

# NICHOLLS STATE UNIVERSITY

## HURRICANE EMERGENCY PLAN

Persons needing accommodation as provided by the American with Disabilities Act (ADA) of 1990 should contact the Nicholls State University's ADA coordinator:

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Or visit [www.nicholls.edu/ada](http://www.nicholls.edu/ada)

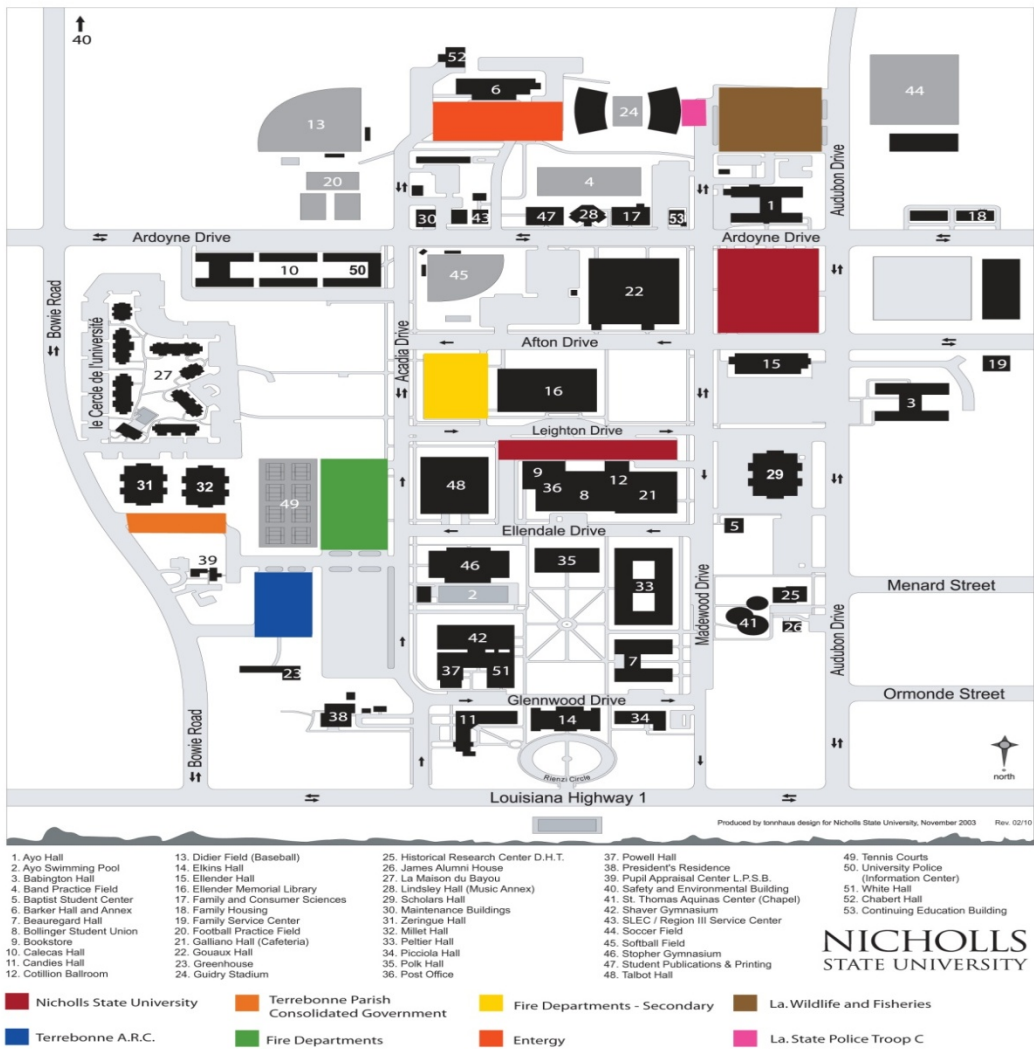
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**NICHOLLS STATE UNIVERSITY  
Hurricane Emergency Plan**

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# **NICHOLLS STATE UNIVERSITY HURRICANE EMERGENCY PLAN**

## **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, students 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, text-messaging boards, phone call, text messages or any other communication outlets which are available. Utilization of a multi-communication system will assure that a person with disabilities will receive a timely notification of the event. Nicholls State University utilizes the Everbridge Notification system. While students are strongly encouraged, all faculty & staff are required to be registered in the notification system.

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, 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. During this alert phase of the emergency guidelines, all departmental directors and department heads shall include in the preparation guidelines those accommodations that persons with disabilities may require. Those accommodations shall be implemented accordingly as the emergency phases are implemented.

**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, the probabilistic Surge (P-Surge) 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, possible effects of a storm surge, 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, P-Surge, 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 or a Storm Surge 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, P-Surge, 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 storms 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.

**Emergency Preparedness Committee  
Hurricane/Tropical Storm Preparation Checklist**

<b>Triggering Event</b>	<b>Actions</b>		<b>Responsible Department</b>
<b>Standby Alert</b>	<b>Status</b>		
	<input type="checkbox"/>	Assess approaching storm & determine level of impact on Nicholls	Emergency Preparedness Committee
	<input type="checkbox"/>	Include possible accommodations needed by persons with disabilities	All Departments
	<input type="checkbox"/>	Notify Staff/Faculty/Students of standby alert status	All Departments
	<input type="checkbox"/>	Review Hurricane Emergency Plan on Nicholls website	All Departments
	<input type="checkbox"/>	Verify contact numbers	All Departments
	<input type="checkbox"/>	Backup equipment inspected	Information Technology
	<input type="checkbox"/>	Begin standby alert procedures as per plan	Housing Operation/Residence Life
	<input type="checkbox"/>	Preposition Team update	Physical Plant Operations
	<input type="checkbox"/>	Early facility storm preparations	Physical Plant Operations
	<input type="checkbox"/>	Begin standby alert procedures as per plan	University Police
	<input type="checkbox"/>	Communicate updated emergency status to campus, community and media	Marketing & Communications
	<input type="checkbox"/>	Review upcoming event reservations	Student Union/Continuing Ed
<b>Phase I</b>			
	<input type="checkbox"/>	Assess approaching storm & determine level of impact on Nicholls	Emergency Preparedness Committee
	<input type="checkbox"/>	Review status of action items in Standby Alert Phase not completed	Emergency Preparedness Committee/All Departments
	<input type="checkbox"/>	Review Phase I activity	Emergency Preparedness Committee
	<input type="checkbox"/>	Review of possible issues with executing the plan	University President



	<input type="checkbox"/>	Notify the Mayor and Parish Presidents of status of Nicholls	University President
	<input type="checkbox"/>	Review and approve press release	University President
	<input type="checkbox"/>	Report campus status to UL System's Office	University President
	<input type="checkbox"/>	Backup computer files from hard drives	All Departments
	<input type="checkbox"/>	Notify staff/faculty/students of updated status	All Departments
	<input type="checkbox"/>	Inspect Roofs/Gutters/Remove debris	Physical Plant Maintenance
	<input type="checkbox"/>	Fill portable fuel tanks	Physical Plant Maintenance/Grounds
	<input type="checkbox"/>	Top off permanent fuel tanks Diesel/Gasoline	Physical Plant Maintenance
	<input type="checkbox"/>	Inspect all generators	Physical Plant Maintenance
	<input type="checkbox"/>	Check emergency supplies/equipment	Physical Plant Maintenance/Grounds
	<input type="checkbox"/>	Trim Trees off buildings	Physical Plant Grounds
	<input type="checkbox"/>	Remove debris from campus	Physical Plant Grounds
	<input type="checkbox"/>	Notify contractor working at campus of current status	Physical Plant Project Manager
	<input type="checkbox"/>	Backup copies of mission critical services	Information Technology
	<input type="checkbox"/>	Alert all Deans/dept. heads of potential storm threat	Academic Affairs
	<input type="checkbox"/>	Collect information on special experiments/ongoing academic activities	Academic Affairs
	<input type="checkbox"/>	Assure Learning Management sites (LMS) are prepared	Academic Affairs
	<input type="checkbox"/>	Check status of equipment/research/animals	Academic Affairs
	<input type="checkbox"/>	Post emergency message to students	Academic Affairs
	<input type="checkbox"/>	Begin full implementation of Phase I as per emergency plan	Auxiliary Services Student Union/Cont. Ed/Housing Residence Life/Evacuation Shelter

	<input type="checkbox"/>	Food Service Call	Student Union
	<input type="checkbox"/>	Conference Call with Auxiliary Units	Auxiliary Services
	<input type="checkbox"/>	Begin securing the Duhe' building	Continuing Ed.
	<input type="checkbox"/>	Prepare updated statement to release to campus, community and media	Marketing & Communications
	<input type="checkbox"/>	Release press release after University President approval	Marketing & Communications
	<input type="checkbox"/>	Recall of officers/staff to report within a two hour notice	University Police
	<input type="checkbox"/>	Begin Phase I procedure as per emergency plan	University Police
	<input type="checkbox"/>	Notify Host school of possible evacuation	Student Affairs
	<input type="checkbox"/>	Payroll processing placed on a fast track	Finance Department
<b>Phase II</b>			
	<input type="checkbox"/>	Assess approaching storm & determine level of impact on Nicholls	Emergency Preparedness Committee
	<input type="checkbox"/>	Review status of action items in Phase I not completed	Emergency Preparedness Committee/All departments
	<input type="checkbox"/>	Review Phase II activity	Emergency Preparedness Committee
	<input type="checkbox"/>	Inform staff/faculty of upgraded status	All departments
	<input type="checkbox"/>	Inform Mayor/local Parish Presidents/ULS office of status	University President
	<input type="checkbox"/>	Review/approve press release/social media	University President
	<input type="checkbox"/>	Contact LA. Tech. President to advise evacuation of students may be necessary	University President
	<input type="checkbox"/>	Continue to prepare university for approaching storm as per phase II emergency plan	Physical Plant Maintenance/Grounds

	<input type="checkbox"/>	Determine evacuation site for pre-position team if needed	Physical Plant
	<input type="checkbox"/>	Information Technology sends backup copies of mission critical server to DR site in Ellender Library	Information Technology
	<input type="checkbox"/>	Alert Deans & department heads on updated storm status	Academic Affairs
	<input type="checkbox"/>	Alert students on updated status/advising to begin checking university website/emails/& the LMS for further instructions	Academic Affairs
	<input type="checkbox"/>	Request updates to the LMS & Nicholls On-line website conveying status update	Academic Affairs
	<input type="checkbox"/>	Begin obtaining materials needed to secure university equipment in the event of a closure	All departments
	<input type="checkbox"/>	Discuss and cancel any reservations as deemed appropriate for the event/travel/etc.	All departments
	<input type="checkbox"/>	Begin preparing initial list of students needing evacuation site LA Tech./Nicholls Student Union	Auxiliary Services Residence Life/Housing Operations
	<input type="checkbox"/>	Begin staging preparations for Nicholls Student Union	Auxiliary Services Student Union
	<input type="checkbox"/>	Food Services placed on standby	Auxiliary Services Student Union
	<input type="checkbox"/>	Staff schedules determined for sheltering needs	Auxiliary Services Residence Life & Housing/Student Union/Sodexo Services
	<input type="checkbox"/>	Conference call with all Auxiliary Services	Auxiliary Services
	<input type="checkbox"/>	Update emergency status and communicate to campus, community and media upon president approval	Marketing & Communications

	<input type="checkbox"/>	Respond to all media request	Marketing & Communications
	<input type="checkbox"/>	Begin preparations to secure University property upon Presidents decision to close	University Police
	<input type="checkbox"/>	Begin Phase II procedures as per the emergency plan	University Police
	<input type="checkbox"/>	Prepare first aid kits for student shelter or evacuation	University Health Services
<b>Phase III</b>			
	<input type="checkbox"/>	Assess approaching storm & determine level of impact on Nicholls	Emergency Preparedness Committee
	<input type="checkbox"/>	Review status of action items in Phase II not completed	Emergency Preparedness Committee/All departments
	<input type="checkbox"/>	Review Phase III activity	Emergency Preparedness Committee
	<input type="checkbox"/>	Inform staff/faculty of upgraded status	All departments
	<input type="checkbox"/>	Discussion on University closure	Emergency Preparedness Committee/University President
	<input type="checkbox"/>	Coordinate update status with the Governor's Office/Homeland Security	University President
	<input type="checkbox"/>	Inform Mayor/local Parish Presidents/ULS office of status	University President
	<input type="checkbox"/>	Review/approve press release/social media	University President
	<input type="checkbox"/>	Begin Campus "Lock Down"/secure campus buildings & grounds	Physical Plant Maintenance/Grounds
	<input type="checkbox"/>	Move vehicles to assigned parking area	Physical Plant Maintenance/Grounds
	<input type="checkbox"/>	Pre-Position Team finalized preparation	Physical Plant Maintenance/Grounds/Safety
	<input type="checkbox"/>	Establish Emergency P-Card Usage	Purchasing/Finance Department
	<input type="checkbox"/>	Suspend all other P-Cards	Purchasing/Finance Department
	<input type="checkbox"/>	Prepare to expedite payroll if needed	Controller's Office

	<input type="checkbox"/>	Mission critical server backup copies sent to DR site in Ellender Library	Information Technology
	<input type="checkbox"/>	System shutdown implemented as per President Cabinet	Information Technology
	<input type="checkbox"/>	Alert Faculty/Staff and Students that the University has moved to Phase III	Academic Affairs/All departments
	<input type="checkbox"/>	Deans to email finalized list of staff designated to return to campus in phase IV	Academic Affairs
	<input type="checkbox"/>	Coordinate evacuation status with University Police	Auxiliary Services
	<input type="checkbox"/>	Prepare road trip food if needed	Auxiliary Services/Student Union/Sodexo
	<input type="checkbox"/>	Confirm needs of pre-position team	Auxiliary Services/Student Union/Sodexo
	<input type="checkbox"/>	Residence Life/Housing staff prepare for evacuation of students as per emergency plan	Auxiliary Services Residence Life/Housing Operations
	<input type="checkbox"/>	Prepare updated statement to release to campus, community and media upon university president review	Marketing & Communications
	<input type="checkbox"/>	Faculty/Staff complete final backup of computer work/files	All departments
	<input type="checkbox"/>	Secure all university equipment	All departments
	<input type="checkbox"/>	Move all computers and equipment from windows and cover with plastic	All departments
	<input type="checkbox"/>	All areas subject to flooding shall remove files from lower cabinets and place equipment off floor	All departments
	<input type="checkbox"/>	Secure all documents	All departments
	<input type="checkbox"/>	Discuss with employees their personal emergency plans/confirm contact information	All departments

	<input type="checkbox"/>	Unplug electrical equipment with the exception of phones	All departments
	<input type="checkbox"/>	Remind faculty/staff to check official university website for updated information	All departments
	<input type="checkbox"/>	Begin Phase III Evacuation/Route & Staging procedure as per the emergency plan	University Police
	<input type="checkbox"/>	Secure University after closure	University Police

This checklist is only a guide to assist the emergency preparedness team during an approaching tropical event. Please refer to the Nicholls State University Hurricane Emergency Plan for departmental plans. Phase IV and V deal with mitigating damages and returning to campus after the storm has passed and has not been added to this checklist.

