



Hurricanes

The greatest threats to our area from hurricanes are the torrential rains that can lead to flooding of local rivers and winds that can spawn tornadoes. The University Health & Safety Officer (or designee) monitors weather reports when there is a threat of severe weather. Plans are coordinated with OLOLRMC Safety Officer to support the services of OLOLRMC. The Campus Emergency Response Team will meet as needed to coordinate the campus response. University Administration determines when and if the campus will close.

INTRODUCTION TO HURRICANE RESPONSE

The purpose of the Franciscan Missionaries of Our Lady University Hurricane Response Plan is to provide a detailed summary of the steps deemed necessary to secure the University and protect property and lives in the event of an approaching hurricane. The plan is available to all employees and students and can be accessed via the internet on the Health & Safety page of the University web site.

The plan lists and explains the various levels of preparedness the University will undertake depending on the severity of a weather threat to the Baton Rouge area. In the event that a tropical system enters the Gulf of Mexico, the University will immediately be placed on standby alert. At this time, interested parties can monitor the University home page to determine the exact level of preparedness currently underway. There are five phases or levels of preparedness that may be implemented before, during, and after a possible storm. Each is explained in specific detail within the plan.

The coordinated execution of the plan is the responsibility of the Campus Emergency Response Team (CERT). The plan is reviewed and updated by the team annually.

All faculty, staff and students are expected to collaborate when applying measures to minimize the potential for damage to office equipment and machinery, as well as all laboratory equipment and instruments.

HURRICANE RESPONSE PLAN IMPLEMENTATION

The University President or designee, in consultation with the Emergency Response Team, will determine which phase of the plan is appropriate for activation based upon the anticipated effects of an approaching storm.

Once the Hurricane Response Plan is activated, students, faculty, staff, and the community at large will be notified of all decisions resulting from a possible hurricane threat, via the University web site, campus wide e-mail, local news and radio announcements, social media announcements, and any other communication outlets that are available.

Communications between Emergency Response Team members and auxiliary staff who assist with implementation of the plan will be maintained by various means of communication including landlines (home or office), cell phones, or any other means deemed appropriate.

Once the plan is activated and until a permanent command post is established, all critical information and command post numbers will be disseminated by the Communications Team under guidance of the President's Office.

*See **Hurricane Response Plan** and **Additional Hurricane Resources** below:*

HURRICANE RESPONSE PLAN

University Emergency Hotline: 225-526-1600

Standby Alert

When the National Weather Service predicts that a tropical system will enter the Gulf of Mexico, the Campus Emergency Response Team will monitor the projected path and speed of the storm and all departments should enact Standby Alert preparations.

Standby Alert preparations:

1. Advise staff that personal preparations for property and family must be quickly completed. Complete guide is available at <http://www.getagameplan.org>
2. Remind staff to review the University Hurricane Response Plan
3. Verify emergency contact numbers of all staff members, including student employees. Provide your department with the telephone number where you can be reached.
4. Ensure all flashlights are working and secure extra batteries (located in disaster bag in each campus building).
5. Ensure plastic bags and tape are available to cover electronics (located in disaster bag in each campus building).
6. Faculty should secure class lists with student enrollment data, updated grades, and contact information.
7. Identify members of pre-position team (these are the building contacts identified on the CERT roster)
8. Discuss any approaching deadlines and critical reports or payments that may be due.
9. IS should ensure the validity of backup data
10. Have your employee picture ID available for authorities in curfew situations.

Phase I

When a tropical system has entered the Gulf of Mexico and South Louisiana area is within the probability of landfall zone, the Campus Emergency Response Team will monitor the speed and path of the storm. The team will assess on which side of the storm Baton Rouge might be, the distance from the predicted landfall area, and the strength of the storm (present and at landfall). All departments must enact Phase I storm preparations.

Phase 1 preparations:

1. Deans and department heads will be asked to collect information regarding special events on campus that might be affected by the storm.
2. Deans and Department Heads shall begin planning means to deal with the special events – including a list of contacts that will need to be notified of actions taken.
3. All critical reports should be in the final preparation phase to the extent possible

4. Copy pertinent desktop files (not H or G drives) on to jump drive or CD and employees should keep jump drive or CD in their possession.
5. All letters/postcards printed should be completed and sent out to the post office. Generation of new mail should cease.
6. Make sure cell phones, laptops and other portable device batteries are fully charged at all times.

