor
Harry Doughty, MSW	Executive Associate to the Chancellor
Brenda Jackson, Ph.D.	Vice Chancellor for Research & Strategic Initiatives/ Executive Director Title III Programs
Justin James, CPA	Interim Vice Chancellor for Administration and Finance
David Adegboye, Ph.D.	Vice Chancellor for Academic and Evening & Weekend Affairs/Accreditation Liaison
Gloria Moultrie, MBA	Chief Administrative Officer, Community Outreach/Public Relations/University Advancement

Team Members:

Wesley Bishop	Associate Vice Chancellor of Academic Affairs
Bruce Adams	Chief of Police
Derek James	Director for Facilities Management
Tammy Barney	Director of Public Relations
Carl Johnson, Ph.D.	Chairperson of Natural Science Department
Shawn Charles	Comptroller
Sheryl Crosby, RN	Health Services
Edmond Cummings	ITC Director
Gilda Davis	Registrar
Albert Ernest	Campus Police
Mary Jackson	Director of Student Activities

Yolanda Mims, MSW	Director of Disabilities Services & Title IX / Coordinator for Safety & Transportation
Mickey Cornin	Aramark Knight Dining Services
Walter Stembridge	Interim Director of Student Housing
Betty Ekperike	Director of Evening & Weekend Classes
John Sullivan	Property Control Manager
Evelyn Dubuclet-Masters	Director of Human Resources
Evelyn Harrell, Ph.D.	Dean of Arts, Science & Social Sciences
Rebecca Chaisson, Ph.D.	Dean of School of Social Work
Igwe Udeh, Ph.D.	Dean of College of Business and Public Administration
Willie Jones III, Ed.D.	Dean of Education and Human Development
Patrick Shaw	President of the Student Government Association

UNIVERSITY 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 for disseminating information:

1. The University's main web site is www.suno.edu; **which is the official communication site**; will contain updated information and the approved **Hurricane Emergency Preparedness Plan**.
2. All staff should provide up-to-date contact information and register with the Blackboard system and back-up email accounts, preferable www.gmail.com; are requested for essential university personnel. Updates should be given to Mr. Cummings in ITC.
3. The SUNO switchboard, 504-286-5000, will provide updated information to staff and students.
4. The Office of Public Relations will provide announcements to local television and radio stations.

5. SUNO's emergency contact number 1-866-334-7638 or 1-866-384-8893 for info.
6. Social Networks: Facebook
<https://www.facebook.com/southernuniversityatneworleans> and Twitter
<https://twitter.com/SUNOKnights> also should be accessed.

To avoid false information during the emergency period, information will be provided via the Office of Community Outreach and Public Relations with the approval of the Chancellor.

Hurricane Season

The U.S. East coast and the Gulf of Mexico hurricane season extend 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 www.ready.nola.gov . The Twitter handle is <https://twitter.com/#!/nolaready> .

HURRICANE EMERGENCY PLAN

The hurricane Emergency Plan is divided into five (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 to 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 provided 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 fall 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, 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; 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 suggests that you include the following:

A First-Aid-Kit and essential medications; especially prescription medications.

Canned Foods and a can opener.

At least three (3) 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 non-resident (commuter students), written instructions on how to turn off electricity, gas and water if authorities advise you to do so. (Remember you will 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 Facilities Management 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 be distributed via official university emails, faxes, posted signs and Rave alerts.
3. Students residing in housing will receive additional information from the Director of Housing.
4. During this period, students are encouraged to begin preparations for their existing emergency evacuation plan.
5. International students are encouraged to communicate plans with relatives or friends.
6. Campus Police, Facilities Management and the ITC Director shall test emergency equipment and check supplies. All university vehicles will be fully fueled and checked by the Safety and Transportation Department.
7. Within five (5) days of predicted landfall, the Chancellor directs Facilities Management Director to alert HEPT to enact the University's Hurricane Emergency Preparedness Plan.
8. Within seventy-two (72) hours of predicted landfall, HEPT makes recommendation 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 pre-determined plan to evacuate with family and friends. International students who are unable to relocate as indicated in their survey of emergency plans during registration are to remain in their room until the housing unit 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 towels. They must be ready to relocate to a safe destination.

NO SUITCASES WILL BE ALLOWED.

4. All personal belongings must be in a small duffle or gym type bag. Details will be made available at such time evacuation is necessary.
5. **ALL STUDENTS UNABLE TO EVACUATE** must comply with the university evacuation plan.
6. HEPT members will be required to begin preparations for the next stage.