## **ACADEMIC AFFAIRS, OFFICE of HURRICANE EMERGENCY PLAN**

Academic Affairs is comprised of the following academic and service units: College of Arts and Sciences, College of Business, College of Education, College of Nursing and Allied Health, University College, Nicholls Online and Center for the Advancement of Faculty Engagement, Records and Registration, Graduate Studies, and Ellender Memorial Library. All academic colleges and departments will utilize the following plan; additional plans will be added for each college and/or department as needed to meet specific needs of the college and/or department.

### **Phase I**

The office of Academic Affairs will

1. Alert all Deans and Department Heads about the potential threat of a storm and they will be asked to:
  - a. collect information regarding special events (symposiums, lectures, plays, etc.) on campus that might be affected by the storm.
  - b. collect information about ongoing academic activities (lab experiments, etc.) outside of scheduled classes that might be impacted by the storm.
  - c. begin planning means to deal with the above-mentioned problems – including a list of contacts that will need to be notified of actions taken.
  - d. begin backup of essential data
  - e. update contact information sheets to include all phone numbers that may be used as possible points of contact after the storm
  - f. monitor progress of faculty in updating learning management system (LMS) sites
2. Alert faculty about the potential threat of a storm and direct faculty to assure their LMS sites are prepared for off campus learning in the event of an extended closure
3. Alert students about the potential threat of a storm and direct them to view the campus web site for additional storm alerts and directions and to regularly check their email and LMS site for further directions from instructors
4. Direct the LMS and Nicholls ONLINE web masters to post a message to students alerting them about the potential threat of a storm and directing them to frequently check campus website, emails and LMS for further directions and updates

## Phase II

The office of Academic Affairs will

1. Alert all Deans and Department Heads to the more immediate threat of the storm and direct them to
  - a. complete activities designated in Phase I
  - b. implement Phase II preparations relevant to their units beyond preparations listed herein
  - c. designate staff responsible for reporting back to campus in Phase IV to assess and mitigate damage
2. Alert students to the more immediate threat of the storm and direct them to more frequently check the official university website, email and the LMS for further instructions.
3. Request updates to the LMS and Nicholls Online websites conveying the university has entered Phase II and students must frequently check websites and email.
4. Alert faculty and staff to the more immediate threat of the storm and
  - a. direct them to obtain materials needed to secure university equipment (computers, lab apparatus, etc.) in event of campus closure
  - b. remind them that no one is to remain in academic buildings if and when the university officially closes and disseminate information regarding available shelters on campus,
  - c. discuss and cancel any reservations as deemed appropriate for events, travel, vehicles and/or hotels; send emails to affected parties informing them of cancellations/reschedule
  - d. discuss their plans for the storm with their immediate supervisors
5. In addition faculty will be directed to:
  - a. accommodate the academic needs of students who must help families with preparations and/or evacuate with families before the University announces any suspension of classes
  - b. inform students how course information for their courses will be provided (LMS, email, etc.) for those who may not be able to attend classes before or after the storm
  - c. complete preparations for continued delivery of classes via the LMS in the event of an extended closure
  - d. communicate to student's timelines for Phase IV – that is, if the campus opens within one week of storm passing classes will begin on the day the campus opens. If the campus is closed for more than five working days, classes will resume online through the LMS on the sixth day with accommodations for students as needed.



### **Phase III**

The Office of Academic Affairs will

1. Alert faculty, staff and students that the university has moved to Phase III status and check communication for time of closure
2. Direct Deans to email finalized list of staff designated to return to campus in Phase IV for assessment of damage
3. Distribute via email the finalized contact list for use after the storm
4. Update faculty and staff on availability of campus shelters and remind them that they **MUST** leave campus unless there is a designated shelter
5. Direct faculty and staff to:
  - a. complete final backup of computer work and take the external drive with them
  - b. secure documents in filing cabinets
  - c. forward phone calls and place notices where appropriate to convey campus closure and cancellation of classes and/or events (phone message, email response, etc.)
  - d. confirm via email cancellation of any events
  - e. unplug electrical equipment
  - f. cover computers with plastic bags and place away from windows
  - g. remove items from any refrigerators for which you are responsible
  - h. take personal items home
  - i. advise student employees that they are released from their work duties

### **Phase IV**

1. After the storm has passed, academic deans are expected to contact the Chief Academic Officer to indicate how they can be reached for further instructions. If unable to make such contact, the Nicholls Help Line may be used to inform the Chief Academic Officer regarding their current location and possible date of return to the campus.
2. As soon as officials determine that it is safe to return to the campus, and they are able to do so, academic deans and department heads are expected to begin contacting faculty and staff members to determine their location, condition, special needs/accommodations and possible time of return to work.
3. Designated staff 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.
4. Plans will be developed to relocate classes if classrooms in certain buildings have been damaged or are otherwise no longer available.

5. Once it has been determined that classes will resume, faculty members will be requested to post special instructions on the LMS, or other electronic means, to students in each of their classes.
6. If it is determined that campus will resume operations within one week of storms end, classes will resume upon commencement of operations.
7. If it is determined that campus will be closed for more than five working days after storms end, faculty should develop and communicate plans to resume classes via the LMS by the start of the sixth working day (for face to face, online and hybrid classes). If possible (dependent upon restoration of electricity to the area), classes should resume online on the sixth working day of closure with knowledge that different students will need varied accommodations in meeting class requirements. Faculty should attempt to make personal contact via the LMS or email or phone call or text by the end of the week in which classes commence online and keep a record of these contacts. Faculty should attempt to adhere to this timeline for resuming classes and contacting students although adjustments may be made if the campus enters into Phase V.

## **Phase V**

1. Should the storm have come through and caused major damage on the campus, the Chief Academic Officer will contact deans with further instructions beyond those outlined in Phase IV. Once they have been contacted, academic deans will attempt to contact their respective department heads via cell phones, or other means for further instructions.
2. The Chief Academic Officer will meet with Academic Deans to develop schedules and guidelines for continuation of classes through electronic means.

**PLANS SPECIFIC TO ACADEMIC UNITS** – All departments and units of Academic Affairs will follow and adhere to the policies and procedures established in the Hurricane Emergency Plan developed by the Office of Academic Affairs IN ADDITION to the following actions specified by each unit:

## **SCIENCE and TECHNOLOGY, COLLEGE OF**

The College of Science and Technology is comprised of the following academic and service units and facilities:

- Department of Applied Sciences
- Department of Biological Sciences
- Department of Mathematics
- Department of Physical Sciences
- Department of Petroleum Engineering Technology and Safety Management
- Chauvin Sculpture Gardens (Chauvin, Terrebonne Parish, Louisiana)
- University Farm (Thibodaux, Louisiana), under oversight of Biological Sciences
- Department of Allied Health

### **Special Preparations Relevant to College of Science and Technology Departments/Units/ Facilities**

#### **DEPARTMENT OF ALLIED HEALTH**

1. Empty refrigerators in Dietetics lab in Gouaux Hall of all food items.

#### **DEPARTMENT OF APPLIED SCIENCES**

None Required:

#### **BIOLOGICAL SCIENCES**

Department head and the departmental safety officer will direct faculty and staff to:

1. Place towels under refrigerators and leave refrigerator doors open;
2. Ensure critical electronic equipment is plugged into receptacles connected to the emergency backup generator.
3. Ensure the greenhouse is secured and that items outside of Gouaux Hall do not pose a threat in tropical winds.
4. Ensure all departmental boat and truck fuel tanks are filled.
5. Ensure that all animals have necessary water and food to survive a week.
6. Authorized personnel will secure facilities as needed to ensure live animals are properly cared for.

#### **CHAUVIN SCULPTURE GARDEN**

The designated Coordinator of the Chauvin Sculpture Garden will be responsible for the preparation of the garden.

- Equipment and supplies that are kept in the fenced area behind the studio must be moved inside.
- Small artwork in the garden and the studio yard must be moved inside.

- The computer hard drive must be moved onto the desk, and the computer must be turned off and unplugged.
- The air conditioner must be turned off.
- The main breaker in the circuit box must be turned off.

### **NICHOLLS FARM (operated by Biological Sciences)**

Department head and the departmental safety officer, and the farm use coordinator will direct faculty and staff to:

- Move items away from windows in the Office Building and Sugar Lab;
- Ensure the greenhouses are secured and that all loose items outside are stored in a secure place.
- Ensure all equipment is secured
- Ensure all tractor and mower fuel tanks are filled.
- Ensure that all animals have necessary water, and food to survive a week.

### **DEPARTMENT of PETROLEUM ENGINEERING TECHNOLOGY and SAFETY MANAGEMENT**

None Required:

### **DEPARTMENT OF PHYSICAL SCIENCES**

Phase 1

The NMR coordinators and the department head shall be responsible for ordering a reserve supply of cryogenics, if needed, before an impending storm in case supplies should be interrupted afterwards. The department head will be responsible for seeing that this is carried out.

Phase II

1. Shut off running water, gas, and other services that may prove harmful if interrupted.
2. The NMR coordinators and the department head shall be responsible for shutting down the NMR Spectrometer. In addition, they will be responsible for ordering a reserve supply of cryogenics before an impending storm in case supplies should be interrupted afterwards. The department safety officer is also familiar with the fill procedure for cryogenics.

*This is a critical and costly item of equipment. Replacement would cost well in excess of \$200,000. Repair costs are also high. Disorderly shut down of this instrument due to power failure could cause serious damage.*

### **BUSINESS ADMINISTRATION, COLLEGE OF**

The College of Business Administration is comprised of the following academic and service units and facilities:

- Department of Accounting & Finance

- Department of CIS & Business Administration
- Department of Management & Marketing

None required

## **EDUCATION & BEHAVIORAL SCIENCES, COLLEGE OF**

The College of Education is comprised of the following academic and service units across campus:

- Teacher Education;
- Psychology, Counseling and Family Studies;
- Louisiana Center for Dyslexia and Related Learning Disorders;
- Family Service Center / Resource Center (101 Afton Drive)
- Little Colonels Academy

## **Special Preparations Relevant to College of Education**

### **PSYCHOLOGY, COUNSELING AND FAMILY STUDIES**

- Faculty and Lab Managers will be responsible for inspecting and securing lab equipment. In the event live animals are in residence, appropriate procedures will be taken, consistent with IACUC policy, to manage the colony.
- Faculty, Counselor Training Clinic managers and student counselors should be prepared to cease clinic operations, secure confidential records, and make appropriate arrangements with active clients.

### **DYSLEXIA CENTER**

1. Staff will keep up to date account of all clients, scheduled appointments and tutors.
2. Clients who are scheduled for appointments during the week following the hurricane will be contacted and advised to stay tuned to local television and / or radio or check the university's website for updates on university closure/re-opening dates.
3. After-school tutors will be advised to follow the re-opening schedules of the school systems in the areas where they are located (Terrebonne, Lafourche, St. Mary)

### **FAMILY SERVICE CENTER**

Staff should be prepared to cease clinic operations, secure confidential records, and make appropriate arrangements with active clients.

### **ELLENDER MEMORIAL LIBRARY**

Ellender Memorial Library is comprised of the following units located within the Library building:

- Archives and Special Collections (1<sup>st</sup> floor)
- Technical Services (1<sup>st</sup> floor)

- Access Services (2<sup>nd</sup> floor)
- Government Information (3<sup>rd</sup> floor)
- Serials and Electronic Resources (3<sup>rd</sup> floor)

After a Tier 2 evaluation of the Ellender Memorial Library, the Library staff will be notified of any damage to the building and/or collections. The Library Disaster Committee will coordinate any rescue efforts of damaged collections. The Library may use the Bowie Room, in the Student Union, to temporarily store/stage for the recovery of any damaged archival or library 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 the Archives staff and the chair of the Library Disaster Committee. The Archivist will contact maintenance to have the door lock on the Bowie Room changed to insure security of the materials.

### **Special Preparations Relevant to Little Colonels Academy**

#### **Little Colonels Academy**

1. Faculty and Staff of LCA will move all cribs and personal belongings to high ground when possible.
2. The LCA Director will contact the Assistant Director and all teachers. The Assistant Director will contact all student workers. Teachers will contact the families whose children are in his/her classroom.
  - Families will be contacted via telephone using the emergency Master Cards each teacher keeps with him/her at all times.
  - Additionally, everyone will be contacted via [www.remind.com](http://www.remind.com) by the Director.

### **JOHN FOLSE CULINARY INSTITUTE**

1. Any loose items (racks, carts, mops, brooms, etc.) located outside Ledet Hall will be moved into the building.
2. Assess class needs to minimize the ordering of food that may not be used in the event that classes are cancelled. Purveyors will be contacted and advised that cancellations of orders are possible within 24 hours.
3. Contact purveyors to cancel of any outstanding orders.