Phase II

When a tropical system is within the Gulf of Mexico and South Louisiana is in the landfall zone, although not in the high probability zone, but the area is expected to feel the effects of the storm to where the National Weather Service will issue a Hurricane Watch or Tropical Storm Warning for South Louisiana and the Baton Rouge area.

All departments must enact Phase II storm preparations. Faculty and staff will assist to finalize all preparations for the storm. The CERT will continue to monitor the strength, speed, and projected landfall site. The CERT will set up operations in the Multipurpose Room in the Administration Building or alternate location as deemed necessary by the President.

Phase 2 preparations:

1. Plans developed in phase I must be complete.
2. Assign portable radios to preposition team.
3. A notice from President's Office will be disseminated that the CERT is monitoring the storm and when/how the announcement regarding campus closure will be made.
4. A notice from the Chief Academic Officer or delegate will be disseminated to request that faculty:
 - To the greatest extent possible accommodate the academic needs of students who must evacuate with families before the University announces any suspension of classes
 - Inform students how course information will be provided (Moodle, email, etc.) for those who may not be able to attend classes before or after the storm
 - Tell students how they can obtain university information regarding any school closure and reopening
5. Deans and department heads are to remind faculty and staff members that no one is to remain in campus buildings after the University is determined to be in an emergency mode except CERT members involved in emergency response duties.
6. President's Office will issue letters to be used with employee picture identification that may be requested by authorities in curfew situations.
7. Place notice on the University website in regard to any events that are being cancelled/rescheduled. Contact appropriate vendors, etc.
8. Locate and prepare plans and keys of campus buildings to be used by preposition team upon returning.
9. Each faculty and staff member will be responsible for their own office and equipment. Review and implement all steps on Health & Safety page "To prepare your work area when a storm threatens" list (copy attached to this plan).
 - Unplug all computers, raise computers off of the floor and away from windows if possible; cover with plastic (located in disaster bags in each building)
 - Unplug electrical equipment.

- Unplug refrigerators:
 - Discard all perishable foods and non-perishable foods that are opened.
 - Place towels under refrigerators and leave refrigerator doors open.
 - Move as much as possible away from windows to an interior area or against an interior wall
 - Cover with plastic and secure with tape all office equipment and computers that cannot be stowed or moved away from windows. Plastic bags can be found in disaster bags located in each building.
 - Close and lock (or secure with tape) all filing cabinets. Duct tape can be found in disaster bags located in each building.
 - Cover telephone but do not unplug wire connection
 - Bring in all signs, banners, etc.
 - Take personal items home with you
 - All critical documents should be secured in filing cabinets, desk or closet and locked.
10. Library Staff members will pack loose items. Library Circulation staff will empty book trucks and empty and lock book drops.
11. Refrigerated biological samples will be “wet-iced” as precaution against power outage.

Phase III

When a tropical system is in the Gulf of Mexico and South Louisiana is in the high probability landfall zone and the National Weather Service issues a Hurricane Warning for South Louisiana that includes the Baton Rouge area, all classes and events will be cancelled. All departments must enact Phase III storm preparations. All faculty and staff will be released from work duties and the campus will be closed.

Phase 3 preparations:

1. A notice from the President’s Office will be disseminated giving details of the campus closure.
2. Email should be set as necessary notifying of office closure
3. Set appropriate voice mail message on office phones. Procedure to check your voice mail from off campus: To access your voicemail from a remote location, dial the external voice mail phone number, press "*" when voice mail answers. Enter your ID (full 10 digit phone number) and press # key. Enter your password and press the # key.
4. Building staff should shutdown/unplug computers in labs and computers and projectors in classrooms.
5. Close and lock all windows and doors
6. All university data systems will remain available as long as there is power and network access.
7. All faculty, staff and students should evacuate to a safe area.

Phase IV

After the storm has passed and provided that the roads are passable and the state and local government officials are allowing travel back into the area, pre-position team is required to report to work within 24 hours. Other employees should contact their immediate supervisor, by telephone or e-mail, within 24 hours of the storm passing to secure directions for action. All employees should be prepared to report to work or return the University to operating as soon as possible. Students should monitor designated information outlets for the resumption of classes. Department heads should have a plan to return to work to assess damage, to react to immediate needs, to coordinate scheduling of employees, and to report needs and damages to Plant Services.

