HURRICANE RESPONSE PLAN
University Emergency Hotline: 225-490-1600

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 (extension) 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.