### **LIBERAL ARTS, COLLEGE OF DEPARTMENT OF ART**

#### **Danos Theater**

1. All resident departments move all equipment from theater
2. Remove LED/Intelligent lights off electrics and store in the control booth

3. Empty stage rack draw (stage right) and move all equipment to the top of the sound cabinet (stage right)
4. Move all ticket and ADA equipment from ticket booth and store in Control Room
5. Wheel chair lifts taken up to higher levels and batteries disconnected
6. Both Grand Pianos stored in piano room (leave plugged in)
7. Electrics brought in 10 ft. (use hurricane rigging saved on a jump drive located in the key lock box)
8. Bring down rigging orchestra shell
9. Unplug all lights from electrics (lights on stage and catwalk)
10. Put orchestra shells in assigned storage place (upstage right)
11. Pull down all curtains and store in curtain hamper cart. Move cart into the freight elevator and put on second floor
12. Back up rigging and light board on jump drives. (2 jump drives to be located with the TD and store one in the lockbox with extra key in TD's office)
13. Shut off dimmer and relay breakers in panel room and fly loft
14. Bring Fire curtain down
15. Shut sound breakers off

#### **DEPARTMENT OF GOVERNMENT & SOCIAL SCIENCES**

None Required:

#### **DEPARTMENT OF HISTORY AND GEOGRAPHY**

None Required:

#### **DEPARTMENT OF LANGUAGES AND LITERATURE**

None Required:

#### **DEPARTMENT OF MASS COMMUNICATION**

None Required:

#### **DEPARTMENT OF MATHEMATICS**

None Required:

#### **DEPARTMENT OF MUSIC**

None Required:

## **NICHOLLS ONLINE AND CENTER FOR ADVANCEMENT OF FACULTY ENGAGEMENT**

None required

## **NURSING, COLLEGE OF**

The College of Nursing is comprised of the following academic and service units and facilities across campus:

- Department of Nursing
- Continuing Education and Faculty Development

### **Special Preparations Relevant to College of Nursing**

#### **Department of Nursing**

1. Disassemble beds in all 5 nursing skills labs and lock up all supplies and equipment in storage closets allocated to each skills lab.
2. Cover all computerized equipment in simulation labs such as Sim Man, computer on wheels for electronic health recording, medication dispensing units, birthing simulator, etc.
3. Notify clinical affiliates of potential closure as necessary.
4. Empty refrigerator in faculty lounge on third floor Ayo of all food items.

#### **Continuing Education and Faculty Development**

1. Notify CNE speakers of university closure when applicable so travel arrangements can be cancelled and rescheduled for a later time.
2. Send electronic notification to CNE participants of cancellation and rescheduling of any CNE activity as applicable.

## **RECORDS AND REGISTRATION**

None Required

## **RESEARCH AND SPONSORED PROGRAMS**

None Required

## **UNIVERSITY COLLEGE**



University College is comprised of the following academic and service units across campus:

- Department of Interdisciplinary Studies (Elkins Hall, Peltier Hall);
- Academic Advising Center (Elkins Hall);
- Academic Testing Center (Elkins Hall);
- Tutorial and Academic Enhancement Center (Peltier Hall);
- Transfer Student Resource Center (Elkins Hall);
- Honors Program (Elkins Hall)

### **Special Preparations Relevant to University College**

None Required

### **UNIVERSITY GRADUATE STUDIES**

None Required

# **ALUMNI AFFAIRS HURRICANE EMERGENCY PLAN**

## **Standby Alert**

- Alert staff of approaching storm
- Review preparations and plan with staff

## **Phase I**

- Meet with your supervisor to confirm telephone numbers and learn when you are expected to call your supervisor after the storm
- Keep staff and student employees informed of the status of our emergency plan

## **Phase II**

- Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet
- Back up computer hard drives. One copy will be backed up to the Information technology network, and the Director of Alumni Affairs will take one copy home.
- Unplug all computers, raise computers off of the floor and move them to the hallway
- Unplug all electrical equipment
- 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
- Close and lock (or secure with tape) all filing cabinets
- Cover telephone but do not unplug wire connection
- Bring in all signs, banners, etc.
- Once classes are canceled advise student employees that they are released from their work duties
- Take personal items home with you

## **Phase III**

- Close and lock all windows and doors
- Turn off air conditioning system upstairs and downstairs
- All non-essential personnel will be released from work

## **Phase IV**

- Department head will report to campus to assess any damages
- Employees should contact their supervisor within 24 hours of the storm passing to secure directions for action
- All employees should be prepared to report to work as soon as possible

## **Phase V**

- Once it is clear for employees to return, employees will be contacted by their supervisor and will be provided with return to work information

## **DEPARTMENT OF ATHLETICS**

### **Standby Alert:**

Notify staff of Standby Alert status.

Remind staff to review Hurricane Emergency Plan on Nicholls State University Website at <http://emergency.nicholls.edu/wp-content/uploads/emergency-hurricane-plan.pdf>.

Determine all Athletic workouts, practices, contests, and events on the schedule.

Seek input regarding any anticipated problems that might come up.

Check with sport administrators/head coaches and division leaders to discuss any approaching deadlines or critical items.

Verify emergency contact numbers of all coaches and staff members, including graduate assistants, interns, and student workers, in Department of Athletics.

### **Phase I**

Make sure that items listed in Standby Alert have been completed.

Backup computer files on hard drives. Copy files on to jump drive and employee should keep jump drive in their possession.

All critical reports / work should be in the final preparation phase to the extent possible.

Normal office functions need to be performed and handled in the event of department closure.

Discuss with sport administrators/head coaches and division leaders plans to potentially cancel, postpone, or alter timing of events.

Have head coaches update their student athletes.

### **Phase II**

Make sure that items listed in Standby Alert and Phase I have been completed.

Finalize plans for security of offices and facilities.

University equipment will be safeguarded as much as possible, and items should be placed in files and/or cabinets.

E-mail and phone message will be set, as necessary, notifying of office closure.

Electrical equipment should be unplugged and covered and moved to at least desk level.

Equipment should be moved away from windows.

Employees will remain on duty to finalize preparations for the closing of the department.

Discuss with staff and division leaders their plans for the storm as to whether they will stay in the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible.

Make decision on cancelling, postponing, or altering timing of contests or events.

### **Phase III**

Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed.

Discuss with staff on duty any pending or items not completed.

### **Phase IV**

Director of Athletics, along with staff if needed, will report to campus to assess any damage.

### **Phase V**

Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.

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.

## **BUDGET OFFICE HURRICANE EMERGENCY PLAN**

Standby Alert:

1. Notify staff of Standby Alert Status
2. Remind staff to review Hurricane Emergency Plan on NSU Website
3. Seek input from staff regarding any anticipated problems that may arise
4. Verify emergency contact numbers of all staff members

Phase I

1. Make sure that items listed in Standby Alert have been completed
2. Backup computer files on hard drives

Phase II

1. Make sure that items listed in Standby Alert and Phase I have been completed
2. Finalize plans for office security
3. University equipment will be safeguarded as much as possible
4. Electrical equipment should be unplugged and covered
5. Discuss with employees their plans for the storm as to whether they will stay in the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible.
6. Forward all phone calls and set appropriate voicemail message on office phones
7. All documents should be secured in filing cabinets and locked

### Phase III

1. Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed
2. Discuss with employees on duty any pending or items not completed
3. Assign staff to report to office to assess office damage at an assigned time when it is safe to report back to campus
4. Assign staff to report back to campus to finalize any projects

### Phase IV

1. Designated staff member will report to campus to assess any damage

### Phase V

2. Employees that need to return will be contacted and given information as to when they can return to perform needed tasks

## **CAREER SERVICES**

### **Phase 1.**

1. Meet with all staff to discuss upcoming evacuation issues and concerns
2. Review Hurricane Evacuation Plans – update as needed
3. Update contact information as needed
4. Post information related to 1 – 4 on Student Services Blackboard page.

### **Phase 2.**

1. Begin office closure
2. Meet with staff to review office closure procedures
3. Have everyone backup documents on USB and take USB with them
4. Unplug all office machines and other electrical items including but not limited to:
  - 4.1. Computers
  - 4.2. Fax machines
  - 4.3. Photo copiers
  - 4.4. Printers
  - 4.5. Free standing lights or lamps
  - 4.6. Kitchen appliances
  - 4.7. Refrigerator
  - 4.8. Phone and appliance chargers
  - 4.9. Adding machines
  - 4.10 Televisions
5. Cover all computers, printers, phones, etc. with plastic and place in: off-the-floor/away from window spot

6. All laptops must be secured in their carrying case, covered with plastic, and placed in file room
7. Change message on telephone voice mail and email if evacuation is necessary and you are still in the office.
8. To be able to check your voice mail from off campus dial 449-7000 and follow the instructions.
9. Make sure that your contact information including cell phone number and a current copy of your personal evacuation plan is posted on Bb.
10. Review and implement all steps on Nicholls State University "To prepare your work area when a storm threatens" list (copy attached to this plan).
11. Lock all doors and front door, close all window blinds, turn off lights, and leave building.
12. Evacuate the area as per your family's plans or when mandated by the parish and return safely.

#### **Phase 4.**

##### **Return to campus**

Where possible, check Nicholls web site and Student Services Bb page for updates

1. Contact all staff that has not return to determine return date
2. Uncover and inspect all office equipment
3. Check phones, voicemail, and computer email
4. Check ceilings in all rooms and closets for leak damage
5. Check windows for window damage
6. Document and date all damage to suite facility or equipment on letterhead paper—signature of staff completing documentation is required
7. Return all documentation to Kristie for appropriate filing and claims to the University
8. Hold a Staff meeting to review damages or other issues and concerns upon returning to campus.

## **CONTINUING EDUCATION**

## **Standby Alert**

- Notify staff of Standby Alert Status
- Review preparations and plan with staff
- Seek input from staff regarding any anticipated problems that may arise
- Remind staff to review Hurricane Emergency Plan on Nicholls Website
- Check calendar for programs or events that may be impacted
- Verify emergency contact numbers of all staff members, including student employees

## **Phase I**

- Make sure that items listed in Standby Alert have been completed
- Backup all files on computer hard drives. Copy files on to jump drives, staff members should keep jump drives in their possession
- Meet with staff to discuss upcoming evacuation issues and concerns, confirm telephone numbers and decide when staff members will be expected to call supervisors after the storm
- Review Hurricane Evacuation Plans – update as needed
- Normal office functions need to be performed and handled in the event of office closure.
- Keep staff and student employees informed of the status of our emergency plan

## **Phase II**

- Make sure that items listed in Standby Alert and Phase I have been completed
- Finalize plans for office security
- Notify all customers and instructors affected by canceled programs and events and place notices on the Continuing Education website
- Computers and electrical equipment should be unplugged, raised off the floor if possible, covered and moved away from windows
- Cover telephones but do not unplug wire connection
- Empty refrigerator of all contents and unplug, leaving doors open
- All critical documents should be secured in filing cabinets and locked
- Set appropriate voicemail and email messages on office phones, notifying of office closure
- Discuss with employees their plans for the storm as to whether they will stay in the area or will they evacuate
- Evacuate the area as per your family's plans or when mandated by the parish and return safely.

## **Phase III**

- Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed
- Discuss with employees on duty any items not completed
- Assign staff to report to office to assess office damage at an assigned time when it is safe to report back to campus

## **Phase IV**

- Designated staff member will report to campus to assess any damage
- Uncover and inspect all office equipment
- Check phones, voicemail, and computer email
- Check ceilings in all rooms and closets for leak damage
- Check windows for window damage
- Document all damage to facility or equipment
- Employees should contact their supervisor within 24 hours of the storm passing to secure directions for action
- All employees should be prepared to report to work as soon as possible

## **Phase V**

- Employees that need to return will be contacted and given information as to when they can return to perform needed tasks
- 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

## **CONTROLLER'S OFFICE HURRICANE EMERGENCY PLAN**

### **Standby Alert:**

1. Notify staff of Standby Alert status
2. Remind staff to review Hurricane Emergency Plan on NSU Website
3. Seek input regarding any anticipated problems that might come up
4. Check any approaching deadlines for critical reports or payments
5. Note any payroll dates that could be affected
6. Note Registration deadlines
7. Verify emergency contact numbers of all staff members, including student workers

### **Phase I**



1. Make sure that items listed in Standby Alert have been completed
2. Backup computer files on hard drives Copy files on to jump drive and employee should keep jump drive in their possession
3. All critical reports should be in the final preparation phase to the extent possible
4. Payroll processing needs to be put on a fast track to avoid any delays
5. Normal office functions need to be performed and handled in the same manner as month end processing in the event of office closure

## **Phase II**

1. Make sure that items listed in Standby Alert and Phase I have been completed
2. Finalize plans for office security
3. University equipment will be safeguarded as much as possible
4. Electrical equipment should be unplugged and covered
5. Email should be set as necessary notifying of office closure
6. Equipment should be moved away from windows
7. Employees whose functions are not related to the preparation of payroll check issuance, and deposits will be the first to be released from their work stations All other employees, as well as supervisory and administrative staff will remain on duty to finalize preparations for the closing of the office
8. Discuss with employees their plans for the storm as to whether they will stay in the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible
9. Forward phone calls and set up appropriate voice mail message on office phones

## **Phase III**

1. Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed
2. Discuss with employees on duty any pending or items not completed.
3. Assign staff to report to office to assess office damage at an assigned time when it is safe to report back to campus
4. Assign staff to report back to campus to finalize any payroll issues, if any

## **Phase IV**

1. Department head will report to campus to assess any damage.
2. If there are payroll or other issues that need to be addressed, determine when safe time for employees to return.

## **Phase V**

1. Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.

2. 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

## **DISABILITY SERVICES AND CRISIS MANAGEMENT HURRICANE EMERGENCY PLAN**

### **Phase 1: Preparation**

1. Meet with all staff to discuss upcoming evacuation issues and concerns.
2. Review Hurricane Evacuation Plans – update as needed.
3. Update contact information as needed.

### **Phase 2: Office Closure**

1. Meet with staff to review evacuation plans and office closure procedures.
2. Back-up administrative computers on a USB drive and take with you.
3. Unplug all office machines including but not limited to:
  - Computers
  - Fax machines
  - Photo copiers
  - Printers
4. The refrigerator should be cleaned out and unplugged.
5. The ceiling may leak so cover with plastic.
6. All laptops must be secured in their carrying case, covered with plastic, and placed in the storage room on a shelf.
7. All televisions must be unplugged and covered with plastic.
8. Change message on telephone voice mail and email if evacuation is necessary and you are still in the office.
9. To be able to check your voice mail from off campus dial 449-7000 and follow the instructions.
10. Make sure Director has your contact information including cell phone number and a current copy of your personal evacuation plan.
11. Review and implement all steps on Nicholls State University “To prepare your work area when a storm threatens” list (copy attached to this plan).
12. Lock all doors, turn off lights and air conditioner.
13. Evacuate the area when mandated by the parish and return safely.

### **Phase 4: Return to campus**

1. Contact all staff that has not returned to determine return date.
2. Uncover and inspect all office equipment.
3. Check ceilings in all rooms and closets for water damage.
4. Document and date all damage.
5. Return all documentation to Director for appropriate filing and claims to the University.
6. Hold a Staff meeting to review damages or other issues and concerns upon returning to campus.

# ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT HURRICANE EMERGENCY PLAN

## **Stand-by Alert:**

1. Notify staff of Stand-by Alert status
2. Review Hurricane Emergency Plan with staff
3. Verify emergency contact numbers of all staff members

## **Phase I:**

1. Ensure all items in Stand-by Alert have been completed
2. Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor
3. Survey the area in and around the department building. Note any items that may cause problems in high winds and could end up as projectiles
4. Identify hazardous chemicals located inside of the haz-mat facility that are reactive to water

## **Phase II:**

1. Ensure all items in Stand-by Alert and Phase I have been completed
2. Protect valuable files and documents. Move files and equipment away from windows and doors
3. Close and secure filing cabinets
4. Back up computer files. Make two copies on disc. One copy to remain in a secure area in the director's office, the 2<sup>nd</sup> along with the lap-top computer to be taken offsite with the Director of EH&S
5. Unplug computers, printers and all other electrical equipment
6. Wrap computers and printers in plastic garbage bags, place in storage room
7. Empty all refrigerators of food and other items that will spoil. Dispose of those materials in a dumpster located outside of the building
8. Fuel EH&S vehicle
9. Use plastic waterproof containers to over pack reactive chemicals
10. Remove equipment, chemicals, waste and supplies from the floor in area that may flood
11. Arrange with University Health Services to provide first aid supplies for pre-position team

**Phase III:**

1. Ensure all items listed in Stand-by Alert, Phase I, and Phase II have been completed
2. Shut off all lights, unplug appliances/equipment, close and lock all doors
3. Place first aid supplies in EH&S vehicle. Supplies for pre-position team

**Phase IV:**

1. Conduct a survey of the EH&S building, report damages to Physical Plant
2. Survey hazardous material storage facility. If damage is noted, all materials to be handled in accordance with manufactures requirements
3. Weather permitting, ensure proper ventilation of chemical storage

**Phase V:**

1. Department is part of the pre-position team and will immediately begin clean-up operations

# EVACUATION SHELTER

## OPERATIONAL GUIDELINES

### STAFFING:

Nicholls State University may designate that the Donald G. Bollinger Student Union be opened for a hurricane shelter for students, faculty and staff. If this action is taken, key personnel will be designated essential personnel and will be required to operate the shelter. That staffs and their duties include, but are not limited to the following:

#### **Director of Student Union – Shelter Manager**

- Will supervise the shelter operations.
- Recruit/assign supervisors and volunteers to perform needed duties while the shelter is in operation.
- Oversee shelter security.
- Arrange for communication needs (walkie-talkies, cell phones, etc.)
- Will have emergency contact information.
- Set-up shelter registration area and staff.
- Post shelter signage.
- Distribute shelter rules.
- Put colored wrist bands on registered guests by category (residence hall student, Brady Complex resident, students without meal privileges, faculty/staff without meal privileges).
- Prepare and provides a roster of shelter guests, by categories, to the food service staff so that they can track the number of meals eaten and can charge meals or costs to the appropriate I.D. card accounts after the shelter closes.
- Will coordinate and schedule all custodial staff.

#### **Housing Coordinator – Evening Manager (4:00 p.m. to 12:00 a.m.)**

- Helps with management duties during the evening hours.
- Will assign staff or volunteers to monitor student activities, shelter rules, registration areas, exits, or other duties as needed to operate the shelter.

#### **Associate Director of Housing for Residential Life / Assistant Director of Student Union and International Student Services – Daytime Managers (8:00 a.m. to 4:00 p.m.)**

- Help with management duties during the daytime hours.
- Will provide the Shelter Manager a listing of all residence hall students and Brady Complex Residents in advance of registration.
- Will survey the building for custodial needs and cleanliness throughout the shelter opening.
- Check to make sure that there is appropriate building supplies, flashlights, batteries, etc.
- Will assist the Shelter Manager with registration

- Check to make sure fans are secured in case the air conditioning should go out. The Student Union has two large fans and Maintenance has large fans as well. You will need fans in the cafeteria and ballroom areas. If possible, put one in the Plantation Suite.

**Assistant Director of Student Union for Student Activities – Night Manager (12:00 a.m. to 8:00 a.m.)**

- Helps with management duties during the night hours.
- Will take an inventory of all board and card games and implement a check-out system that will guarantee the return and condition of said items (using I.D.).
- Post appropriate signage and rules.
- If staffing and weather conditions allow, show movies in the LeBijou Theater. Post movie schedule.

**Food Service Director**

- Will ensure that the meal plan students, University staff, and cash customers are fed three times a day, provided an evening snack and have beverage service 24 hours per day.
- Is responsible for essential staffing, food and beverage supplies, and logging all meals by category for billing or recording purposes.
- Coordinate meal needs with other departments on campus, such as maintenance and University Police

**Health Services Nurse**

- Will provide emergency medical kit and supplies.

**University Police Officers**

- The University Police Chief will designate essential police personnel who will stay on campus during the storm so that they will be available if needed.
- One officer will be on duty at all times in the Student Union to enforce shelter rules and assist shelter management as needed.

**Designated Student Union Custodial and Building Staff**

- The Director of the Student Union will designate essential personnel and assign duties as needed to keep the shelter clean, neat, and sanitary.

**Designated Food Service Personnel**

- The Director of Food Service will designate essential personnel and assign duties as needed to provide meals and beverages as specified.

**Designated Residence Life Staff**

- The Associate Director of Housing for Residence Life will designate essential personnel, recruit volunteers as needed to monitor the students and other evacuees in the shelter.
- Will assist the Shelter Manager with staffing the shelter's registration and check-in/check-out area.

## PREPARING THE SHELTER:

1. Check to see that all shelter areas are set-up and ready to go. Shelter areas that should be designated and readied are:
    - Registration Area
    - Waiting Area for people waiting to register
    - TV Area for those wanting to tract the storm
    - On –Campus Residents Area
    - Faculty & Staff Area
    - Dining Area with meal times and menus posted
    - Student Union Entertainment
  2. Make sure that all signs are posted. Signage should include:
    - Registration Area
    - All shelter residents MUST register before entering the shelter area
    - Dining Area
    - Student Union Entertainment
    - First-Aid Station
    - Information Board
    - For Emergency Exit Only. Please exit through the registration area doors following shelter guidelines.
  3. Make sure that the registration forms, shelter rules, residence hall rosters, Brady Complex rosters, and check-in and check-out sheets are at the registration area and ready for use.
  4. Make sure that the colored wrist bands are at the registration site and that a chart of which color is assigned to each person entering the shelter.
  5. Make sure that registration area supplies are at the site. Those supplies include:

12 Pencils	1 Pad of Easel Paper
1 Box of Thumbtacks	2 Staplers
12 Ball Point Pens	2 Boxes of Paper Clips
2 Rolls of Masking Tape	1-3 Ring Binder with Tab Dividers
1 Package Rubber Bands	1 Manual Hold Punch
4 Blank-Lined Notebooks	1 Whistle
1 Pair of Scissors	2 Large Black Magic Markers
1 Pencil Sharpener	1 Box of Staples
24 File Folders	
1 Roll of Orange Tape for Traffic Control	
- Other:
- |                                  |                               |
|----------------------------------|-------------------------------|
| 2 Flashlight                     | Back-up Batteries             |
| 6 Battery Operated Lanterns      | Back-up Batteries             |
| 1 box of Safety Pins             |                               |
| Designated Communication Devices | Chargers or Back-up Batteries |
- Toiletries:
- 1 package disposable diapers

- 1 package antiseptic pre-moistened towelettes
- 1 box of sanitary napkins
- 2 boxes of facial tissue

6. Have all registration and building staffing assigned duties and ready to perform when the doors open. Have staff that can assign shelter areas and assist shelter residents as they complete registration.

#### **OPENING THE SHELTER:**

1. Only have one entrance to the shelter.
2. Have signage indicating that all shelter residents **MUST** be registered before being allowed into the shelter area.
3. Have a waiting space if registration line gets backed up.
4. All Nicholls State University must show a current I.D. Card to register.
5. Each family must register indicating all persons in the family unit.
6. Each family/resident should receive a shelter resident information form and the shelter rules. All residents, once registered, cannot leave the shelter until after the emergency is over and the University has posted permission to leave the site.
7. There should be a shelter log for reporting problems and resolutions.
8. Shelter resident volunteers should be identified.
9. All shelter residents need to be banded for identification purposes as they complete registration. The banding categories are:
  - a. White bands – Resident hall students with meal plan privileges
  - b. Orange bands – Brady Complex residents with meal plan privileges
  - c. Green bands – Faculty or staff without meal plan privileges.
  - d. Black bands – Students without meal plan privileges.
  - e. Bands need to be tight enough that they cannot be removed and given to someone else.
10. After registration, a shelter staff or volunteer will assign a shelter space for the individual/family.
11. Shelter registration will be before the hurricane, not after the hurricane has passed.
12. Students with special needs will be reasonably accommodated.

#### **OPERATING THE SHELTER:**

1. Maintain the shelter census. The University shelter will not allow registered residents to come and go during the emergency. After the University posts permission to leave the shelter, residents will have to log in and out until they officially leave the shelter.
2. Post sign(s) stating that “Quiet Time” begins at 10:00 p.m. and “Lights out” at 11:00 p.m.
3. The cafeteria must post meal hours, I.D. card requirement, cash meal prices, and menus in a prominent location near the cafeteria entrance.
4. The cafeteria staff is responsible for posting entrance signs, having the dining area designated, signage for bussing of tables, etc.



5. On-duty managers and assigned staff must routinely inspect shelter areas including bathrooms, kitchens, dining areas, recreational areas, and sleeping areas.
6. On-duty managers must ensure that the shelter is clean and that garbage is being emptied on a routine basis.
7. All shelter managers and staff should work with University Police to ensure that all shelter rules are being followed.
8. University Police and/or shelter staff should routinely inspect off limit areas as well. There could be a shelter resident that has criminal intent or is dangerous to others.
9. Have an announcement board area where residents can check for information updates.
10. Have recreational event times posted, such as movies, game room, or a listing of games available to check out. (If electricity remains on)
11. The student union needs to have a table where board games and cards can be checked out.
12. The student union can set-up televisions for students to play video games, but the area must be monitored and at some point the equipment must be put away and locked up. (If electricity remains on)
13. The student union can set-up an area with a TV and some tables and chairs for people wanting to watch storm news or play cards.
14. Shelter residents who have concerns or problems should see the on-duty shelter manager.
15. Students with special needs will be reasonably accommodated.

#### **CLOSING THE SHELTER:**

1. The shelter staff will alert the shelter occupants that the University has issued the okay for to close the shelter.
2. Residents must return all checked out equipment.
3. Residents must return clean up assigned space before leaving, dispose of all garbage, and take all belongings. The University will not be responsible for items left.
4. Residents must sign out that they are officially leaving the shelter area.
5. Student Union staff needs to do an immediate damage assessment of the building and note any such damages to the Facilities Office.
6. Students with special needs will be reasonably accommodated.

#### **SHELTER RULES:**

**Welcome** – We hope that your stay here will be as pleasant as possible under the circumstances. Please take a few minutes to read this sheet, as it contains important information that you will need to be familiar with while you are staying here.

**Registration** – All shelter occupants are required to check-in at the registration area. All shelter occupants will receive a wrist band to wear throughout their stay in the shelter. All occupants should carry their student ID or Driver’s License.

**Smoking** – You are not allowed to smoke, use matches, or use lighters inside the shelter.

**Personal Belongings** – You must take responsibility for your belongings. Keep valuables with you at all times. The University will not assume any responsibility for lost or stolen items.

**Pets** – We understand that your pets are very important to you. For health and safety reasons, we cannot allow pets in our shelter. It is your responsibility to make provisions for your pet(s) before entering the shelter. The only exception to this rule is service animals for people with disabilities.

**Children** – Parents are responsible for keeping track of and controlling the actions of their children. Please do not leave them unattended.

**Medical Problems or Injuries** – Notify our staff of any medical problems. All shelter occupants are responsible for bringing all prescription medicines.

**Alcohol, Drugs, and Weapons** – You are not allowed to possess alcohol, weapons, or illegal drugs in any part of the shelter or University property. Only University Police staff will be allowed to carry weapons.

**Volunteering to Help** – Shelter residents are encouraged to help in the shelter. There are many jobs that do not require special training. Please register at the registration desk.

**Telephones** – The shelter telephones are for official University business. Cell phones are allowed, but must be turned to the “vibrate” calling alert feature. Please remember that other people do not want to hear your conversation and please no telephone calls after the “Lights Out” has started. Charge your cell phone before checking into the shelter.

**Housekeeping** – Please keep your shelter area neat, clean and free of debris. Please pick-up after yourself.

**Meal Plan Students** – Residence hall students are entitled to three meals a day while in the shelter. Brady Complex residents may use their declining balance plan while at the shelter as well. The cafeteria staff will use the card swipe machines as long as the electricity is on. Should the electricity go off, the cafeteria staff will manually keep track of meals and will encode meals eaten after the electricity has come back on. Meal plan students must have their ID card to enter.

**Students Without Meal Plans and Other Shelter Occupants** – Students who do not have meal plan privileges and other shelter residents may dine in the cafeteria, but must

pay cash. All residents without meal plans are responsible for bringing their own food, water, and personal supplies.

**Special Diet Occupants** – Occupants requiring special diets must bring those items with them to the shelter.

**University Police** – There will be an University Police officer on duty throughout the duration of the shelter to assist with enforcing shelter rules and assisting the shelter manager where needed.

**Problems and Complaints** – Please direct all comments to the registration area who will alert the manager on duty.

**Check-Out** - All shelter occupants must sign their registration card stating that they are checking out of the shelter.

**Typical Shelter Supply List** – Listed below are those items that one should bring to an evacuation shelter site.

- A 3-day supply of water. Plan one gallon of water per person per day.
- Baby formula, diapers and other needs
- A 3-day supply of non-perishable food per person
- Manual can opener, paper plates, paper towels, plastic cups, and plastic ware (knives, forks, and spoons).
- A 3-day supply of medications
- Personal grooming and hygiene items
- Specialty items such as feminine supplies
- Extra pair of glasses
- Flash light with batteries
- Bedding: Pillow w pillowcase, sheets, blankets, sleeping bag, air mattress, lawn chair, etc.
- Books, magazines, playing cards, board games, puzzles, puzzle books, etc.
- Extra clothing, plus something to store dirty laundry in.
- Personal identification and important papers/documents. Students must bring their ID card.
- Wheelchair or walker, if needed
- Oxygen, if needed.