STAGE 4: UNIVERSITY CLOSING

1. The Facilities Management Director will advise Community Outreach and Public Relations to update Emergency information on the website, the Information line, Blackboard, SUNO website (Facilities Management Director), SUNO switchboard (504-286-5000), and ITC to include special instructions about emergency closings and the next scheduled update.
2. Campus Police and Facility Management will 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, if possible, and laminated official “Keep-Out/No Trespassing” warning notices will be posted.
4. HEPT will be activated and Emergency Preparedness Plan implemented.
5. All department heads will ensure **contact information** is current and make certain **all staff** is aware of scheduled contact times.
6. The Chancellor’s Office, Facility Management, Campus Police and Community Outreach/Public Relations exchange contact information and a proposed contact schedule before leaving the campus to assist with critical communications.

STAGE 5: AFTERMATH

1. The Chancellor or her designee communicate available factual information from the City of New Orleans of Emergency Preparedness, including flooding, road closures, curfews, etc.
2. Post-emergency, Campus Facility Management and members of HEPT will return to the 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.

TRACKING OF STORM

Up-to-date information regarding the tracking 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 her designee will announce when the university will close. Essential personnel with prescribed duties prior to, during and after the hurricane must report to their assigned 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, pictures, 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 the other with you.
- Unplug all electrical equipment.
- Move as much as possible materials 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 all office equipment, scientific instruments and computers that cannot be stored 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 the campus, begin assessing the damage to your work area.

APPENDIX

Departmental Plans

Academic Affairs

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 a hurricane. Hurricane season runs from June 1 to November 30. The guidelines should be followed before or 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 name, home phone numbers and cell 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 will be stored in place and covered with water resistant tarps.

Southern University at New Orleans
**STUDENT/FACULTY HOUSING
EVACUATION PLAN**

When a hurricane shows signs of intensifying to a catastrophic level, students will be advised to begin researching available air, train, and bus schedules and fares if they are not evacuating by car. If students are unable to evacuate on their own, limited bus transportation will be available to evacuate those resident students (disabled students, international students, students residing off campus) unable to evacuate on their own. SUNO will be capable of evacuating only a limited number of students. These students may bring only minimal personal belongings (toiletries, towel, medications, and a single change of clothing) that they are able to hold on their laps. **NO SUITCASES** will be allowed. All personal belongings must be contained in a book bag or small duffel/gym bag.

1. Students shall activate their Personal Emergency Plans and begin leaving the housing facility immediately. Resident students will lock their room doors upon evacuation.
2. Housing Director will alert all remaining resident students unable to evacuate **to refer to University Hurricane Emergency Plan**; all students must comply with the oral and written instructions of **University Emergency Plan** and other university officials and cooperate in a polite and respectful manner.
3. Residents will be notified to vacate, lock their room doors, and report to the designated loading area.
4. Director of Student Housing will check all buildings for compliance with this requirement.
5. Director of Student Housing will lock all exterior doors to University-managed, on-campus residential areas.
6. At designated departure time, all remaining resident students and emergency support staff will be assigned a seat on a University vehicle.



Mickey Cornin
Knight Dining Services/Food Services Director
Higher Education/Southern University at New Orleans

ARAMARK HURRICANE EMERGENCY PREPAREDNESS PLAN MEALS FOR RESIDENTS

Agree to provide hot meal service for Meal Plan Students up until Aramark feels that the weather situation is unsafe to be on campus and depending on the severity of the weather situation as defined by expert meteorologists. This communication will be expressed to the Vice Chancellor for Finance and Administration.

Notice of enactment of this plan must be communicated to essential Aramark personnel 24-to-48 hours in advance for preparation.

When this enactment takes place and Aramark is informed by the Vice Chancellor for Finance when the boxed lunches are needed, then boxed lunches including a bottle of water will be the meal provided as inventory allows at the time of the Hurricane for 300 residents of the housing campus to take on the bus to the Baton Rouge campus or the site of evacuation.

If any dry bulk goods and water are needed for essential personnel to remain on campus, Aramark will inventory and provide them for pickup and bill that cost to the Vice Chancellor for Finance after the weather situation is over.

Below is an Aramark essential personnel contact list for enactment of this plan:

Mickey Cornin
Karen Garner
Carnita Lation

6400 Press Ave.
New Orleans, LA 70126
504-286-5317 (Office)
504-284-5434 (Fax)

Student Health Services Hurricane Preparedness Plan

Being prepared for emergencies can reduce the fear, panic and inconvenience that surrounds a disaster. Students, Faculty and Staff are to be ready to evacuate in the event New Orleans is threatened by a hurricane.

