NICHOLLS STATE UNIVERSITY

HURRICANE EMERGENCY PLAN

REVISED: June 12, 2012
Introduction

The purpose of the Nicholls State University Hurricane Emergency 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 university employees and members of the community and can be accessed via the internet on the home page of the Nicholls 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 Thibodaux area. It also lists action plans for all of the university departments that will be most affected by an approaching storm.

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 Nicholls home page to determine the exact level of preparedness currently underway at the university. 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 university's Emergency Preparedness Committee (EPC). The plan is reviewed and updated by the committee annually.

General Information Concerning Plan Implementation

The university president or his designee, in consultation with the EPC, will determine which phase of the plan is appropriate for activation based upon the anticipated effects of an approaching storm.

Once the Hurricane Emergency 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 Nicholls web site, e-mail, television, radio, and any other communication outlets which are available.

According to the plan, some employees are designated essential by their supervisors and directed to work during an emergency. As a result, required duties may differ from normal responsibilities. Employee positions which are considered essential may be listed in individual departmental emergency plans or an employee may be designated by his or her supervisor in the event of an impending emergency.
Communications between EPC 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, BlackBerry, 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 University Police via a 24/7 dispatch and/or internet or voice mail. (See Appendix A for contact information).

Emergency Plan Guidelines:

**Standby Alert** – When the National Weather Service predicts that a tropical system will enter the Gulf of Mexico, the University Emergency Preparedness Committee will monitor the projected path and speed of the storm and all departments should enact Standby Alert procedures.

**Phase I** – When a tropical system has entered the Gulf of Mexico or has made landfall on the outer edges of the Gulf and is expected to re-enter the Gulf, and the South Louisiana area is within the probability of landfall zone, the Emergency Preparedness Committee will monitor the speed and path of the storm. The Committee will assess on which side of the storm Thibodaux would 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 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 system to where the National Weather Service might issue a Tropical Storm Warning or a Hurricane Watch for South Louisiana and the Thibodaux area. The EPC will continue to monitor the strength, speed, and projected landfall site. The EPC will set up operations in the President’s Conference Room, Picciola Hall. All departments must enact Phase II storm preparation.

**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 Tropical Storm Warning for South Louisiana that includes the Thibodaux area, the EPC will make recommendations to the University President regarding scheduled classes. The University President will make the decision to cancel or continue class. If the National Weather Service issues a Hurricane Warning for South Louisiana that includes the Thibodaux area, university classes will be cancelled. Students are advised to evacuate to an area out of the storm’s path. The EPC will continue to monitor the storms strength, speed, and projected landfall. If a mandatory evacuation order is not given for the Thibodaux area, the University will open a shelter for students as well as staff who are unable to leave
the campus. If a mandatory evacuation is given for the Thibodaux area, on-campus residents without a means of transportation will be evacuated to another state university where they will receive pre-arranged shelter and meals for the duration of their stay. The EPC will finalize all preparations for the storm. All non-essential personnel will be released from their work stations. The pre-position team will continue to monitor the storm's strength, speed and projected landfall. Based on the above information, the team will make the determination to remain on campus or evacuate to a pre-arranged shelter. The decision to evacuate will be made no later than 18 hours prior to landfall. All departments must enact Phase III storm preparations.

**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, certain employees who are designated to be essential or first responders by their supervisors are 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 the Office of Physical Plant.

**Phase V** – If the storm has passed and has caused major damage on campus, employees must contact their supervisors for direction or contact either the Nicholls Help Line or the Nicholls Web site to let their supervisor know where they are and whether or not they can return to the area. Only the Pre-Position team will return to campus to establish a command center and begin damage assessment. The Pre-Position team will also begin debris clean-up and will take action as needed to protect university assets.
ELLENDER MEMORIAL LIBRARY
HURRICANE EMERGENCY PLAN

STANDBY ALERT
• Library Director (or designated staff members) will meet with staff to advise them of approaching storm
• Staff members will review university and library emergency procedures and policy regarding hurricanes
• Staff members will be encouraged to begin personal preparations at this time
• Emergency Committee will review call tree to verify current names and phone numbers

PHASE I—storm possibly headed to Gulf
• Emergency Committee will review annual preparations list, determine which items are still needed, obtain them, make sure items are distributed and available for use
• Staff members will continue to monitor storm information.