## **FINANCE & ADMINISTRATION, OFFICE of HURRICANE EMERGENCY PLAN**

### **Standby Alert:**

Notify staff of Standby Alert status.

Remind staff to review Hurricane Emergency Plan on NSU Website.

Seek input regarding any anticipated problems that might come up.

Check with department heads to discuss any approaching deadlines for critical items that might be due.

Verify emergency contact numbers of all staff members, including student workers in Finance and Administration Office.

Verify emergency contact numbers of Division department heads.

### **Phase I**

Make sure that items listed in Standby Alert have been completed.

Backup computer files on hard drives. Copy files on to jump drive and employee should keep jump drive in their possession.

All critical reports / work should be in the final preparation phase to the extent possible.

Normal office functions need to be performed and handled in the event of office closure.

### **Phase II**

Make sure that items listed in Standby Alert and Phase I have been completed.

Finalize plans for office security.

University equipment will be safeguarded as much as possible.

E-mail and phone message will be set, as necessary, notifying of office closure.

Electrical equipment should be unplugged and covered.

Equipment should be moved away from windows.

Employees will remain on duty to finalize preparations for the closing of the office.

Discuss with staff and department heads their plans for the storm as to whether they will stay in the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible.

### **Phase III**

Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed.

Discuss with staff on duty any pending or items not completed.

#### **Phase IV**

Vice President, along with staff if needed, will report to campus to assess any damage.

#### **Phase V**

Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.

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.

### **HOUSING OPERATIONS/RESIDENCE LIFE HURRICANE EMERGENCY PLAN**

This plan is reviewed and updated annually each summer and as needed. Additionally, after any tropical storms, hurricanes, or other emergencies, the Housing and Residence Life staff evaluates responses and updates this plan.

Each September, The Office of Housing and Residence Life distributes with the NSU and Louisiana Tech Shelter Coordinators via email, a listing of special accommodations needed in case of evacuation based on current residential needs and data. Additionally, any specific special transportation needs are distributed to the NSU Vice President of Student Affairs. These special accommodations notices will be revised once a “Standby Alert” is issued to ensure that any changes/revisions are included.

#### **Standby Alert:**

##### **REGARDING FACILITIES:**

1. Alert custodial staff of approaching storm.
  - a. Review expectations and availability
  - b. Confirm Custodian, Paraprofessional and Professional staff evacuation plans
  - c. Confirm Custodian, Paraprofessional and Professional staff return to work plans
  - d. HRs submit roster of RA and SA plans
  - e. Contact Students with ADA needs
  - f. Run report from StarRez of resident hurricane evacuation plans
2. Assess facility and supply needs.
  - a. Double check supplies needed for hurricane
  - b. Inventory all emergency equipment (red emergency trunks)
  - c. Identify what items need to be moved if storm approaches
    - i. Pool Equipment
    - ii. Umbrellas
    - iii. Exterior Signage
    - iv. Floor Mats

- v. Block trash can opening after lids are removed by maintenance so that trash cannot be placed in them
    - vi. Secure dumpsters and dumpster doors
    - vii. Secure gators
  - d. Stage preparations for next level alert
  - e. Inventory emergency trunks
  - f. Issue Hurricane kits (for student staff – supplies TBA)
  - g. Gas truck, gators, and generators
  - h. Back up shared drive onto portable drive
3. Seek input regarding any anticipated problems.
- a. Contact maintenance/UP to identify any unique needs (in process project that need special attention?)
  - b. Identify any outstanding work orders that need to be address/resolved
  - c. Assess special needs with HRs and Custodians

REGARDING RESIDENTS:

1. Head Residents meet with Director and Associate Director of Housing & Residence Life to initiate preliminary evacuation procedures.
  - a. Review RA expectations (must remain until buildings are closed)
  - b. Review HR expectations (must remain until buildings are closed)
  - c. HRs, RAs and SAs must stay until the buildings close unless they are leaving to assist family in an area that has mandatory evacuation. Staff members are not released until checked out by their supervisors. Exceptions must be preapproved by their supervisor and Area Coordinator (in writing).
  - d. RAs follow-up with special need residents and email resident plans to Area Coordinator and Director.
  - e. Assess special needs resident's plans.
  - f. Distribute staff checklist
  - g. Distribute emergency kits (TBA)
  - h. Distribute signage
  - i. Distribute sign-out rosters (place in emergency binders for each building, with master roster)
2. Staff alerted of approaching storm and ensures equipment and supplies are available and adequate.
  - a. Trash bags to cover items in halls and offices if needed
3. Issue hurricane preparedness brochure to students.
  - a. Email residents, include brochure, include web address
  - b. Post signs
  - c. Update voice mail on main housing phone number (give updates as needed so when parents/residents call and we can't answer they would get updated information)
4. Print two (2) individual building rosters/printouts.
5. Add roster to office red emergency binder
6. Notify residents about Hurricane Preparedness Web site address.
7. Notify host school of pending evacuation plans. (Vice President of Student Affairs)
8. Confirm availability of possible transport vehicles and status (full gas tanks, etc.).

**Phase I:****REGARDING FACILITIES:**

1. Secure the buildings and move all outside objects inside each building.
2. Alert staff of scheduling needs based on different scenarios.
  - a. Review Phase I and next steps with staff
  - b. Identify who will be staying in the shelter
3. Print master alphabetical and individual building rosters of all students in halls. Rosters should include name, hall and room assigned, hometown/state of record, email address, and cell and home phone numbers.
4. Distribute Hall Rosters to front desk for residents to sign-out.

**REGARDING RESIDENTS:**

1. Printouts of residents will be distributed to front desk of each residence hall and in Housing & Residence Life office for apartments.
2. Head Residents meet with Director and Associate Director for emergency instructions.
3. Head Residents meet with hall staff for division of duties, scheduling, and building closing preparation.
4. Notify students of evacuation procedures and encourage them to leave.
5. Collect the names of those who are not evacuating at this time – highlighted on printout.
  - a. HRs identify who is staying – (Basically a warm body check) Cross reference with the emergency planning list
  - b. Provide Blank Pencil Rosters
  - c. Provide two copies to each RA
6. Email of student evacuees to University Police.
7. Employee schedules finalized.
8. Notify student and fulltime staff of possible scenarios (Students stay in rooms, students move to shelter on campus, and/or students are moved to another campus).
9. Prepare preliminary schedule of campus shelter responsibilities for paraprofessional staff.
10. Prepare preliminary schedule of desk coverage for re-opening of housing facilities in the event a campus shelter is activated.
11. Notify Host School of possible off campus evacuation. (Vice President of Student Affairs)
12. Post Signs
13. Secure Desk Materials
14. Residents sign out at front desk
15. Secure Common Areas
16. Staff clean out fridges in common areas
17. DO NOT UNPLUG ICE MACHINES

**Phase II:****REGARDING FACILITIES:**

1. Finalize all building security duties

2. Prepare and stage equipment in the event of any flooding.
  - a. Sand Bag (Brady Equipment Room Doors, Babington Kitchen and Front doors).
3. Coordinate delivery and placement of mattresses with Director of Student Union.
4. Director meets with all staff to finalize reporting/scheduling needs and clarify post-storm expectations.

**REGARDING RESIDENTS:**

1. Notify residents of University and housing closures and instruct residents to evacuate – given Hurricane Evacuation information as it becomes available
2. Inform residents who are remaining on campus of the time and location to gather for the move to the campus shelter and advise them of required/approved items for the shelter.
3. Head Residents meet with Director, Associate Director, and Director of Student Union to initiate evacuation procedures.
4. Head Residents meet with hall and desk staff to assign staff duties for evacuation procedures.
5. Place resident sign-out sheets at all hall front desks and in Housing & Residence Life office for Brady residents. All students must sign out and provide cell phone contact information when they leave the residence hall or Brady. All staff assists with closure and check-out procedures as assigned.
6. Print additional individual printouts for student return and stats.
7. Confirm campus shelter responsibilities with paraprofessional staff.
8. Check each room to ensure the residents followed the hurricane preparedness check-out procedures as specified.
9. Gather residents moving to campus shelter in the hall lobby/Brady clubhouse at the designated time. Review approved items for shelter.
10. Move all emergency equipment to campus shelter.
11. Move evacuees to campus shelter.
12. HRs will bring roster/printout of residents from their respective buildings to shelter for attendance purposes.
13. Check in residents at campus shelter check-in and provide list of evacuees to University Police
14. Conduct meeting with all evacuees to discuss Shelter rules and conditions.
15. Assign sleeping areas as needed
16. Conduct daily routines as described in the “outline of shelter procedures”.
17. Check out residents from campus shelter when campus housing facilities are official re-opened.
18. Host school is notified of pending evacuation plans. (Vice President of Student Affairs)
19. Director will be available to respond to parent/student questions.

**Phase III:**

**REGARDING FACILITIES:**

1. Finalize all building security duties.
2. Secure furnishings and equipment located in common areas of all buildings.
3. Prepare and stage equipment in the event of any flooding.



4. Unplug all computer and electrical equipment.
5. Remove residents' card access to buildings.
6. Plug all exterior locks in Brady, Calecas, and Babington.
7. Director meets with all staff to finalize reporting/scheduling needs and clarify post-storm expectations.

REGARDING RESIDENTS:

1. Notify students of University and housing closure and instruct residents to evacuate.
2. Distribute and post notices stating the date and time the hall/apartments will close and instruct residents with transportation to go home or to evacuate away from the storm path.
3. Identify those students who cannot leave the area and must be evacuated to a shelter site at the Host School.
4. Notify Host school of intention to transport students, including number of people,
5. Professional staff contact information, anticipated route of travel, and estimated time of arrival. Information will be faxed to Host School, if possible
6. Schedule mandatory information meeting for all residents who will be evacuated to the Host School.
7. Confirm availability of possible transport vehicles and status (full gas tanks, etc.).
8. Confirm vehicles for travel are prepared and determine date and time of departure to Host School.
9. Head Residents meet with Director, and Associate Director to initiate evacuation procedures.
10. HRs meet with hall and desk staff to assign staff duties for evacuation procedures.
11. Place resident sign-out sheets at all hall front desks and in Housing & Residence Life office for Brady residents. All students must sign out and provide cell phone contact information when they leave the residence hall or Brady. All staff assists with closure and check-out procedures as assigned.
12. Check each room to ensure the residents followed the hurricane preparedness check-out procedures as specified, including removing items from refrigerators and unplugging all appliances.
13. Collect names and student ID numbers from all evacuating residents for attendance purposes
14. Provide a list of residents evacuating to the Host School to appropriate University authorities and to University Police.
15. Coordinate check-in and boarding of evacuating residents on transportation. Staff assigned to travel and supervise the Nicholls students while at host institution will prepare and bring the same belongings listed for the students and report to the travel pick-up site to facilitate the boarding and travel arrangements.
16. Primary contact/Associate Director will confirm arrival at Host School with Director who will provide this information to University Police and the Vice President of Student Affairs.
17. Primary contact/Associate Director will remain in regular contact with Director for the duration of evacuation

**Phase IV:**

**REGARDING FACILITIES:**

1. Assess damage and respond to immediate needs, coordinate scheduling of employees, and report needs and damages to the Office of Physical Plant and his/her immediate supervisor.
2. Begin cleaning up, repairing damages, and replacing items secured in preparation for the storm.
3. Reconnect computers.

**REGARDING RESIDENTS:**

1. Determine date and time to re-open campus housing facilities. Re-opening should not occur until all professional staff and adequate paraprofessional staff has returned to campus and had sufficient time to prepare facilities for return of residents (48 hours after parish allows Tier III return)
2. Director and Associate Director coordinate return of evacuated residents and campus repopulation plan.
3. Print individual building rosters to check in returning residents and place rosters at front desks of each residence hall and in clubhouse of Brady.
4. Post "Return to Campus" plan on University and Housing & Residence Life web sites.
5. Confirm time of food service availability and re-opening of Galliano cafeteria with Director of Food Services.
6. Contact all professional and paraprofessional Housing & Residence Life staff to instruct when and where to return to campus.
7. Confirm hall and desk staff coverage and responsibilities for checking in returning residents
8. Advise Host School of plans for return of evacuated students to Nicholls campus.
9. Check out evacuated residents from Host School and return to Nicholls campus.
10. Contact Director to advise of departure time and anticipated time of arrival on campus.
11. Respond to questions or concerns from residents/parents.

**Phase V:**

**REGARDING FACILITIES:**

1. Coordinate with pre-position team to assess damage, respond to immediate needs, coordinate scheduling of employees, and report needs and damages to the Office of Physical Plant and immediate supervisor.
2. Begin cleaning up, repairing damages, and replacing items secured in preparation for the storm.
3. Have staff aid other departments as necessary.

**REGARDING RESIDENTS:**

1. Follow up with any residents who are not confirmed as having returned to campus.
2. Respond to questions or concerns from residents/parents.

## **HUMAN RESOURCES HURRICANE EMERGENCY PLAN**

### **Standby Alert:**

1. Notify staff of Standby Alert status.
2. Remind staff to review Hurricane Emergency Plan on NSU Website.
3. Seek input regarding any anticipated problems that might come up.
4. Check with department heads to discuss any approaching deadlines for critical items that might be due.
5. Verify emergency contact numbers of all staff members, including student workers in Human Resources. Send any changes to the Administrative Coordinator.
6. Verify emergency contact numbers of Division department heads.
7. Generate an updated list of Faculty and Staff which includes addresses, phone numbers and departments.

### **Phase I**

1. Make sure that items listed in Standby Alert have been completed.
2. Backup computer files on hard drives. Copy files on to jump drive and employee should keep jump drive in their possession.
3. Computers will be moved to central office and covered in plastic.
4. All critical reports / work should be in the final preparation phase to the extent possible.
5. Normal office functions need to be performed and handled in the event of office closure.

### **Phase II**

1. Make sure that items listed in Standby Alert and Phase I have been completed.
2. Finalize plans for office security.
3. University equipment will be safeguarded as much as possible.
4. E-mail and phone message will be set, as necessary, notifying of office closure.
5. Electrical equipment should be unplugged and covered.
6. Equipment should be moved away from windows.
7. Employees will remain on duty to finalize preparations for the closing of the office.
8. Discuss with staff and department heads their plans for the storm as to whether they will stay in the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible.