The University's primary concern is safety. In the event of a hurricane threat during school hours, students, faculty and staff are advised to adhere to instructions from Campus Police, and the Safety Director. Check the SUNO website www.suno.edu, for further instructions regarding closure and re-opening.

- Student Health Services will adhere to the University policy and instructions on securing all pertinent information.
- Medical records of students, faculty, and staff will be packed and placed in an offsite location.
- All forms used in Student Health Services will be placed on flash drives.
- **All students, faculty, and staff relocated to Southern University at Baton Rouge will have to adhere to their Student Health Services procedures.**
- All equipment and other supplies will be placed in locked storage cabinets off the floor.

Services for Students with Disabilities Hurricane Preparedness Plan

Being prepared for emergencies can reduce the fear, panic, and inconvenience that surrounds a disaster. **Students are encouraged to be ready to evacuate in the event New Orleans is threatened by a hurricane, by registering with SUNO's Text Alert System. Email your home or cell phone numbers; and/or up to two email addresses to helpdesk@suno.edu. Please put Text Alert in the subject line.**

- Create a plan in advance with family members on what to do, who to call or where to go, if you are told to evacuate. Contact **Services for Students with Disabilities (ymims@suno.edu)** for updated information once you are settled. Students should choose several places to go. Reliable transportation should be considered. Keep telephone numbers of these destinations.
- **The University's primary concern is safety, in the event of a hurricane threat during school hours; students are advised to adhere to instructions from Campus Police. Check WWW.SUNO.EDU FOR FURTHER INSTRUCTIONS regarding closure and re-opening.**
- **For more information regarding hurricane evacuation by the city of New Orleans, please sign up for text alerts at www.nolaready.info. Anyone who needs assistance with evacuating people with disabilities, can call the city hotline at 311 or 504-658-2299. City officials are stressing the fact that there will be no shelters of last resort for mandated evacuations and the Smoothie King Center will be an evacuation processing center to move residents without transportation to trains and buses at the Union Passenger station.**
- Safety experts recommend that your personal emergency plan include a printable contra-flow map (www.dotd.louisiana.gov).
- Listen to NOAA Weather Radio, local radio or television stations for evacuation instructions.

Emergency Alert radio stations for New Orleans area are WWL/870 AM or WLMG/101.9 FM

**WWL TV- Channel 4; WDSU TV –Channel 6; WVUE TV- Channel 26; WVUE TV- Channel 8;
WLAE TV- Channel 32; WUPN TV- Channel 54, WYES TV- Channel 12.**

Have an emergency disaster kit on hand:

- Flashlight with extra batteries.
- Portable, battery-operated radio and extra batteries.
- First aid kit and manual.
- Emergency food and water.
- Non electric can opener.
- Essential medicines
- Cash and credit cards
- Sturdy shoes.
- Books, flash drives, laptops and other school supplies.

**Maintain a list of the following important items and store it with the emergency supplies.
Give a copy to another family member and a friend.**

Special equipment and supplies, e.g., hearing aid batteries

- Current prescriptions names and dosages
- Names, addresses, and telephone numbers of doctors and pharmacist.
- Detailed information about the specifications of your medication regime.

Create a self-help network of relatives, friends or colleagues to assist in an emergency.

If you think you may need assistance in a disaster, discuss your disability with relatives, friends, and colleagues and ask for their help. For example, if you need help moving or require special

arrangements to receive emergency messages, make a plan with friends. Make sure they know where you keep emergency supplies. Many local emergency management offices maintain registers of people with disabilities so they can be located and assisted quickly in a disaster. City of New Orleans encourages special needs persons and **students with disabilities to register with them by calling 311 or 504-658-2299.**

Wearing medical alert tags or bracelets to identify your disability may help in case of an emergency.

Know the location and availability of more than one facility if you are dependent on a dialysis machine or other life-sustaining equipment or treatment.

If you have a severe speech, language, or hearing disability:

- When you dial 9-1-1, tap space bar to indicate TDD call.
- Store a writing pad and pencils to communicate with others.
- Keep a flashlight handy to signal whereabouts to other people and for illumination to aid in communication.
- Remind friends that you cannot completely hear warnings or emergency instructions. Ask them to be your source of emergency information as it comes over their radio.
- If you have a hearing ear dog, be aware that the dog may become confused or disoriented in an emergency. Store extra food, water and supplies for your dog.