PHASE II—storm in Gulf, Louisiana in landfall zone (Tropical Storm Warning)
• Staff members will continue to monitor storm information
• Staff members will pack loose items and personal items
• Circulation staff will empty book trucks and empty and lock book drops
• Emergency supplies will be distributed as needed
• Department heads will have backup copies of pertinent documents ready to remove from the premises
• Department heads will be aware of high priority items which will be removed if necessary.

PHASE III—storm in Gulf, South Louisiana in landfall zone (Hurricane Warning for South Louisiana)
• Staff members will continue to monitor approaching storm
• Computer equipment, printers, copiers, etc. will be unplugged from electrical outlets and covered with plastic (except for E2 proxy server on 2nd floor and network switches in Reference)
• Emergency Committee will tour building interior to see that all is ready
• Elevators should be locked when library closes
• Closed notices should be posted on doors and library web page
• All Ellender staff will leave when the administration closes the campus
• Building doors will be locked as staff exits the building
PHASE IV—storm has passed

- Campus Pre-Position team will inspect campus for damages--any physical damage to the library will be reported to the Office of Physical Plant
- Director (or designated staff member) will inspect the library for damage once the roads are safe to travel and staff is allowed on campus
- Photograph damage if safe to do so
- If the building is compromised, rescue of the collection (water damage, etc) will be coordinated by ___(contracted company)
- Library call tree will alert staff as to the effects of the storm on the library
- All staff should be prepared to return to work as soon as the university reopens or contact the Director immediately about their personal situations and locations
- All available library staff members should plan to take part in the library and/or campus clean up as necessary
- Library status (closed, opening soon, limited hours) should be posted on the doors and on the library web page

PHASE V – Recovery

After a Tier 2 evaluation of the Ellender Memorial Library, the Library may use the Bowie Room, in the Student Union, to store/stage for the recovery of archival materials. The Bowie Room will be used to stage and make decisions on the permanent disposition of the materials.

The persons having access to these materials will be:
Archivist, Assistant Archivist, Chair of the Library Disaster Committee, and the Administrative Assistant from Archives.

The Archivist will contact maintenance to have the door lock on the Bowie Room changed to insure security of the materials.

The Library understands that this is a temporary arrangement and items will be removed to a permanent processing area before the Union resumes normal operation.

Should storm phases change rapidly on the weekend, the weekend staff will make every effort to prepare the library for the approaching storm.
Hurricane Information Guide

NSU Alert Line: 985-448-INFO (4636) or 1-866-709-8927 toll-free

Preparing in advance and working as a team can help Nicholls employees cope with the threat of hurricanes. Hurricane season runs from June 1st to November 30th. Please follow these guidelines both before and after the storm.

NSU has established the NSU Alert Line – 985-448-INFO (4636), or 1-866-709-8927, toll-free – to provide emergency information to the NSU community. When a hurricane or tropical storm threatens our area, the university will activate the NSU Alert Line 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 university offices, and other relevant instructions or information.

When a hurricane threat begins, the university’s top administrators along with the Emergency Preparedness Committee will assess the storm and determine the level of campus preparation. The group will continue to track the storm and post updates on the NSU Alert Line and NSU 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 computers, office equipment and scientific equipment including description, NSU decal number, 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 NSU Alert Line and local news.

The president or his 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.
Responding to the Storm

Whenever a hurricane threatens south Louisiana, it is critical that you monitor the NSU Alert Line and NSU 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. Consider the following options for evacuation sheltering.

- Choose a sheltering option far inland and north of Interstate-12.
- Make reservations at a hotel or motel outside of the storm area.
- Go to a relative or friends house.
- Go to a Red Cross shelter. (Shelter locations are announced by the news media as storms approach the area and evacuation orders are issued.)

In situations where weather conditions permit, students who have not evacuated may be allowed to relocate to pre-identified, on-campus relocation sites. However, space is extremely limited and NSU relocation sites are not official hurricane shelters designated by the federal government, the American Red Cross or the parish of Lafourche. The university cannot assure the personal safety and well being of all students. When an evacuation is ordered, you should do everything in your power to comply. NSU will provide as much notice as possible in helping students make arrangements so that they can provide for their own safety and welfare.