### **Phase III**

1. Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed.
2. Discuss with staff on duty any pending or items not completed.

### **Phase IV**

1. HR Director or someone assigned will report to campus to assess any damage.

### **Phase V**

2. Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.
3. 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.

## **ID CARD OPERATIONS HURRICANE EMERGENCY PLAN**

### **Standby Alert:**

1. Alert off-campus vendors of an approaching storm. There is a possibility that we will have to shut down the server for safety. Dining service registers are the only equipment allowed to accept transactions offline. We will keep all vendors informed of future developments.

### **Phase I:**

1. Alert laundry and vending supplier to standby for further instructions in case we have to disconnect all ID Card readers in the vending machines. We will leave vending machines connected in the residence halls.
2. All equipment remains online as normal.

### **Phase II:**

1. Backup all data on personal workstations to the network and flash drives.
2. Backup server files and data to tape one hour before closing.
3. Secure all electronic equipment and protect from power surges. Unplug the following equipment from wall electrical outlets and network outlets:
  - All computers and printers

- Data card system
  - Card Management Centers
4. Contact Dining Service manager to shut down and unplug registers before they leave for the day.
  5. Leave server online.

**Phase III:**

1. Backup all data on personal workstations to the network and flash drives. Store flash drives in the safe.
2. Secure all electronic equipment and protect from power surges. Unplug the following equipment from wall electrical outlets and network outlets:
  - All computers and printers
  - Data card system
  - Card management centers
3. Unplug all laundry and copy machine readers

4. Contact Brady staff to unplug vending network device in their network closet.
5. Contact dining service managers to shut down and unplug registers before they leave for the day.
6. Call laundry and vending supplier to unplug all vending machine readers. Leave student union vending plugged to electrical outlet but unplug network cable from wall jack. Leave the residence hall vending online.
7. Contact the on and off-campus vendors to inform them that the services will stop one hour prior to the university closing time. The Colonel Card office will shut down the server and it will remain offline until after the storm passes.
8. Stop all services one hour before closing and backup the server.
9. Shutdown Server
10. Unplug server from Smart UPS
11. Unplug Smart UPS
12. Take copy of backup tape to remote location off campus.

#### **Phase IV:**

1. Plan to return to work to assess damage, react to immediate needs, and coordinate scheduling of employees, and report needs and damages to the Facilities Planning Office and immediate supervisor.
2. Bring server, card management centers and all registers online.
3. Contact dining services and off-campus vendors to tell them that they can now accept online transactions.
4. Upon return to work, bring all other ID Card equipment online.
5. Contact the vending supplier to connect all vending machine readers and bring them online.

#### **Phase V:**

1. Plan to return to work to assess damage, react to immediate needs, and coordinate scheduling of employees, and report needs and damages to the Facilities Planning Office and your supervisor.
2. Contact on and off-campus vendors to update them on our current situation. Keep them informed of a possible date to bring our equipment online.
3. Follow ID Card Operations Disaster and Recovery Procedure if necessary.

# **INFORMATION TECHNOLOGY HURRICANE EMERGENCY PLAN**

## **Stand-by Alert:**

Information Technology shall inspect all backup equipment including uninterruptible power supplies.

## **Phase I:**

Information Technology shall send backup copies of mission critical servers to ON campus DR site in Ellender library and to OFF campus DR site at Louisiana Tech in Ruston, LA.

## **Phase II:**

Information Technology shall send backup copies of mission critical servers to ON campus DR site in Ellender library and to OFF campus DR site at Louisiana Tech in Ruston, LA.

Information Technology shall implement system shutdown as per President's Cabinet.

## **Phase III:**

Information Technology shall send backup copies of mission critical servers to ON campus DR site in Ellender library and to OFF campus DR site at Louisiana Tech in Ruston, LA.

Information Technology shall implement system shutdown as per President's Cabinet.

## **Phase IV:**

Information Technology personal shall assess damage to server equipment, administrative systems and campus network equipment within 24 hours of the event.

## **Phase V:**

Information Technology personal shall replace or repair damaged server equipment, administrative systems and campus network equipment discovered during the assessment phase.

## **COMPUTER SYSTEM DISASTER RECOVERY PLAN**

The plan below details how Nicholls State University will recover its computer system should a disaster occur in the Peltier Hall computing facility. We have acquired a backup system compatible with our current server environment and the backups will be stored in a facility on the second floor of Ellender Library and another copy in a facility at Louisiana Tech in Ruston, LA. The office of Information Technology will restore data from the production servers onto on to new servers and storage that would need to be procured. The material below provides details and guidance on planning for a disaster.

### **DISASTER RECOVERY PLAN – DEFINITIONS**

**DISASTER RECOVERY PLANNING** - defined as providing for the recovery from events which might leave the data processing environment inoperable, completely or in part.

As the trend toward keeping official university documents, data and procedures stored on electronic media progresses, it becomes vital to outline our response should a disaster occur and to coordinate the expectations of all whose work would be affected during an outage of information technology.

**AN INTERRUPTION TO SERVICE** - defined as a situation in which a computer system or some peripheral component is down and precludes computing for a period of less than 24 HOURS. No facility damage would have occurred. Day-to-day emergency procedures and close coordination normally cover such an outage with system maintenance vendors. Examples would be a system down awaiting parts, a major file reload or failure of an air conditioning or power distribution system.

**A MINOR DISASTER** - defined to be one in which the administrative computer systems(s) are expected to be down for more than 24 hours, but can be restored to normal operational capacity within FOUR days. Examples would be a minor fire or flood, or software problems requiring a minor rewrite. Little or no facility damage would have occurred.

**A MAJOR DISASTER** - defined to be one in which the computer(s) are expected to be down for more than FOUR days, or beyond the time a critical software application must be run to completion. A long-term loss of administrative computing support from Information technology can be expected. A more extensive fire or flood, a hurricane, or civil disorder could result in extensive damage and could, therefore, require a new facility or replacement of major computer components or entire administrative systems. Other areas of the campus would still be in operation and require administrative computer support.



**A CATASTROPHIC DISASTER** - defined to be one wherein the operation of the entire campus is disrupted and there would be no need for computer support until rebuilding took place and normal campus activities could begin again. A major hurricane, all-encompassing fire, major tornado are examples of possible causes.

This plan defines NSU's response to a MAJOR DISASTER to the Peltier Hall computing facility.

## **GOALS**

Restore operation of Banner components as quickly as possible depending on the procurement and configuration of the replacement servers and storage.

Restore operation of essential data processing systems as quickly as possible depending on the procurement and configuration of the replacement servers and storage.

Restore operation of all other systems as soon as possible within a reconstructed facility.

## **RECOVERY CONCEPTS**

All other computer processing based in Peltier Hall would stop for a period of approximately two weeks while the Peltier Hall facility was repaired. During the reconstruction period the facility on the 2<sup>nd</sup> floor of Ellender Library will become the University Computer Center. During the interim, departments would be expected to operate with manual procedures or with departmental equipment. Information technology staff would be made available to assist departments in this process. The facility would house equipment capable of supporting at least those applications currently processed in the Peltier Hall facility which are designated to be essential by their proprietors.

Because many applications systems depend on the Oracle databases, these would all be restored together when the databases became operational.

If further work were needed to regain operation of individual systems, the Disaster Recovery Coordinator would contact the appropriate management group (e.g. Administrative Managers, Student Affairs Executive Group) for guidance on priorities.

Equipment capable of supporting the VMWare server environment would be required. Appendix C provides an illustrative list of components that would be necessary and page 41 describes the backup and recovery system.

## **DISASTER RECOVERY TEAM**

Disaster Recovery Team Members are listed at the rear of this section. A short description of the responsibilities of each team member follows:

### **DISASTER RECOVERY COORDINATOR:**

- Activates Disaster Recovery Plan, notifies Dell Marketing, Inc. of the declaration of a disaster and convenes meetings of Disaster Recovery Team and other advisory groups.
- Works with Chief Financial Officer, advisory committees, and Disaster Recovery Team to allocate resources and coordinate the implementation of the Disaster Recovery Plan.
- Coordinates with Police and Environmental Health & Safety Personnel to determine when it is safe to re-enter a building to assess damage. No one is to enter a building until its safety has been established and approval of EH&S personnel has been given.

Coordinates with Office of Risk Management Coordinator to determine when salvage and restoration work can begin. No one is to move, clean or alter equipment or facilities until the insurance assessment is complete.

### **SYSTEMS MANAGER:**

- Serves as Alternate Disaster Recovery Coordinator.
- Works with Operations & Facility Manager to plan temporary hardware configuration, retrieve operating system software from backup and implement a temporary operating environment.
- Works with Data Manager to plan temporary data storage environment and methods to restore the database.
- Works with Communications Manager to define and establish communications links from temporary facility to user work areas.

In case of remote site recovery, works with technical staff of remote site to define system requirements and options.

### **COMMUNICATIONS MANAGER:**

- Assumes responsibility for restoring campus network services which have critical components located in Peltier Hall.
- Works with System Manager and Terminal & Workstation Manager to establish connectivity between temporary facilities and user work areas.

### **OPERATIONS & FACILITY MANAGER:**

- Works with Budget & Planning, Facilities Management and vendors to assess damage, plan repairs, and/or implement temporary facilities.
- Works with Systems Manager to plan replacement hardware configuration that is compatible with the temporary facility and with the temporary operating system environment.
- Defines Operations staffing requirements and supervises staff necessary to obtain data tapes from backup and from users and deliver them to temporary facility.
- Defines operating procedures for use of temporary facilities.

### **DATA MANAGER:**

- Retrieves user database files and programs from backup tapes and installs them in temporary operating environment. Appendix B presents disk and data recovery considerations.
- Works with Applications Programming Managers to re-implement programs in program libraries, attach them to data files and institute appropriate security.

### **TERMINAL & WORKSTATION MANAGER:**

- Works with Application Managers and users to define required connectivity for each application.
- Works with Systems Manager and Communications Manager to implement and test user-operated equipment, including workstations, terminals and printers.
- Trains users in equipment operation.

### **APPLICATIONS TEAM MANAGER:**

- Works with Data Manager and Terminal & Workstation Manager to re-establish interactive access to application systems. Appendix D provides a list of applications systems.

- Works with Facility Manager to re-establish and test batch jobs for critical operations.
- Arranges meetings with departmental liaisons to review priorities, convey plans and answer questions.

#### **ADMINISTRATIVE SUPPORT MANAGER:**

- Record decisions made by Disaster Recovery Team and distribute copies of notes and plans to team members.
- Works with Human Resources to assure compliance with relevant policies and procedures (altered work schedules, temporary work furloughs, etc.)
- Tracks requisitions through Facilities Management, Purchasing and off campus vendors of hardware, software and support services.
- Assists Disaster Recovery Coordinator in tracking financial resources and commitments.

#### **INITIAL MEETING OF DISASTER RECOVERY TEAM:**

The Disaster Recovery Team will meet at 8:30 a.m. in President's Conference Room Piciolla Hall on the morning following a disaster. This meeting will occur regardless of the day of the week on which a disaster occurs. The Disaster Recovery Coordinator will attempt to notify people if a disaster occurs during a weekend or holiday, but team members are requested to contact the coordinator or to report to campus if they become aware by any means that Peltier Hall has been damaged and computer service is likely to be down for several days.

In the interim between the occurrence of a disaster and this meeting each manager will inform their staff of the occurrence and determine the best course of action for each staff member (some will probably begin research, others may talk with users, and still others may be sent home to await further instructions).

The Disaster Recovery Coordinator, upon learning of the event, will insure that each of the people listed in Appendix A has been notified

#### **DISASTER RECOVERY TEAM MEMBERS**

- Disaster Recovery Coordinator (DRC)
- Communications Manager
- Administrative Support Manager
- Operations & Facility Manager
- Systems Manager (& Backup DRC)

- Data Manager
- Terminal and Work Station Manager
- Applications Team Manager

People to Contact Outside of Information technology

- Director of University Police
- Director, Environmental Health & Safety
- Asst. Vice President of Administration
- Vice President of Finance & Administration
- Insurance Coordinator / Risk Management
- Director of University Relations

**BACKUP AND RECOVERY SYSTEM**

- Daily backups of production servers are copied to the Ellender library backup site and to the off campus backup site at Louisiana Tech in Ruston, LA.
- These backups can be restored on to replacement servers and storage that would need to be procured and configured in the event of a disaster.

**EQUIPMENT LIST**

- A minimum of 3 mid-range (i.e. Dell 700 series) servers.
- 9 TB of iSCSI san storage
- Network switches to connect the above systems

**APPLICATION SYSTEMS**

System Description	Year Installed
Banner Financial System	2009
Banner Student System	2010
Banner Human System	2010
Banner Financial Aid System	2010

## **INSTITUTIONAL ADVANCEMENT, OFFICE OF HURRICANE EMERGENCY PLAN**

The vice president for Institutional Advancement will make certain that the cell phone numbers for the vice president, the clerical staff in the office of Institutional Advancement, and all of the IA directors are available to the VPIA, each director, and the clerical staff.

The units of Institutional Advancement will be familiar with the university's Hurricane Emergency Plan and will follow its procedures as they apply to each unit. In addition, each unit will have in place its own hurricane emergency plan to supplement that of the university. All members of Institutional Advancement will monitor the university home page on the world-wide-web to comply with the university procedures once a phase one alert has been issued.

Within the office of Institutional Advancement, the personnel will ensure that all electronic equipment, including computers, printers, are off the floor and at least at desk level. Monitors and CPUs will be covered with plastic bags to prevent moisture from damaging the equipment. Individuals are responsible for securing their own equipment. Prior to shutting off the computers, individuals will back up their files, as appropriate.

Prior to leaving the office and the campus, each individual will secure the materials that should be protected from water. Items will be placed in files or cabinets. The last person to leave the office will make certain that all electrical items are unplugged, the lights are turned off, and the office is secure.

# **INTERNAL AUDIT DEPARTMENT HURRICANE EMERGENCY PLAN**

## **Standby Alert:**

1. The University will notify the Internal Audit Department of Standby Alert status.
2. Review Hurricane Emergency Plan on Nicholls State University Website.
3. Seek input regarding any anticipated problems that might come up.
4. Review audit plan to discuss with President and Board Office any approaching deadlines for critical items that may be due.
5. Verify emergency numbers listed and correct if necessary.