Phase 4 preparations:

1. Pre-position team returns to campus as soon as safe and assess all properties. Video or photograph all damage.
2. After the storm has passed, deans are expected to contact their appropriate Vice President to secure instructions for further actions.
3. As soon as officials determine that it is safe to return to the campus, and they are able to do so, deans and department heads will be expected to begin contacting faculty and staff members to determine their location, condition, special needs/accommodations and possible time of return to work.
4. Department heads will be expected to return to their respective departments to assist in assessing damage, and to assist faculty members in preparing to accommodate students' needs regarding classes and related concerns. Plans should be considered to relocate classes if classrooms in certain buildings have been damaged or are otherwise no longer available.
5. IS staff shall assess any reported damage to computer equipment, administrative systems and campus network equipment as soon as it is safe to return to campus.
6. Once it has been determined that classes will resume, faculty members will be requested to post special instructions on Moodle, or other electronic means, to students in each of their classes:
 - Utilize Moodle for assignments – during extended periods of campus closures and when feasible, faculty should continue course activity in an online setting utilizing such features such as email, discussion board, announcement page, etc. in their course web site.
7. Monitor local radio, television and the University website for updates.
8. Employees should contact their supervisors within 24 hours of the storm passing to secure directions for action. Employees unable to return to work due to damage by the emergency must contact their immediate supervisor as soon as possible.
9. All faculty and staff are to resume duties upon immediate re-opening of the University, unless physical harm has occurred to health or valuable property. If such occurs, employee must complete proper request paperwork for leave.

Phase V

If the storm has passed and has caused major damage on campus, employees must contact their supervisors for direction and to let their supervisor know where they are and whether or not they can return to the area. Only the designated CERT team members will return to campus to establish a command center and begin damage assessment. The CERT team will also begin to take action as needed to protect university assets.

Phase 5 preparations:

1. Only the pre-position team returns to campus when conditions are deemed safe to establish a command center and begin damage assessment.
2. IS staff shall replace or repair damaged server equipment, administrative systems and campus network equipment discovered during the assessment phase.
3. Should the storm have come through and caused major damage on the campus, deans will be expected to contact their Vice President for further instructions.
4. Deans will attempt to contact their respective department heads via cell phones, or other means for further instructions.
5. Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.

6. Once it is clear for all employees to return, employees will be contacted by their supervisors and will be provided with return to work information.
7. Upon return to campus, supervisors should hold a staff meeting to review damages or other issues and concerns.
8. Upon return to campus, all employees should:
 - Uncover and inspect all office equipment
 - Check phones, voicemail, and computer email
 - Report damaged IS equipment to IS immediately via Helpdesk
 - Check ceilings in all rooms and closets for leak damage
 - Check windows for window damage
 - Document and date all damage to facility or equipment on letterhead paper—signature of staff completing documentation is required
 - Return all documentation to President’s Office for appropriate filing and claims to the University
9. Restock emergency supplies as quickly as possible.
10. CERT team evaluates effectiveness of plan and makes changes where necessary.

HURRICANE INFORMATION GUIDE

Hurricane season runs from June 1st to November 30th. Please follow these guidelines both before and after the storm.

Franciscan Missionaries of Our Lady University has established an Emergency Hotline – 225-526-1600 – to provide emergency information to the University community. When a hurricane or tropical storm threatens our area, the University will activate the hotline to provide faculty, staff, students and parents with up-to-date information on hurricane or tropical storm progress, instructions regarding campus preparation, announcements about closing and reopening of campus offices, and other relevant instructions or information.

When a hurricane threat begins, the University’s administrators along with the Campus Emergency Response Team will assess the storm and determine the level of campus preparation. The group will continue to track the storm and post updates on the University Emergency Hotline and the University Web site.

Preparing for the Hurricane Season

Each department should prepare a hurricane emergency 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, documents and delicate instrumentation.

Departments should also:

- Have an updated list of all employee names and home phone numbers and distribute a copy to all employees.
- Complete an updated inventory of all special equipment including description, serial number and age of the item. If possible, purchase orders or other documentation that may demonstrate the value of the item should be secured.
- Keep on hand plastic sheeting and tape to cover equipment in the event you are asked to prepare your work area for the storm.

- Stay tuned to e-mail, Web site, the University Emergency Hotline and local news.
- The University President or designee will announce when the University will close. Some employees have required duties prior to, during and after the hurricane. Those employees designated as essential personnel must report at the time assigned by their supervisor. All non-storm personnel will prepare their work areas and then leave campus to take shelter or evacuate the area, as recommended in official announcements.