When You Evacuate

- Tell someone outside of the storm area (a family member or friend) where you are going. If you live on campus, let your resident adviser or housing staff member at the front desk know you are leaving and your destination.
- Offer a ride and share sheltering options with other students who need transportation.
- 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 pre-stored 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.
To Prepare Your Work Area When a Storm Threatens

- If you have temperature critical materials contact the Maintenance Department to determine if emergency power is available.
- Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
- 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 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, fine art, antiques and computers that cannot be stowed or moved away from windows.
- 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.
- Empty refrigerator and remove all rubbish and food to an outside trash bin.
- 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 NSU buildings are not official hurricane shelters designated by the Federal Emergency Management Agency, Red Cross or the Parish of Lafourche. 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 NSU Alert Line, NSU 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 Risk Management.
- 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, NSU 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.

**Nicholls State University Emergency Notifications**

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

NSU Alert Line: 985-448-INFO (4636) (local), 1-866-709-8927 (toll free)

NSU Web Site: [http://emergency.nicholls.edu](http://emergency.nicholls.edu)

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 room or apartment
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. 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.

Store water
Fill clean, airtight containers to store as much water as possible. If your apartment or home has a bathtub, clean 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 room or apartment.

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/roadclosure.html

Shelter and Support Information
• Red Cross of Southeast Louisiana – http://www.arcno.org/
• Region 3 Special Needs Shelter – Betsy Cheramie Ayo Hall 985-447-0916 or 800-228-9409

Related Agencies and Web Sites
• Lafourche Parish Office of Emergency Preparedness – 985-446-8427 http://www.lafourchegov.org/Departments_OEP.aspx
• Terrebonne Parish Office of Emergency Preparedness – 985-873-6357 http://emergency.tpcg.org
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
Hurricane Safety Tips

With hurricane season approaching, people in south Louisiana could face widespread torrential rains, extremely strong winds, flash flooding, and tornadoes. These safety and health hazards can produce a deadly and destructive result. To help ensure that everyone in our community stays safe this season, we suggest that you, your family members and/or co-workers become familiar with the following safety tips.

Before the Hurricane Season

- Know the hurricane risks in your area, and your community safety plan.
- Find out where official shelters are located.
- Develop a family hurricane action plan.
- Review the condition of emergency equipment, such as flashlights, radios, generators, etc.
- Ensure you have enough non-perishable food and water on hand.
- Trim trees and shrubbery.
- Buy plywood or shutters to protect doors and windows.
- Clear clogged rain gutters and downspouts.

Before the Storm

- Check media outlets for official news of the storm’s progress.
- Fuel and service family vehicles.
- Have extra cash on hand.
- Prepare to cover all windows and doors with shutters or other shielding materials.
- Bring inside lightweight objects such as grills, lawn furniture, and garden tools.

During the Storm

- Check media outlets for official news of the storm’s progress.
- Complete preparation activities such as putting up shutters and storing loose objects.
- Follow instructions of local officials. Leave immediately if told to do so.

If evacuating

- Try to leave during daylight.
- Leave mobile homes.
- Notify neighbors and family members of your plan to evacuate.
- Take pets with you. Note: Shelters may not accept pets.
If staying at home
- Only stay at home if you have not been ordered to leave.
- Stay inside a well-constructed building.
- Turn off utilities if told to do so by authorities.
- Turn off propane tanks.
- Unplug small appliances.
- Fill a bathtub, sink, or large containers with water for sanitary purposes.

In case of strong winds
- Stay away from windows and doors even if they are covered.
- Close all interior doors, and brace external doors.
- Stay in an interior first-floor room, such as a bathroom or closet.
- Lie on the floor under a table or another sturdy object.

After the Storm
- Check media outlets for official news of the storm’s passing and current road conditions. Wait until an area is declared safe before entering.
- Do not attempt to drive across flowing water.
- Stay away from moving water, and do not allow children to play in flooded areas.
- Call in emergency responders to attempt rescues. Many people have been killed or injured trying to rescue others from flooded areas.
- Stay away from standing water. It may be electrically charged!
- Have professionals check gas, water, and electrical lines for damage.
- Use tap water for drinking and cooking only after local officials declare it safe to do so.
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 48 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 36 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!

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/
FAMILY EMERGENCY PLAN BISCO
(BAYOU INTERFAITH SHARED COMMUNITY ORGANIZING)
and LOUISIANA SPIRIT HURRICANE RECOVERY (866) 295-6495
Give a copy of this plan to each family member, emergency contacts, children’s school, your pastor, etc.