## **Phase I**

1. Make sure that items listed in Standby Alert have been completed.
2. Backup computer files on hard drives. Copy files on jump drive and keep jump drive in my possession.
3. Computers will be covered in plastic.
4. All critical reports/work should be in the final preparation phase to the extent possible.
5. Normal office functions need to be performed and handled in the event of office closure.

## **Phase II**

1. Make sure that items listed in Standby Alert and Phase I have been completed.
2. Finalize plans for office security.
3. University equipment will be safeguarded as much as possible.
4. E-mail and phone message will be set, as necessary, notifying of office closure.
5. Electrical equipment should be unplugged and covered.
6. Equipment should be moved away from windows.
7. Internal Auditor will remain on duty to finalize preparations for the closing of the office.
8. Discuss with President my plans for the storm as to whether I am evacuating or staying in the area. Keep a record of how to get in touch with the President and his office staff.

## **Phase III**

1. Make sure that items listed in Standby Alert, Phase I and Phase II have been completed.
2. Discuss with President any pending or items not completed.

## **Phase IV**

1. Internal Auditor or someone assigned will report to campus to assess any damage.

## **Phase V**

1. Internal Auditor will be contacted by the University and given information as to when to return to perform necessary tasks.
2. Once it is clear for all employees to return, the Internal Auditor will return to work.

## **To Prepare Your Work Area When a Storm Threatens**

- Refer to your department's hurricane plan.
- If you have temperature or 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 off the floor, if possible.
- Cover with plastic and secure with tape office equipment, scientific equipment's, 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.
- Before leaving meet with the President to confirm telephone numbers and both parties plans for the storm. State your plans to contact him immediately following the storm or as soon as possible. Assist other departments as necessary.



## **PHYSICAL FACILITIES OPERATIONS & MAINTENANCE HURRICANE EMERGENCY PLAN**

### **To Prepare Annually by May 15.**

- Develop systematic notification list
- Check storm supply list
- Identify members of the designated pre-position team
- Meet with staff to discuss specific duties and procedures
  - a) on campus personnel needed during storm
  - b) pre-position team members leaving and returning

### **Standby Alert**

Meet with staff and advise them of possible approaching storm and begin early preparations for securing of personal property and protection of family in case employees are needed on campus. Advise them that the University Emergency Preparedness Committee is monitoring the projected path and speed of the storm.

### **Phase I**

The Facilities Administrator (or designee) assumes responsibility as the Duty Coordinator for all facilities personnel on the campus. Under the direction of the Facilities Administrator, personnel will begin preparation for the expected storm event in accordance with the prepared plan. Staff will remain on duty until discharged by the Facilities Administrator. In the absence of the Facilities Administrator, the Facilities Maintenance Manager will assume these responsibilities.

- Suspend what is not necessary and begin to secure identified areas with minimal disruption to students, faculty and staff.
- Check all building roofs and remove debris from campus grounds.
- Check trees for necessary trimming.
- Check gutters, remove obstructions.
- Fill portable fuel cans, generators and vehicles.
- Order needed gas and diesel.
- Check all generators.
- Check stock on emergency supplies – batteries, flashlights, plywood, 2 x 4's, visquine, tape, etc.

## Phase II

- Remove banners, letters and panels from marquis.
- Remove wind screen from tennis courts, baseball and softball fields.
- Remove outfield fence – baseball (to be determined by strength of storm).
- Place trash and ash receptacles and newspaper bins in secure area.
- Verify that generator, vehicle and storage tanks fuel tanks are full.
- Move vehicle fleet to secure area.
- Install plywood in designated areas:
  - a) front windows – Police station
  - b) sunroom – President's home
  - c) glasses on President's Office
  - d) Secure moveable bleachers.
- Take down tarp on practice fields, press box and tunnel.
- Pick up carpet from tunnel.
- Take down all tents.
- Secure dumpster gates with rope.
- Wrap rope around tarp at baseball and softball fields.
- Move concession trailer to under football stadium.
- Have construction dumpster emptied.
- Lay down large billboard behind Talbot Hall.
- Secure satellite dishes at Talbot, Gouaux, Peltier, and Picciola Halls.
- Lay down ticket booth at softball field.
- Secure all bike racks.
- Sand bag gates at electrical sub-station and put pumps in place. Bring generator to substation.
- Remove gas lamps glassware at President's Home.
- Shut off eternal flame.
- Turn off fountain.
- Move generator to president's home and hook up.
- Secure sites at Lafourche Crossing Farm, Theodore Duhè Building, and Chauvin Art Site.
- Tie down sleds on practice fields.
- Pick up all barricades and secure.
- Remove all signs from campus and football field and secure.
- Move barbeque pit to under stadium.
- Locate and prepare plans and keys of campus buildings to be taken by preposition team if departing.

- Advise contractors on campus to begin to secure supplies or remove supplies from campus.
- Determine evacuation site for pre-position team if needed.
- Secure all playground equipment behind the FACS building and remove tarp cover.

### **Phase III**

- Verify that all items listed under phase II have been completed.
- Establish skeleton crew to be available during the storm. These personnel will stay on campus during storm event.
- Document, by photograph if possible, items not properly secured by contractors.
- Cover and unplug all computers from electrical outlets.
- Complete tour of building exteriors looking for open windows, loose items, etc.
- Lock elevators at top floor with doors closed.
- Secure building doors.
- Sandbag identified areas as needed.
- Load truck with supplies should evacuation be called for and prepare team for departure if called for.
- Secure building doors.
- Sandbag identified areas as needed.
- Load truck with supplies should evacuation be called for and prepare team for departure if called for.
- Raise all air conditioning stats for possible shut down of systems, if evacuation is called for.
- Shut down all air conditioning chillers, pumps, boilers, air handlers, and Entergy Management Systems.
- Again verify that all items listed under phase I and II have been completed.
- Shut down power to campus and check all generators.
- Pre-position team departs along with their families to a pre-determined location until passing of hurricane and area is safe to return.

### **Phase IV**

- Pre-position team and other designated employees return to campus when safe if evacuation was called for.
- Assess and video or photograph damage to both grounds and buildings at all sites owned by the university.
- Remove debris and perform general clean-up.
- Develop accessible staging and storage area outside damage zone.
- Reverse preparations completed during phase I and II.

## Phase V

Employees must contact their supervisors for directions or contact the Nicholls help line or the Nicholls Website to let your supervisor know you are safe, where you are, and if you can return to the area.

- Only the pre-position team returns to campus when conditions are deemed safe to establish a command center and begin damage assessment. **All other employees** must contact their supervisors for directions or contact the Nicholls help line or the Nicholls Web site to let supervisor know you are safe, where you are, and if you can return to the area.
- Restock emergency supplies as quickly as possible.
- Evaluate thoroughness of plan and its workings and make changes where necessary.

## PHYSICAL PLANT OPERATIONS, MAINTENANCE & GROUNDS HURRICANE EMERGENCY PLAN

### Standby Alert:

Notify staff of Standby Alert status.

Remind staff to review Hurricane Emergency Plan on NSU Website.

Seek input regarding any anticipated problems that might come up.

Discuss any approaching deadlines for critical items that might be due.

Verify emergency contact numbers of all staff members, including student Workers.

### Phase I

Make sure that items listed in Standby Alert have been completed.

Backup computer files on hard drives. Copy files on to jump drive or CD and employees should keep jump drive or CD in their possession.

All critical reports / work should be in the final preparation phase to the extent possible.

Normal office functions need to be performed and handled in the event of office closure.

## **Phase II**

Make sure that items listed in Standby Alert and Phase I have been completed.

Finalize plans for office security.

University equipment will be safeguarded as much as possible.  
E-mail and phone message will be set, as necessary, notifying of office closure.

Electrical equipment should be unplugged and covered.

Equipment should be moved away from windows.

Employees will remain on duty to finalize preparations for the closing of the office.

Discuss with staff their plans for the storm as to whether they will stay in the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible.

## **Phase III**

Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed.

Discuss with staff on duty any pending or items not completed.

## **Phase IV**

Department Head, along with staff if needed, will report to campus to assess any damage.

## **Phase V**

Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.

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.

## **PURCHASING AND PROPERTY CONTROL HURRICANE EMERGENCY PLAN**

### **Standby Alert:**

Notify staff of Standby Alert status.

Remind staff to review Hurricane Emergency Plan on NSU Website.

Seek input regarding any anticipated problems that might come up.

Discuss any approaching deadlines for critical items that might be due.  
Verify emergency contact numbers of all staff members, including student Workers.

### **Phase I**

Make sure that items listed in Standby Alert have been completed.

Backup computer files on hard drives. Copy files on to jump drive or CD and employees should keep jump drive or CD in their possession.

All critical reports / work should be in the final preparation phase to the extent possible.

Normal office functions need to be performed and handled in the event of office closure.

### **Phase II**

Make sure that items listed in Standby Alert and Phase I have been completed.

Finalize plans for office security.

University equipment will be safeguarded as much as possible.  
E-mail and phone message will be set, as necessary, notifying of office closure.

Electrical equipment should be unplugged and covered.

Equipment should be moved away from windows.

Employees will remain on duty to finalize preparations for the closing of the office.

Discuss with staff their plans for the storm as to whether they will stay in

the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible.

### **Phase III**

Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed.

Discuss with staff on duty any pending or items not completed.

### **Phase IV**

Director of Purchasing, along with staff if needed, will report to campus to assess any damage.

### **Phase V**

Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.

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.

## **Student Affairs and Enrollment Services Hurricane Emergency Plan**

### **Standby Alert:**

- Alert staff of Standby Alert status.
- Remind staff to review Hurricane Emergency Plan on NSU Website.
- Review preparations and procedures with department directors as they apply to each unit.
- Verify emergency contact numbers of all staff members, including student workers in the Student Affairs Office..
- Verify emergency contact numbers of department directors

### **Phase I**

- Make sure that items listed in Standby Alert have been completed.
- Notify host school of pending evacuation plans, if necessary.
- Confirm availability of possible transport vehicles and status (full gas tanks, etc.).
- Backup office computer files on hard drives. Copy files on to jump drive.
- Employees should keep their jump drive in their possession.

### **Phase II**

- Make sure that items listed in Standby Alert and Phase I have been completed.
- Finalize plans for office security.
- University equipment will be safeguarded as much as possible.
- E-mail and phone message will be set, as necessary, notifying of office closure.
- Electrical equipment should be unplugged and covered.
- Equipment should be moved away from windows.
- Discuss with staff and department heads their plans for the storm as to whether they will stay in the area or will they evacuate. Keep a record of how to get in touch with employees after the storm to the extent possible.

### **Phase III**

- Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed.

### **Phase IV**

- Vice President will report to campus to assess any damage.

### **Phase V**

- Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.
- 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



# **STUDENT PROGRAMMING ASSOCIATION HURRICANE EMERGENCY PLAN**

## **Standby Alert:**

1. Alert SPA officers of approaching storm and review calendar for upcoming event(s) that may be affected by the approach of the storm.

## **Phase I:**

1. Remove wooden sandwich boards from around campus and move to inside storage area (Student Union/SPA Offices).
2. Review paperwork/contracts for upcoming event(s) that may be affected during this time.
3. Notify Renee Templet, Union Reservationists, regarding possibility of SPA event cancellation.
4. Entertainer(s)/agent(s) will be notified of the nearing storm – no cancellations will be made at this time. Path of the storm will determine outcome.
5. Board games, TV/VCR, and other activity items will be pulled, inventoried, and ready for use should the University be used as a shelter.

## **Phase II:**

1. Contact entertainer(s)/agent(s) to cancel upcoming event(s) and make alternate plans (i.e. reschedule for another date or refund).
2. Unencumber funds from Professional Service Contract (PSC) and generate revised PSC.
3. If event is cancelled, verify that hotel room(s) has/have been cancelled.
4. Make sure that all SPA equipment and supplies are off the floor. Cover all computer and desk areas with garbage bags or plastic sheeting as well as unplug all computers and electric equipment as needed.
5. Deliver SPA activity items to designated area so that they can be used for evacuees in the shelter.
6. Review post-storm procedures with SPA officers.
7. Verify SPA officer contact information (cell/email).

**Phase III:**

1. Follow steps 1 through 7 in Phase II.
2. Contact each SPA officer and try to find out their evacuation plans (location and/or additional contact information to make it easier for post-storm contact).

**Phase IV:**

1. SPA Advisor will contact immediate supervisor for post-storm directions.
2. Stay in contact SPA officers as possible.
3. Assess SPA office area and report damages to Facility Planning and supervisor(s).

**Phase V:**

1. As soon as supervisor notifies the SPA Advisor, appropriate actions will be taken.

**STUDENT UNION  
HURRICANE EMERGENCY PLAN**

**STUDENT UNION  
HURRICANE EMERGENCY PLAN**

**Prior to Emergency\*\*:**

1. Review the ADA Compliance Checklist for Student Union Emergency Management at least twice a year
  - a. May – June (prior to hurricane season)
  - b. November – December (after hurricane season to make updates)
2. Conduct Hurricane Emergency and ADA Sensitivity Training annually by June 1<sup>st</sup>
3. Confirm Housing Contact Information for Emergency Logistics annually by June 1<sup>st</sup>
4. Confirm Food Service Contact for Emergency Logistics annually by June 1<sup>st</sup>

**Standby Alert:**

1. Alert custodial staff of approaching storm.
2. Seek input for any anticipated problems.
3. Review upcoming event reservations that may be affected by the approach of the storm.

**Phase I:**

1. Complete all items in Standby Alert Phase.
2. Secure the building and move all outside objects inside the building.

3. Issues plastic bags to office employees as needed.
4. Alert staff of scheduling needs based on different scenarios.
5. Confirm and circulate staff emergency contact information.
6. Assess facility and supply needs.

**Phase II:**

1. Complete all items in Phase I.
2. Contact event reservation organizations or individuals to discuss plans if the mandatory evacuation or university closure should occur.
3. Make sure that all facility offices pick-up all equipment and supplies off of floor, cover all computer and desk areas with garbage bags or plastic sheeting as well as unplug all computers and electric equipment as needed.
4. Review Hurricane Shelter Manual. Have emergency center set-up diagrams in place, start creating activity schedule (movies, board games, TV to watch weather).
5. Receive communication from Housing of potential ADA compliance preparation needed. Students with special needs will be reasonably accommodated (ex. medicine storage, service animal care).
6. Have custodial staff assigned to be on duty during the storm and meet with all staff to discuss scheduling and expectations once the storm has passed.
7. Confirm if Union will be used for Pre-Positioning Team.