To Prepare Your Work Area When a Storm Threatens

- Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
- Back up pertinent desktop files onto hard drive or external device. Make two copies. Secure a copy in your office and take the 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, if possible.
- Cover with plastic and secure with tape office equipment, scientific instruments, and computers that cannot be stowed or moved away from windows. Supplies can be found in disaster supply bags stored in each building.
- Close and lock (or secure with tape) all filing cabinets.
- Close and lock all windows and doors.
- Cover telephone *but do not unplug wire connection*.
- Take personal items and backup disks home with you.
- Before leaving, meet with your supervisor to confirm telephone numbers and learn when you are expected to call your supervisor after the storm. Assist other departments as necessary.

Please note that the University buildings are not official hurricane shelters designated by the Federal Emergency Management Agency, Red Cross or the Parish of East Baton Rouge. In a mandatory evacuation most buildings will be locked and without power.

After the storm

- Contact your department as soon as possible.
- Provide your department with the telephone number where you can be reached and the status of you and your family.
- Stay tuned to the University Emergency hotline, the University Web site and local news for instructions and important information.
- Once the University communicates that employees can return to campus, begin assessing the damage to your work area. Report all damage to your supervisor.
- To the extent possible, separate damaged items from undamaged items. Keep all damaged items until advised by Risk Management.
- If water damage to electrical equipment is suspected, do not plug in or attempt to start.
- Secure all equipment against further damage or theft.

Planning Ahead

Living with the threat of a serious hurricane is part of living in south Louisiana. Because our first concern is for the safety of students and employees, the University has emergency plans and teams in place if a storm approaches our area. We plan ahead in conjunction with city, parish and emergency officials. You

must plan ahead in the event of any weather emergency. Students and their families should develop their own personal emergency plans in the event south Louisiana is threatened by a hurricane. These plans should include your destination and transportation arrangements.

Emergency Notifications

All emergency notices, which contain important information regarding campus preparation, campus closure and evaluation notices, will be posted and available to students, parents, faculty and staff via:

- The University Emergency Hotline: 225-526-1600
- The University Web Site: www.franu.edu
- Campus e-mail

Consult these sources frequently during any emergency, as regular updates will be posted to keep you as up to date as possible.

Preparing for the Storm

Your first step in preparing for a hurricane should be to develop a personal emergency response plan and discuss it with your family well ahead of a weather emergency. This list will help you in your planning.

Rental and flood insurance

Purchase insurance for and inventory your personal possessions.

Develop an emergency communication plan

Have an out-of-state relative or friend serve as a "family contact". After a disaster, it's often easier to call long distance.

Hurricane preparation kit

Pull together useful items such as non-perishable food items and snacks, juices, soft drinks, bottled water, manual can opener, change of clothing, sturdy shoes, portable radio, first-aid kit, batteries, flashlight, eating utensils and containers for holding water. Refill prescription medicines. When you evacuate, you will want to take these supplies with you, along with a blanket and pillow or sleeping bag.

Prepare your home

Pick up all items from the floors and store in drawers and closets. Move upholstered furniture away from windows. Close and lock your windows. Bring inside any items you may have on balconies or porches. Turn refrigerator and freezer temperature gauges to maximum. Open only when absolutely necessary and close quickly. Unplug stereos, TVs, electronic equipment and lamps.

Computers and electronics

Back up computer data and take a copy with you. Cover your computer and other electronic equipment with plastic sheeting or large plastic garbage bags. Keep cell phone, laptops and other portable device batteries fully charged (car chargers may help when power is lost).

Store water

Fill clean, airtight containers to store as much water as possible. Clean bathtub, and fill with water.

Protect important documents

Place your documents in waterproof containers and take with you or store at the highest, most secure point in your home.

Gas up your vehicle

Check all fluids and tire pressures (including spare).

Have cash on hand

ATMs will not operate should the area experience a power failure.

Evacuation Routes

Consult the following websites:

- Louisiana Citizen Awareness & Disaster Evacuation Guide – <http://www.lsp.org/lcadeg.html>
- Louisiana State Police - <http://www.lsp.org>
- Road Closures – <http://www.lsp.org/roadandincident.nsf>

Shelter and Support Information

- Red Cross of Southeast Louisiana – <http://www.arcno.org/>
- Region 2 Special Needs Shelter – Pete Maravich Assembly Center

Related Agencies and Web Sites

- La. Dept. of Homeland Security and Emergency Preparedness – <http://www.ready.gov/>
- US Dept. of Homeland Security – <http://www.ready.gov>
- East Baton Rouge Parish Office of Emergency Preparedness

Responding to the Storm

Whenever a hurricane threatens south Louisiana, the University campus may close. It is critical that you monitor the University Emergency Hotline and the University Web site, as well as bulletins issued by governmental authorities. When responding to any evacuation order, you should seek shelter outside of the city. Use your prearranged emergency plan. You are urged to make every effort to leave the area.