DIRECTIONS FOR FAMILY EMERGENCY PLANNING

1. Have a family meeting to devise a plan.
   A. Select an out-of-area evacuation site and/or a location to re-unite in case of separation
   B. Select at least two out-of-area contacts from different regions of the country for family members to contact in case of separation.
   C. Compile contact information (**Family Emergency Plan) for family members, including those not living at home.
   D. Give copies of the Family Emergency Plan (long form and wallet form) to each family member
   E. Give copies of the Family Emergency Plan to each of the following:
      1. Out-of-area contacts
      2. Children’s schools or day care centers
      3. Workplaces of family members
      4. Churches/Pastors
      5. Nursing Homes of senior family members
      6. Others selected as needed by the family
   F. Have practice drills with family members to make sure everyone knows exactly what to do before it becomes necessary.

Louisiana Spirit is an outreach crisis counseling program designed to address the emotional and mental health needs of those impacted by Hurricanes Katrina and Rita. Louisiana Spirit is funded by grants from FEMA/SAMHSA through the Louisiana Department of Health and Hospitals, Office of Mental Health to Options for Independence. To access these services, just call (866) 295-6495 or (985) 868-2620.

BISCO is everyday and ordinary church people working together with their ministers to effect positive change in the parishes of Lafourche and Terrebonne. The mission of BISCO is to build a powerful interfaith, multi-ethnic, multi-racial, multi-issue organization that serves as a voice for all persons in South Louisiana. BISCO makes an effort to eliminate prejudice and fosters the establishment of sound and constructive relationships between all racial, ethnic and social groups. BISCO is a faith based community organizing 501 (c) 3 network and is a project of the PICO National Network. For more information call 985-446-5364 or log onto www.piconetwork.org.
FAMILY EMERGENCY PLAN
BISCO (BAYOU INTERFAITH SHARED COMMUNITY ORGANIZING)
and LOUISIANA SPIRIT HURRICANE RECOVERY (866) 295-6495

Give a copy of this plan to each family member, emergency contacts, children's school, your pastor, etc.

FOR THE FAMILY OF: ____________________________________________

MAIN FAMILY ADDRESS: __________________________________________

EVACUATION/REGROUPING LOCATION: ________________________________

ICE NUMBERS (In Case of Emergency)
Program into your phone as ICE-I and ICE-2 so emergency personnel reading your phone will know who to contact

<table>
<thead>
<tr>
<th>1st Out-of-area Contact</th>
<th>2nd Out-of-area Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>e-mail:</td>
<td>e-mail:</td>
</tr>
</tbody>
</table>

FAMILY INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>BIRTHDATE</th>
<th>MEDICAL INFO ON BACK OF FORM?</th>
<th>USUAL WEEKDAY LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>'s workplace</th>
<th>'s workplace</th>
<th>'s workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business:</td>
<td>Business:</td>
<td>Business:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>e-mail:</td>
<td>e-mail:</td>
<td>e-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>'s school</th>
<th>'s school</th>
<th>'s school</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>School:</td>
<td>School:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>e-mail:</td>
<td>e-mail:</td>
<td>e-mail:</td>
</tr>
</tbody>
</table>

OTHER IMPORTANT NUMBERS

Post important numbers near your telephone or program them into your cell phone

<table>
<thead>
<tr>
<th>Police:</th>
<th>Fire:</th>
<th>Ambulance:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctor:</th>
<th>Insurance:</th>
<th>Flood Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INSURANCE INFORMATION

<table>
<thead>
<tr>
<th>Company:</th>
<th>Type</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FAMILY EMERGENCY PLAN  
BISCO (BAYOU INTERFAITH SHARED COMMUNITY ORGANIZING)  
and LOUISIANA SPIRIT HURRICANE RECOVERY (866) 295-6495  
Give a copy of this plan to each family member, emergency contacts, children's school, your pastor, etc.  