Registrar's Office Recommendation for Hurricane Protection

The Registrar's Office File Room is located on the third (3rd) floor of the Emmett Bashful Administration Building.

The file cabinets cannot be moved from the 3rd floor easily.

Recommendation:

1. Cover the files with heavy plastic in case of broken windows or a leaky roof.
2. In the event that we do not have access to the files after the hurricane, we will issue a letter that will state the records are not available at this time.

Department of Natural Sciences

The chemical inventory does not pose an immediate or grave hazard from a storm. Each storm needs to be assessed individually and all risks can be minimized by disposing the chemicals on the list given to the Facilities Maintenance Director.

Honoré Center for Undergraduate Student Achievement

Every one of our students will be strongly encouraged to always make plans to evacuate with his family whenever possible.

Those students who have no viable evacuation options should consider themselves part of the general SUNO housing population for evacuation purposes.

The Honoré CUSA staff residential housing coordinator will accompany the Honoré students who evacuate with the other residential housing students. This staff member will serve as a chaperone and address any of their "special needs," however, since they are under the SUNO meal plan(s) they'll be expected to eat with their peers through whatever dining arrangements are made.

The Honoré CUSA staff shall secure all student files in locked storage.

Southern University at New Orleans
HUMAN RESOURCES

Directors'/Vice Chancellors' Responsibilities:

- Insure that the employees provided up-to-date addresses and their contact information, and maintain a list of employees and their contact information.
- Insure that you have your correct log-in information for BANNER and SUNO campus e-mail, and that you check it regarding the compensation rate for NON-EXEMPT and the EXEMPT employees.
- Essential employees will be paid at their regular rate, until Emergency Leave has officially ended by the Chancellor.
- Regularly approve time and personnel items as usual.
- Provide a list of employees that will work during the storm (Essential Personnel). Pre-Storm Essential Personnel are employees who have been delegated to both pre-storm readiness and post-storm recovery work. Prior to a major hurricane, all essential employees will be required to remain at their positions until released by the Chancellor. Essential employees also may be required to work after hours and weekends in preparation for a major hurricane. Failure to follow this directive may result in disciplinary action as prescribed by Louisiana Civil Service Rules.
- The Emergency Preparedness Manager will provide Human Resources with an updated list of essential personnel.

Human Resources Director's Responsibility:

Prepare and maintain current personnel roster. Also, maintain a list of important documents and computer disks, and insure that current personnel documentation and equipment is protected within the department.

- Ensure employee emergency contact information is regularly updated.
- Assists with the departmental release of non-essential personnel.
- Assure leave and payroll reports are maintained via BANNER.
- Will be available via HR@SUNO.edu to assist faculty and staff with system issues and questions or concerns regarding human resources and leave.
- Insure that employees provided up-to-date addresses and contact information, and maintain a list of employees

E-LEARNING

Hurricane Preparedness Plan

Being prepared for emergencies can reduce the fear, panic and the inconvenience that surrounds a disaster. Students, faculty and staff should be ready to evacuate in the event the area is threatened by a hurricane.

Once the University has enacted its Hurricane Emergency Plan due to a hurricane threat, students, faculty and staff are advised to adhere to the instructions from Campus Police and the safety Directory. You are encouraged to check the SUNO website: www.suno.edu for further instructions regarding closure and the re-opening of the university.

In the event of an official closing of the university, to continue course work, students and faculty **must log in to the university's Learning Management System (LMS) Moodle, to avoid a break in required contact hours.**

- Students and faculty members are encouraged to make sure that they are able to access the site in case of an emergency.
- To access the Moodle site, go to the SUNO website, click on Technology and scroll down to the Moodle link, or you may access the Moodle site by using <http://moodle.suno.edu>.
- Each summer and fall course offering is loaded into the system.
- Each student is enrolled into their corresponding course each semester, and linked to the appropriate instructor.
- The Information Technology Center is responsible for back-up and continued functionality of the Moodle (LMS) system.



EMERGENCY PREPAREDNESS AND RESPONSE

All stores are required to maintain and post an **Emergency Contact List** to be referenced in the event of an emergency or major disaster.

1. Access the FHE emergency contact list from the Quad.
2. Enter all required information and save a soft copy on your store's computer and print a hard copy to be posted in the manager's office.
3. Store managers also should maintain a copy of the call list for an emergency that occurs outside of the operating hours.
4. Review content and placement of the list with all management team members.
5. Review and update the list at semi-annual emergency preparedness meetings. (see below).