When You Evacuate

Tell someone outside of the storm area (a family member or friend) where you are going. Leave as soon as possible. Avoid flooded roads and watch for washed-out bridges. Bring your preassembled hurricane kit and protective clothing.

After the Storm

- Listen to local news media for up-to-the-minute information regarding medical help, food programs and general assistance. Stay where you are if it is safe until authorities give the “all-clear”.
- Use the telephone only for emergency calls. Contact relatives as soon as possible to let them know where you are and to make necessary plans.

- Don't drink the water! Water supplies may be contaminated. Use your prestored water for drinking and cooking. Water not stored before flooding should be boiled for 30 minutes or treated with purification tablets. An official public announcement will proclaim when tap water is safe.
- When you return from evacuation or shelter, enter your home or apartment with caution. Secure all belongings against further damage or theft. Take pictures of the damage to your possessions to submit to your insurance company.
- Open windows and doors to ventilate and dry your home. Dispose of all carpeting, mattresses, pillows and cushions that have been in floodwaters.
- Beware of snakes, insects and animals driven to higher ground by floodwater.
- Drive only if absolutely necessary and avoid flooded areas.

For More Information, Consult these Sources

For additional information on hurricanes and storm preparations, check the following websites.

- National weather Service - <http://www.weather.gov/>
- National Hurricane Center – <http://www.nhc.noaa.gov/>
- Weather Channel On-Line – <http://www.weather.com/>

Hurricane Survival Checklist

Have a two week supply of each item for every person in your home.

Water

- 18 ½ gallons of water per person
- Store water in clean plastic containers and/or bathtub

Food:

Purchase food that requires no refrigeration and little preparation, such as:

- Ready-to-eat canned food
- Canned juices, milk, soup (if powdered, store extra water)
- Snacks: cookies, cereals, etc.
- Soft drinks, instant coffee, tea
- Lots of ice (you can freeze your water supply)

For Baby

- Formula, bottles, powdered milk, jarred baby foods
- Diapers, moist towelettes and special medications

Pets

- Newspaper or cat litter
- Moist canned foods (to preserve water)
- Plastic sheets to cover floor of pet's room

Medicine

- First aid kit
- Rubbing alcohol
- Aspirin, non-aspirin pain reliever, antacid
- Extra prescription medication (especially for heart problems and diabetes)
- Ask your physician how to store prescription medication

Personal Items

- Toilet paper, towels, soap, shampoo
- Personal and feminine hygiene products
- Denture needs, contact lenses and an extra pair of eyeglasses
- Sun protection, insect repellent

Other Supplies

- Battery-operated radio, flashlight, non-electric can opener, extra batteries
- Charcoal, waterproof matches, extra propane gas for grills (use grills outside only)
- ABC-rated fire extinguisher in a small canister
- Portable cooler
- Plenty of absorbent towels, plastic trash bags
- Wind-up or battery-operated clock
- Tarp or sheet plastic, duct tape, hammer and nails for temporary roof repairs
- Cleaning supplies such as chlorine bleach
- Aluminum foil, paper napkins and plates, plastic cups
- Can of spray paint (can be used to identify your home by insurance adjusters in case it's damaged)
- At least one change of clothing per person, sturdy shoes, hat and work gloves
- Pillows and blankets or sleeping bags

NATIONAL WEATHER SERVICE ADVISORIES – Know what to Listen For

Hurricane/Tropical Storm Watch:

Hurricane/tropical storms are possible in the specified area of the Watch, usually within 36 hours. During the Watch, prepare your home and review your evacuation plan in case a Hurricane/Tropical Storm Warning is issued.

Hurricane/Tropical Storm Warning:

Hurricane/tropical storm conditions are expected in a specified area of the Warning, usually with 24 hours. Complete storm preparations and leave the threatened area if desired by local officials.

Short Term Watches and Warnings:

These warnings provide detailed information on specific hurricane threats, such as floods and tornadoes.

Flood or Tornado Watch:

Flooding or the formation of a tornado may occur within a certain area. If you are in a watch area, check action plans, keep informed, and be ready to act if a warning is issued or if you see flooding or spot a tornado.

Flood/Flash Flood or Tornado Warning:

A flood/flash flood warning is issued for specific communities, streams or areas where flooding is imminent or in progress. A tornado warning is issued for specific communities or areas where a tornado has been reported or has actually touched the ground. Persons in either warning area should take precautions IMMEDIATELY!