**MEDICAL INFORMATION**  

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAGNOSES:</td>
</tr>
<tr>
<td>ALLERGIES:</td>
</tr>
<tr>
<td>MEDICATIONS:</td>
</tr>
<tr>
<td>OTHER:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAGNOSES:</td>
</tr>
<tr>
<td>ALLERGIES:</td>
</tr>
<tr>
<td>MEDICATIONS:</td>
</tr>
<tr>
<td>OTHER:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAGNOSES:</td>
</tr>
<tr>
<td>ALLERGIES:</td>
</tr>
<tr>
<td>MEDICATIONS:</td>
</tr>
<tr>
<td>OTHER:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAGNOSES:</td>
</tr>
<tr>
<td>ALLERGIES:</td>
</tr>
<tr>
<td>MEDICATIONS:</td>
</tr>
<tr>
<td>OTHER:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAGNOSES:</td>
</tr>
<tr>
<td>ALLERGIES:</td>
</tr>
<tr>
<td>MEDICATIONS:</td>
</tr>
<tr>
<td>OTHER:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAGNOSES:</td>
</tr>
<tr>
<td>ALLERGIES:</td>
</tr>
<tr>
<td>MEDICATIONS:</td>
</tr>
<tr>
<td>OTHER:</td>
</tr>
</tbody>
</table>

---
AGREEMENTS WITH OUTSIDE AGENCIES

Operation Colonel's Retreat
Agreement between Nicholls State University (host site), State Reg. 3 Department of Social Services (shelter managers), State Reg. 3 Department of Health and Hospitals (medical support, Governor's Office of Homeland Security) and Emergency Preparedness, Lafourche Parish Government Office of Emergency Preparedness, Acadian Ambulance, Louisiana Army National Guard, Thibodaux Regional Medical Center to operate a special needs shelter in Ayo Hall. Decision to open the shelter is made by the State. Region 3 consists of the following parishes: Assumption, Lafourche, St. Charles, St. James, St. John, St. Mary and Terrebonne.

Intergovernmental Agreement with Terrebonne Parish Consolidated Government
This agreement between TPCG and Nicholls establishes a remote equipment storage area for emergency purposes. In the event of a catastrophic storm affecting Terrebonne Parish, TPCG will be allowed to park lightweight wheeled vehicles and equipment on Lot #16 - concrete parking lot on Bowie Road. Heavy tracked equipment will be stored at the Nicholls Farm at Lafourche Crossing. To include staging area for emergency response employees and equipment during hurricanes to the following fire departments: Houma, Little Caillou, Montegut/Point-Aux-Chenes and Bourg.

MOU - Louisiana State Police Troop C
This Memorandum of Understanding allows Troop C of the Louisiana State Police to implement and operate a temporary Emergency Operations/Housing Center on the campus of Nicholls State University at the Century Room at Guidry Stadium.

Agreement to Use Property - Entergy Louisiana, LLC
In order to assist Entergy's effort to restore power to its customers caused by a hurricane or other natural disaster, Nicholls grants permission to Entergy to use the parking lots on the east side of Guidry Stadium to store vehicles, supplies, equipment, and temporary facilities.

MOU - Governor's Office of Homeland Security & Emergency Preparedness
The agreement sets for the terms by which GOHSEP and Nicholls will coordinate the site assessment, installation, maintenance, and use of a mobile generator which will support the Special Needs Shelter at Ayo Hall during a state declared emergency or disaster.

MOU - Louisiana Tech University
Agreement sets the terms for Louisiana Tech University to host Nicholls' students should it be necessary for Nicholls to evacuate its campus.
**MOU - McNeese State University**
This is a reciprocal agreement that sets the terms for each university to house a "Pre-Position Team" from the other university in the event that that university has to evacuate.

**Cooperative Endeavor Agreement - Department of Health & Hospitals**
In the event of a declared emergency or disaster in the state, this agreement will permit DHH to stage ambulances on the campus and for Nicholls to house health care responders.

**Agreement with Terrebonne ARC**
This agreement between Terrebonne ARC and Nicholls allows Terrebonne ARC to store up to 49 vehicles in lot 1A during a hurricane.
*Awaiting paperwork.*
Appendix A - Parking Lot Assignment Map
### APPENDIX B - NSU ALERT LINE