Integrating Emergency Preparedness Plans with Your Campus

In recent years, college campuses throughout the country have placed increased attention on emergency preparedness. As a valued member of the community, FHE believes that it is essential that we integrate ourselves into every campus emergency preparedness action plan.

1. Ask for a meeting with your campus contact and/or campus police/safety liaison to discuss emergency preparedness.
2. Explain FHE's desire to integrate with the campus emergency preparedness plan to ensure continuity in the event of an emergency or major disaster.
 - Request a copy of the campus plan.
 - Ask if the campus uses an emergency notification system. *If yes, provide the names, numbers and email addresses of all non-student team members (students should already be a part of the notification).
 - Maintain copies of the campus emergency plan with the store's emergency preparedness material.
 - Provide the campus emergency team with a copy of your evacuation map and emergency call list.



EMERGENCY CONTACTS – STORES

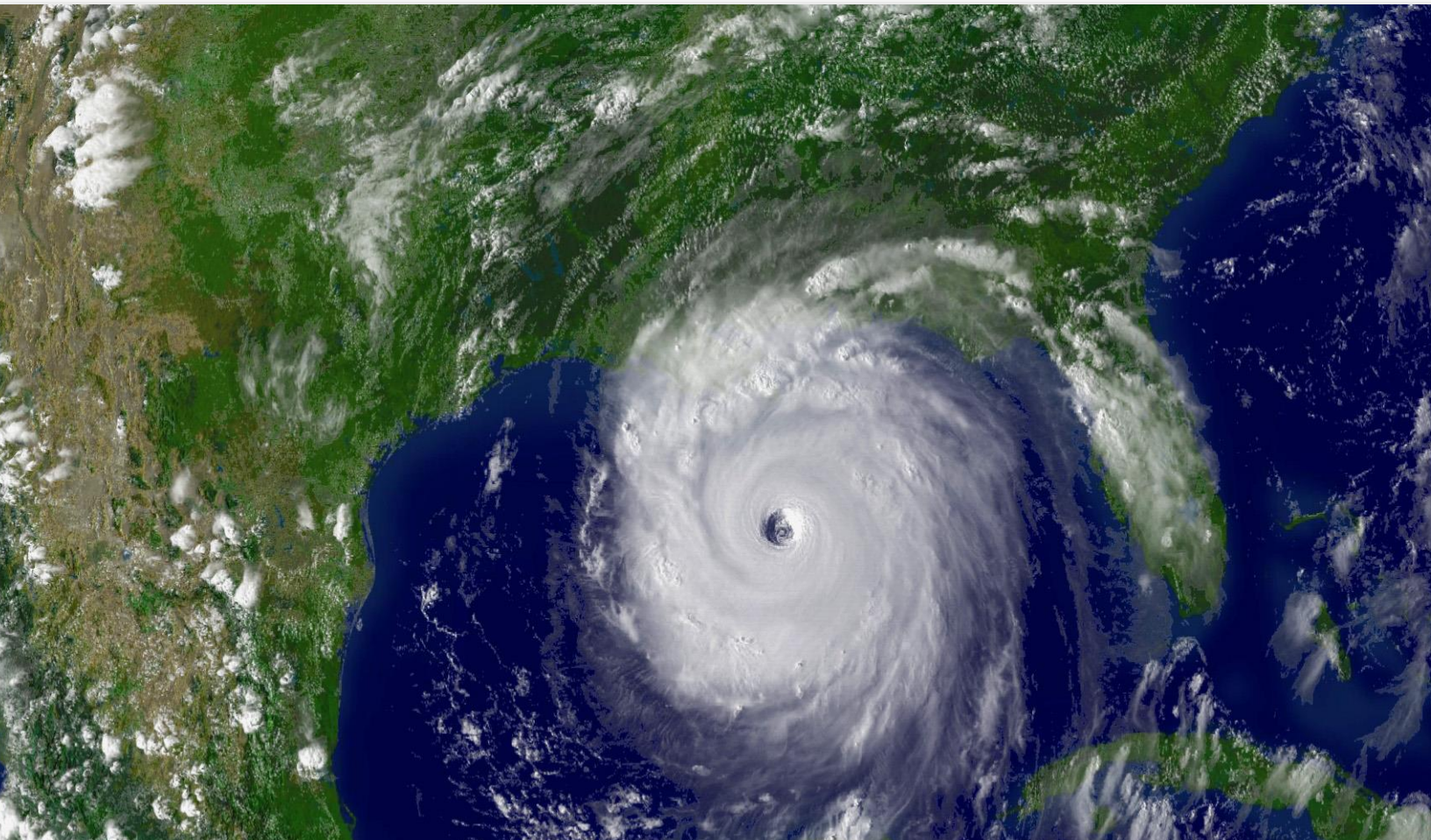
Dwan Haydel	Store Manager	504-286-5324 (office)	504-913-4593 (cell)
Justin James	Interim Vice Chancellor for Administration & Finance (SUNO)	504-284-5474 (Office)	
Ann Barlow	Regional Store Manager		815-355-3672
Kirk Diegel	Regional Asset Protection Manager		734-330-1526
Derrick James	Facilities Management Director (SUNO)	504-286-5295	
Bruce Adams	Chief of Campus Police (SUNO)	504-284-5432	
Transalarm Service	Alarm Service	877-491-8598	
Fire Department	SUNO Campus Police	504-286-5290	
Gas Company	SUNO Campus Police	504-286-5290	
Water Company	SUNO Campus Police	504-286-5290	
Westbrook Switchboard	Follett	800-365-5388	
Product Support Center	Follett	888-327-4242	