**985-448-INFO (4636) or 1-866-709-8927 (toll free)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>EXT</th>
<th>Email</th>
<th>Cell</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>University President</td>
<td>Stephen Hulbert</td>
<td>4002</td>
<td><a href="mailto:stephen.hulbert@nicholls.edu">stephen.hulbert@nicholls.edu</a></td>
<td>985-438-5678</td>
<td>985-447-0909</td>
</tr>
<tr>
<td>Chairman</td>
<td>Brian Clausen</td>
<td>4783</td>
<td><a href="mailto:brian.clausen@nicholls.edu">brian.clausen@nicholls.edu</a></td>
<td>985-387-0058</td>
<td>985-447-6386</td>
</tr>
<tr>
<td>Emergency Preparedness Assistant Chairman / Associate V.P.</td>
<td>Mike Naquin</td>
<td>4060</td>
<td><a href="mailto:mike.naquin@nicholls.edu">mike.naquin@nicholls.edu</a></td>
<td>985-637-7190</td>
<td>985-447-6747</td>
</tr>
<tr>
<td>for Finance &amp; Chief Financial Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Preparedness Assistant Chairman / Assistant</td>
<td>Mike Davis</td>
<td>4030</td>
<td><a href="mailto:mike.davis@nicholls.edu">mike.davis@nicholls.edu</a></td>
<td>985-713-8176</td>
<td>225-265-2307</td>
</tr>
<tr>
<td>V.P. for Facilities</td>
<td></td>
<td></td>
<td></td>
<td>985-387-0043</td>
<td></td>
</tr>
<tr>
<td>Facilities Maintenance Manager</td>
<td>Glenn Froisy</td>
<td>4786</td>
<td><a href="mailto:glenn.froisy@nicholls.edu">glenn.froisy@nicholls.edu</a></td>
<td>985-387-0039</td>
<td>985-446-6538</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Larry Howell</td>
<td>4148</td>
<td><a href="mailto:larry.howell@nicholls.edu">larry.howell@nicholls.edu</a></td>
<td>985-513-1078</td>
<td>985-369-6758</td>
</tr>
<tr>
<td>V.P. Student Affairs</td>
<td>Dr. Eugene Dial</td>
<td>4021</td>
<td><a href="mailto:eugene.dial@nicholls.edu">eugene.dial@nicholls.edu</a></td>
<td>985-438-0830</td>
<td>985-447-1875</td>
</tr>
<tr>
<td>V.P. Institutional Advancement</td>
<td>Dr. David Boudreaux</td>
<td>4136</td>
<td><a href="mailto:david.boudreaux@nicholls.edu">david.boudreaux@nicholls.edu</a></td>
<td>985-859-9631</td>
<td>985-447-2969</td>
</tr>
<tr>
<td>Vice President Academic Affairs</td>
<td>Dr. Laynie Barrilleaux</td>
<td>4011</td>
<td><a href="mailto:laynie.barrilleaux@nicholls.edu">laynie.barrilleaux@nicholls.edu</a></td>
<td>985-859-7259</td>
<td>N/A</td>
</tr>
<tr>
<td>Campus Recreation Director</td>
<td>Mike Matherne</td>
<td>4828</td>
<td><a href="mailto:michael.matherne@nicholls.edu">michael.matherne@nicholls.edu</a></td>
<td>N/A</td>
<td>985-448-3917</td>
</tr>
<tr>
<td>Purchasing Director</td>
<td>Terry Dupre</td>
<td>4031</td>
<td><a href="mailto:terry.dupre@nicholls.edu">terry.dupre@nicholls.edu</a></td>
<td>985-713-8174</td>
<td>985-868-6775</td>
</tr>
<tr>
<td>Director University Police</td>
<td>Craig Jaccuzzo</td>
<td>4742</td>
<td><a href="mailto:craig.jaccuzzo@nicholls.edu">craig.jaccuzzo@nicholls.edu</a></td>
<td>985-3870075</td>
<td>985-851-1116</td>
</tr>
<tr>
<td>University Police</td>
<td>Steve Tullis</td>
<td>4746</td>
<td><a href="mailto:steve.tullis@nicholls.edu">steve.tullis@nicholls.edu</a></td>
<td>985-637-7805</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Stan Silverii</td>
<td>4780</td>
<td><a href="mailto:stan.silverii@nicholls.edu">stan.silverii@nicholls.edu</a></td>
<td>985-665-5373</td>
<td>985-446-3025</td>
</tr>
<tr>
<td>Associate Director of Housing &amp; Residence Life</td>
<td>Lisa Grubbs</td>
<td>4564</td>
<td><a href="mailto:lisa.grubbs@nicholls.edu">lisa.grubbs@nicholls.edu</a></td>