2019

SOUTHERN UNIVERSITY AT NEW ORLEANS POLICE
DEPARTMENTAL

HURRICANE PREPAREDNESS PLAN



Hurricane Shelters	Areas of refuge to be used in the event of a hurricane should be a substantial building with limited glass.
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Hurricane Emergency Operations Center


Campus buildings that may be used as Emergency Operations Center after hurricanes, tornadoes or other high winds that are deemed safe by Campus Police and Facilities include but are not limited to:

- A. Lake Campus
 1. Information Technology Center (Hurricane Emergency Operations Center)
- B. Park Campus
 1. Bashful Administration Building (Hurricane Emergency Operations Center for administrative staff)





Communication

Officers will be able to communicate with each other and the command staff:

- a. Via radio (radios will be provided to the SUNO Administration on an as-needed basis)
- b. Via cell phone
- c. Via email (an alternative may be used if university account is not functional)
- d. Via Conference calls at the following number with additional information listed below:
 - Phone Conference: 1(888) 363-4735
 - ID: 7886139
 - Password: 6236

1	<p>74-95 mph (64-82 kt)</p> <p>No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery and trees. Also, some coastal flooding and minor pier damage.</p>	4-5 ft	<p>Category 1 Minimal 74-95 mph winds</p> 
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Southern University at New Orleans
HURRICANE EMERGENCY PREPAREDNESS PLAN

<p>2</p>	<p>96-110 mph (83-95 kt)</p> <p>Some roofing material, door and window damage. Considerable damage to vegetation, mobile homes, etc. Flooding damages piers and small craft in unprotected moorings may break their moorings.</p>	<p>6-8 ft</p>	<p>Category 2 <i>Moderate</i> 96-110 mph winds</p> 
<p>3</p>	<p>111-130 mph (96-113 kt)</p> <p>Some structural damage to small residences and utility buildings, with a minor amount of curtain-wall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.</p>	<p>9-12 ft</p>	<p>Category 3 <i>Extensive</i> 111-130 mph winds</p> 
<p>4</p>	<p>131-155 mph (114-135 kt)</p> <p>More extensive curtain-wall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.</p>	<p>13-18 ft</p>	<p>Category 4 <i>Extreme</i> 131-155 mph winds</p> 
<p>5</p>	<p>>155 mph (135 kt)</p> <p>Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.</p>	<p>>18 ft</p>	<p>Category 5 <i>Catastrophic</i> Winds over 155 mph</p> 

Phases of Operation

Activation begins when a declared tropical storm system enters or forms in the Gulf of Mexico. This plan is implemented at the appropriate stage based on its anticipated effects.

On Alert: Enacted when a declared tropical storm enters the Gulf of Mexico.

Action(s): Members of the Police Department are notified by the Chief of Police or his designee and placed **on alert** to monitor the threat level (projected path, size and speed) posed by the system. During this phase all leave requests and/or previous leave requests may be denied and/or cancelled.

Suggested preparations shall include but are not limited to:

- 1) The Chief of Police, or his designee, shall ensure that sufficient supplies are purchased

Preparation: Enacted when a declared tropical storm has entered the Gulf of Mexico and South Louisiana is within the predicted landfall zone.

Action(s): The Police Department shall be notified and shall implement the **preparation phase** of its plan. The Police Department shall remain in this stage until upgraded to levels one or two by the Chief of Police or his designee or the system is deemed no longer a threat to the area at which time the plan will be deactivated.

Suggested preparations shall include but are not limited to:

- 1) As “essential personnel,” officers may be instructed to report to work and/or remain on campus during any phase of this plan or to perform essential tasks from an off-campus and/or on-campus location by the Chief of Police, or his designee. These officers shall take this time to make off-campus accommodations for their family and prepare their home.
- 2) The Chief of Police, or his designee, shall ensure that all agency personnel are placed on alert and/or on call.
- 3) Confirm and disseminate emergency contact information of all employees in the department.
- 4) Ensure that all necessary response equipment is in proper working order, and initiate a priority repair schedule for any and all defective equipment identified.
- 5) Gather materials and supplies to secure or “evacuate” critical departmental equipment, intellectual property, etc., in the event of an evacuation.
- 6) Remind all officers they are required to remain in contact with their supervisor at least every 24 hours during an evacuation in order to receive information and directives.
- 7) The Chief of Police, or his designee, shall determine and disseminate a two-platoon system schedule to all personnel.

Phase One: Enacted when the University may experience some of the effects of the system but the system IS NOT expected to cause major, long term or sustained damage.
Action(s): University closure is possible but Parish/campus evacuation is not expected.

Suggested preparations shall include but are not limited to:

- 1) The Chief of Police, or his designee, shall ensure that emergency call back schedules are determined and disseminated to all personnel.
 - a) All personnel shall be placed on a two-platoon system until such time as normal police department operations can be resumed.
 - b) All non-essential police department operations (as determined by the Chief of Police) shall be suspended until such time as normal police department operations can be resumed.
- 2) Begin inspection of campus and help with evacuation of non-essential personnel.
- 3) Secure unoccupied buildings if building evacuation occurs.
- 4) Preparing workspaces and office for temporary closure and ensuring that vital records and sensitive equipment are properly stowed.
- 5) Considering possible power outages and ensuing conditions, the department shall begin relocating to Substation and/or ITC for continued operation during storm.
- 6) Ensure that all department vehicles are serviced (if needed) and fueled.

*Note: An officer may be assigned to escort students, faculty and staff to designated Hurricane Shelters.

Phase Two: Enacted when the system is likely to make direct landfall near Southern Louisiana and is expected to cause major, long term or sustained damage.
Action(s): Classes will be canceled; all University buildings will be closed and secured, and a Parish evacuation will ensue.

Officers - are expected to remain in contact with their supervisors via telephone and/or e-mail every 24 hours to secure directives and/or plan for action. If possible, officers should monitor the University's website and local media outlets operating via the Internet for information.

Suggested preparations shall include but are not limited to:

- 1) Remove items needed to perform all duties remotely until the campus is suitable for continued operation.
- 2) Secure and protect essential equipment, technology appliances and related gear.
- 3) Begin inspection of residential housing and help with evacuation of **all** residents.
- 4) Evacuate other essential non-police personnel and conduct a final lockdown of the University.

Recovery: Enacted after landfall when sustained wind speeds are less than 30 miles per hour.

Action(s): Officers designated to remain on campus shall begin departmental damage assessment and take action as needed to protect University assets. Evacuated officers are to contact their supervisors and monitor the University website for return information.

Deactivation is declared by the Chief of Police or his designee upon resumption of normal operation.

- 1) Make contact with officers in the department to ensure they have information regarding return to work.
- 2) If removed, return all equipment to its original location within the department and inventory.
- 3) Report any damages in within the department or missing/damaged equipment immediately.

EMERGENCY LINKS

City of New Orleans, Office of Emergency Preparedness <http://www.cityofno.com/portal.aspx?portal=46>
American Red Cross <http://www.redcross.org/>
National Weather Service <http://www.nws.noaa.gov/>
New Orleans Television Station FOX 08 WVUE - New Orleans <http://www.fox8live.com/>
New Orleans Television Station UPN 54 WUPN - Metairie <http://www.upn.com/>
New Orleans Television Station CBS 04 WWL - New Orleans <http://www.wwltv.com/>
New Orleans Television Station NBC 06 WDSU - New Orleans <http://www.wdsu.com/index.html>
New Orleans Television Station PBS 12 WYES - New Orleans <http://wyes.org/>
New Orleans Television Station ABC 26 WGNO - New Orleans <http://abc26.trb.com/>

New Orleans Office of Homeland Security (NOHSEP)

The New Orleans Office of Homeland Security and Emergency Preparedness (NOHSEP) is the agency responsible for disaster planning, response and recovery for the [City of New Orleans](#). It coordinates the activities needed to protect the lives and property of its citizens from natural or man-made disasters through "All Hazards" emergency planning.