<td>985-556-9645</td>
<td>N/A</td>
</tr>
<tr>
<td>Director of Student Judicial Services, Student Life Coord.</td>
<td>Tommy Ponson</td>
<td>4530</td>
<td><a href="mailto:tommy.ponson@nicholls.edu">tommy.ponson@nicholls.edu</a></td>
<td>504-342-5125</td>
<td>985-493-3502</td>
</tr>
<tr>
<td>Executive Director Auxiliary Services</td>
<td>Brenda Haskins</td>
<td>4518</td>
<td><a href="mailto:brenda.haskins@nicholls.edu">brenda.haskins@nicholls.edu</a></td>
<td>985-438-0348</td>
<td>985-447-1875</td>
</tr>
<tr>
<td>Director Student Union</td>
<td>Brandie Toups</td>
<td>4534</td>
<td><a href="mailto:brandie.toups@nicholls.edu">brandie.toups@nicholls.edu</a></td>
<td>985-413-4534</td>
<td>985-447-5732</td>
</tr>
<tr>
<td>Title</td>
<td>Name</td>
<td>EXT</td>
<td>Email</td>
<td>Cell</td>
<td>Home Phone</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------</td>
<td>------</td>
<td>-------------------------------------</td>
<td>---------------</td>
<td>------------</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Housing &amp; Residence Life</td>
<td>Hayward Guenard</td>
<td>3308</td>
<td><a href="mailto:hayward.guenard@nicholls.edu">hayward.guenard@nicholls.edu</a></td>
<td>317-410-7332</td>
<td>N/A</td>
</tr>
<tr>
<td>Director University Health Services</td>
<td>Diane Garvey</td>
<td>2609</td>
<td><a href="mailto:diane.garvey@nicholls.edu">diane.garvey@nicholls.edu</a></td>
<td>607-857-6255</td>
<td>N/A</td>
</tr>
<tr>
<td>RN 2</td>
<td>Kim Webre</td>
<td>2603</td>
<td><a href="mailto:kim.webre@nicholls.edu">kim.webre@nicholls.edu</a></td>
<td>985-859-8143</td>
<td>985-633-5177</td>
</tr>
<tr>
<td>RN 2</td>
<td>Wendy Junot</td>
<td>2602</td>
<td><a href="mailto:wendy.junot@nicholls.edu">wendy.junot@nicholls.edu</a></td>
<td>985-856-4797</td>
<td>985-447-3176</td>
</tr>
<tr>
<td>Dean Student Services</td>
<td>Michelle Caruso</td>
<td>4081</td>
<td><a href="mailto:michele.caruso@nicholls.edu">michele.caruso@nicholls.edu</a></td>
<td>985-688-1986</td>
<td>985-876-5868</td>
</tr>
<tr>
<td>Grounds Manager</td>
<td>John Hunt</td>
<td>4817</td>
<td><a href="mailto:john.hunt@nicholls.edu">john.hunt@nicholls.edu</a></td>
<td>985-387-0073</td>
<td>985-447-6173</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Rob Bernardi</td>
<td>4795</td>
<td><a href="mailto:rob.bernardi@nicholls.edu">rob.bernardi@nicholls.edu</a></td>
<td>985-381-9006</td>
<td>N/A</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Charles Ordoyne</td>
<td>4420</td>
<td><a href="mailto:charles.ordoyne@nicholls.edu">charles.ordoyne@nicholls.edu</a></td>
<td>985-414-0717</td>
<td>985-448-1844</td>
</tr>
<tr>
<td>Telecommunications Coordinator</td>
<td>Louis Caro</td>
<td>4999</td>
<td><a href="mailto:louis.caro@nicholls.edu">louis.caro@nicholls.edu</a></td>
<td>985-438-7689</td>
<td>985-448-3510</td>
</tr>
<tr>
<td>Facilities Assistant Maintenance Manager</td>
<td>Chris Clement</td>
<td>4773</td>
<td><a href="mailto:chris.clement@nicholls.edu">chris.clement@nicholls.edu</a></td>
<td>985-387-0041</td>
<td>985-446-7320</td>
</tr>
<tr>
<td>Director University Relations</td>
<td>Renee Piper</td>
<td>4141</td>
<td><a href="mailto:renee.piper@nicholls.edu">renee.piper@nicholls.edu</a></td>
<td>985-713-1106</td>
<td>N/A</td>
</tr>
<tr>
<td>Director of Telecom. &amp; Networking</td>
<td>Slade Besson</td>
<td>7010</td>
<td><a href="mailto:slade.besson@nicholls.edu">slade.besson@nicholls.edu</a></td>
<td>985-856-4332</td>
<td>985-851-7980</td>
</tr>
</tbody>
</table>