One of the office's main responsibilities is to advise the Mayor, the City Council and other public safety agencies in the city regarding emergency management activities and operations. The office also is responsible for coordinating with state and federal agencies that respond to city-wide disasters and emergencies. All requests for federal disaster assistance and federal funding subsequent to disaster declarations are made through this office.

The New Orleans Office of Homeland Security and Emergency Preparedness Staff

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Office: (504) 658-8715

George Barlow Brown
Communications / IT Section Chief
Email: gbbrown@nola.gov
Office: (504) 658-8716

Carlos V. Muñiz
IT Analyst
Email: cmuniz@nola.gov
Office: (504) 658-8714

Emergency Operations Center (Main phone number is 504-658-8700)

The New Orleans Office of Homeland Security and Emergency Preparedness (NOHSEP) Liaisons

As the coordinating body for first responders in any emergency, NOHSEP works closely with the New Orleans Police Department, New Orleans Fire Department and New Orleans EMS. Each of these departments maintains a full-time NOHSEP liaison, who works to coordinate all disaster and emergency operations.

Captain Michael Antoine
New Orleans Fire Department Liaison
Email: mantoine@nola.gov
(504) 658-4700 Phone

Captain Adam Brickeen
New Orleans EMS Liaison
Email: ambrickeen@nola.gov
(504) 671-3969
(504) 658-2743

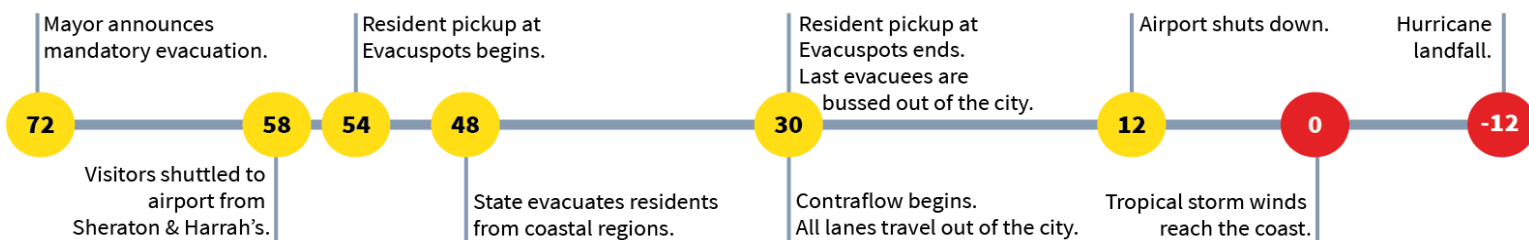
Pre-Disaster Preparation Checklist Suggestions

Appendix A

City of New Orleans Evacuation Plan

72-hour Evacuation Timeline

This is an estimation for planning purposes. In an actual evacuation, the timeline may shift based on a number of variables.



Return to New Orleans

After a mandatory evacuation, businesses are allowed to return to the city before residents. That's to ensure that essential services like power and grocery stores are running.

Re-entry placards

To re-enter New Orleans before the general public, you must have a valid re-entry placard. Each year, businesses need to register for a re-entry assignment. You'll be assigned to a tier and you'll receive your corresponding placard(s). For questions or to make an appointment to pick up your placards, call Carlos Muniz at 504-658-8700.

TIER 1: RESPONSE SUPPORT

Businesses and agencies that provide critical support to response efforts. Additionally, core damage assessment teams of major employers with more than 100 employees. Examples include:

- Debris removal companies
- Critical delivery services
- Hospitals
- Lodging providers for first responders
- Engineers & damage assessment teams for hotels and motels

TIER 2: RECOVERY SUPPORT

Businesses and agencies that help recovery and economic vitality. Additionally, core assessment teams of employers with more than 50 employees. Examples include:

- Insurance companies
- Banks
- Gas stations
- Grocery stores
- Healthcare facilities
- Pharmacies
- Security companies
- Administrative and payroll employees

TIER 3: REPOPULATION SUPPORT

Retail businesses needed for the return of residents. Examples include:

- Neighborhood grocery stores
- Retail shops
- Restaurants
- Fast food outlets