**Phase III:**

1. Complete all items in Phase II.
2. Contact all reservations to cancel events and make alternate plans as needed.
3. Finalize all building security duties.
4. Open hurricane shelter- if needed.
  - a. Have shelter areas/signage set-up.
  - b. Post movie schedule.
  - c. Have a check-in/check-out system for all board games, card decks, or any electronic equipment. Any missing equipment will be charged to the person who had the equipment checked out.
5. Provide accommodations for Pre-Positioning Team if needed.
6. Director finalizes reporting/scheduling needs and expectations for after the storm with all employees.

**Phase IV:**

1. Complete all items in Phase III.
2. Department head return to work to assess damage and react to immediate needs.
3. Review building condition and look for any problems caused by storm and report needs and damages to the Office of Facility Planning and immediate supervisor.
4. Department head confirms scheduling of facility employees for return to work.
5. Work with Housing Staff and begin steps to close hurricane shelter.

**Phase V:**

1. Complete all items in Phase IV.
2. Facility staff will return to react to immediate needs.
3. Facility staff will begin clean up and replacement of items picked up in storm preparation.
4. Staff will aid other departments as necessary.
5. Gather shelter feedback and emergency plan effectiveness to make improvements.

**\*\* Additional Notes:**

1. University Phases are different from National Weather Service Hurricane Categories
2. Three areas of concern: life and limb; protection of property; business continuity
3. Tropical Storm or Category 1 Hurricane – potentially stay here (residence halls or union)
4. Category 2 or greater – mandatory evacuation

## **TELECOMMUNICATIONS HURRICANE EMERGENCY PLAN**

**Stand-by Alert:**

Telecommunication Coordinator or Director of Telecommunications and Networking insures that copies of the power failure emergency phone lists are available for distribution.

**Phase I:**

Telecommunications Coordinator will distribute copies of the power failure emergency phone list to users.

Upon being contacted by a representative of the Louisiana Department of Public Health, the Telecommunication Coordinator may assist in helping to establish telephone service for the Special Needs Shelter in Ayo Hall.

**Phase II:**

Telecommunications Coordinator will insure that telephones are connected in the Evacuation Center (Ballroom-Student Union).

Upon being contacted by a representative of the Louisiana Department of Public Health, the Telecommunication Specialists may assist in helping to establish telephone service for the Special Needs Shelter in Ayo Hall.

**Phase III:**

Upon being contacted by a representative of the Louisiana Department of Public Health, the Telecommunication Coordinator may assist in helping to establish telephone service for the Special Needs Shelter in Ayo Hall.

**Phase IV:**

Telecommunications Coordinator or Director of Telecommunications and Networking shall assess damage to campus wide telephone network within 24 hours of the event.

**Phase V:**

Telecommunications Coordinator shall replace or repair damaged equipment discovered during the assessment phase.

**UNIVERSITY COUNSELING CENTER – WOMEN’S RESOURCE & SERVICES  
HURRICANE EMERGENCY PLAN**

**Phase 1.**

1. Meet with all staff to discuss upcoming evacuation issues and concerns
2. Review Hurricane Evacuation Plans – update as needed
3. Update contact information as needed
4. Post information related to 1 – 4 on Student Services Blackboard page.

**Phase 2.**

1. Begin office closure
2. Meet with staff to review office closure procedures
3. Have everyone backup documents on USB and take USB with them
4. Unplug all office machines and other electrical items including but not limited to:
  - 4.1 Computers
  - 4.2 Fax machines
  - 4.3 Photo copiers
  - 4.4 Printers
  - 4.5 Free standing lights or lamps
  - 4.6 Kitchen appliances
  - 4.7 Refrigerator
  - 4.8 Phone and appliance chargers
  - 4.9 Adding machines
  - 4.10 Televisions

5. Cover all computers, printers, phones, etc. with plastic and place in: off-the-floor/away from window spot
6. Secure all supplies
7. All laptops must be secured in their carrying case, covered with plastic, and placed in file room
8. Change message on telephone voice mail and email if evacuation is necessary and you are still in the office.
9. To be able to check your voice mail from off campus dial 449-7000 and follow the instructions.
10. Make sure that your contact information including cell phone number and a current copy of your personal evacuation plan is posted on Bb.
11. Review and implement all steps on Nicholls State University "To prepare your work area when a storm threatens" list (copy attached to this plan).
12. Lock all doors and front door, close all window blinds, turn off lights, and leave building.
13. Evacuate the area as per your family's plans or when mandated by the parish and return safely.

#### **Phase 4.**

##### **Return to campus**

Where possible, check Nicholls web site and Student Services Bb page for updates

1. Contact all staff that has not return to determine return date
2. Uncover and inspect all office equipment
3. Check phones, voicemail, and computer email
4. Check ceilings in all rooms and closets for leak damage
5. Check windows for window damage
6. Document and date all damage to suite facility or equipment on letterhead paper—signature of staff completing documentation is required
7. Return all documentation to Michele for appropriate filing and claims to the University
8. Hold a Staff meeting to review damages or other issues and concerns upon returning to campus.

# UNIVERSITY HEALTH SERVICES

## HURRICANE EMERGENCY RESPONSE

### Standby Alert:

1. Alert staff of approaching storm.
2. Review preparations and plan with staff.

### Phase I:

1. Staff will assess First Aid Kit supplies and restock if needed.
2. Review of staff schedule.
3. Prepare office equipment.

### Phase II:

1. Prepare office equipment for possible flooding.
2. Have First Aid Kit and Non-Prescription Medic Aide Dispenser moved to student union (will need assistance).
3. Nursing staff to maintain a list of utilized supplies, provided during the course of the emergency.

### Phase III:

1. Finalize security of office.
2. Director to meet with staff to finalize expectations after the storm.

### Phase IV:

1. When safe Director to return to work to assess damage, react to immediate needs, coordinate staff schedule and prepare a report of damages for the Office of Facility Planning.

### Phase V:

1. Staff to call Director for directions and updates regarding safety and if can return to work. If needed, staff will utilize Nicholls website or hotline for other information.
2. Once campus is deemed safe, make arrangements with staff to return to work.
3. Prepare office, equipment and supplies.

# UNIVERSITY POLICE HURRICANE EMERGENCY PLAN

## Chain of Command:

- Chief of Police
- 2 Lieutenants
- 4 Sergeants
- 7 Officers
- 4 Dispatchers

## Standby Alert:

1. Check the inventory for the Department
2. Ensure that essential personnel forms are signed and dated
3. Verify the accuracy of the essential personnel phone contact list
4. Request a generator test

## Phase I: Storm Preparations

1. Recall all officers and staff to report to the University with their equipment upon a two-hour notice.
2. Officers and staff should insure that their families have a viable plan and their homes are secured before reporting to the University.
3. Housing will be established for all police personnel prior to their arrival.
4. Extra vehicles will be staged at the University Police Station to include:
  - Van
  - 2 sedans or emergency vehicles (other than already assigned)
  - Additional vehicles will be used from the motor pool.
5. Upon notification, all police personnel will meet at the University Police Station for direction on assignments. Police staff will combine four shifts and operate on two 12-hour shifts.
6. Once called out, University Police will assist maintenance personnel with cordoning of the University in the event of evacuation.
7. Work in conjunction with state and local law enforcement agencies in a timely evacuation from the University and patrol of the campus.
8. Identify an area to direct students and other individuals to the evacuation point for debarkation from the area.
9. Ensure that our mission is no looting of university or personal property in case of evacuation. Protection and safety of LIFE is our first and main concern.
10. Identify available medical personnel and first responders.
11. Secure the following equipment:
  - Jersey Bumpers (water filled) to block off main thorough fairs on the campus (see diagram)



- Metal crowd control fences/barricades
- Appropriate ballistic vests for officers and crowd control gear
- Satellite phones in case the radio's go down or the generator/radio system goes down at the police station.
- Staged rations/water at the police station
- Protective biohazard suits (depending on the nature of the disaster)
- Cots and blankets for staging of police personnel (Ayo Hall)
- Flash lights/lanterns and extra batteries

12. Arming of University Police Personnel: University Police officers will be armed in case of an evacuation from the university and to deter looting/rioting.

- All personnel will have their duty side arm and required amount of ammunition.
- Assigned personnel will be armed with an authorized 12-gauge shotgun and appropriate ammunition.
- The officers will have at their disposal their chemical agent i.e. Mace, Freeze +P  
Ballistic vests
- Hydration back packs
- Gunshot wound first aid kits (Gunshot Trauma Kit with Quick Clot or Hot Zone Medic Kit)

## **Phase II - Securing the University:**

1. Activate its officers and radio dispatchers to secure the University. A decision whether or not to close the entrances and exits will be made.
2. All available portable radios and Nextel phones will be assigned. Individuals not involved with the emergency plan will turn their radios and phones into University Police, who will in turn reissue them to designated officials. List of radio call numbers and list of telephone extension numbers will be made available to all personnel having access to communications.
3. University Police will alert the Telecommunications Specialists when Phase 2 is to be implemented.
4. Telecommunications specialists shall be responsible for installing telephones in the evacuation center (Ballroom/Student Union).
5. University Police will:
  - Provide for overall campus security
  - Arrange for switchboard to be manned in shifts- message from Public Information officers
  - Provide continuous communications
6. When a decision is made to move students to the Ballroom, University Police will place an officer at the entrance of the Ballroom to assist with security and operations of the shelter.

### **Phase III - Evacuation:**

1. Ensure that all residents are evacuated and informed to leave.
2. Send residents needing evacuation to the debarkation point with one bag and the necessities for several days (suggested 7 days).
3. Ensure Brady Complex is evacuated.
4. Respond appropriately to instill that residents need to leave or remove them as required for their safety.
5. Set up a security perimeter at the debarkation point and assist in crowd control at the evacuation center.
6. A University Police officer will escort Nicholls State University's buses and students along with necessary personnel to predetermined evacuation location.
7. Obtain from Residence Life a list of traveling evacuees.
8. A University Police officer will escort Nicholls State University's preposition team to a predetermined location.

### **Route/Staging Areas:**

1. Theoretically, the University will have a one way in for all traffic other than emergency and maintenance vehicles.
  - All traffic will enter from La 1 onto Acadia and park in Lot's 1 and 2.
  - Departing traffic will go south on Acadia, turn right on Leighton, and back to LA 1.
  - Evacuation vehicles will park on the east side of Acadia where the loading of evacuees will take place.
  - There will be a police presence to deter line cutting, pushing and shoving and to ensure an orderly evacuation.
  - A marked unit will lead at the front of the convoy and one at the end of the convoy to the designated destination.

### **Evacuation Completed:**

1. Remaining officers will stay behind in the event the entire university is evacuated.
2. Officers will remain at the University Police Station (the sturdiest building with a generator). If conditions do not allow occupancy of the police station, the University Police Department will identify the next strongest building to relocate.
3. Remaining officers will deter looting and prevent any stragglers that may have found their way to campus from remaining.
4. Remaining officers shall be equipped with a dependable marked unit, rations, water, cots and blankets.

## **Phase IV**

### **1. Assessment of the University after the storm passes:**

- Remaining University Police staff on campus will begin assessment of the damages to the University.
- Staff will maintain communications with the preposition team, evacuated students and staff on the conditions and possibility of returning to campus along with an update of the surrounding areas.
- Staff will begin documentation of and photographing damaged area(s) of the campus.

## **UNIVERSITY MARKETING AND COMMUNICATIONS HURRICANE EMERGENCY PLAN**

### **Standby Alert:**

- Meet with staff to review the office's Hurricane Emergency Plan. Make sure all staff have copies of our office's crisis communication procedures and have access to necessary websites and social media accounts.
- Review emergency media contact list and ensure that it is updated.
- Attend the University Emergency Preparedness Committee meeting and write an update message regarding university status.
- After receiving approval from the president, distribute the status update by emailing all employees and students, posting on the Nicholls homepage, posting on university social media accounts, sending out a press release to the emergency media contact list, recording a message on the emergency hotline and/or collaborating with University Police to send out an emergency alert via Everbridge. Standby status may not necessitate that all communication methods be used.
- Check university calendar for special events or programs that may be impacted.

### **Phase 1:**

- Attend the University Emergency Preparedness Committee meeting and write an update message regarding university status.
- After receiving approval from the president, distribute the status update by emailing all employees and students, posting on the Nicholls homepage, posting on university social media accounts, sending out a press release to emergency media contact list, recording a message on the emergency hotline and/or collaborating with University Police to send out an emergency alert via Everbridge.
- Ask if any campus events or programs have been cancelled. Post updates on university website and social media.

**Phase II:**

- Attend the University Emergency Preparedness Committee meeting and write an update message regarding university status.
- After receiving approval from the president, distribute the status update by emailing all employees and students, posting on the Nicholls homepage, posting on university social media accounts, sending out a press release to emergency media contact list and/or collaborating with University Police to send out an emergency alert via Everbridge.
- Monitor social media and respond, when appropriate, concerning university emergency status.
- Respond to media requests. Provide media with cell phone contact information should the university close.
- Ask university president to record the status update on the emergency hotline.
- Meet with staff to discuss everyone's evacuation plans. Obtain emergency contact information.
- Once classes are canceled, advise student employees that they are released from their work duties.
- Before closing the office, each staff member should:
  - Unplug all electronic equipment and raise off the floor.
  - Move equipment away from windows. Cover with plastic and secure with tape all office equipment/computers that cannot be stowed or moved away from windows.
  - Back up all necessary files on USB, laptop or external hard drive. Take with you.
  - Change message on voice mail and email.

**Phase III:**

- Attend the University Emergency Preparedness Committee meeting and write an update message regarding university status.
- After receiving approval from the president, distribute the status update by emailing all employees and students, posting on the Nicholls homepage, posting on university social media accounts, sending out a press release to emergency media contact list and/or collaborating with University Police to send out an emergency alert via Everbridge.
- Monitor social media and respond, when appropriate, concerning university emergency status.
- Ask university president to record the status update on the emergency hotline.
- Before leaving campus, unplug marquee computer and contact maintenance crew to shut off marquee.

**Phase IV:**

- Upon receiving an update from University Emergency Preparedness Committee meeting, write an updated message regarding university status.
- After receiving approval from the president, distribute the status update by emailing all employees and students, posting on the Nicholls homepage, posting on university social media accounts, sending out a press release to emergency media

contact list and/or collaborating with University Police to send out an emergency alert via Everbridge.

- Monitor social media and respond, when appropriate, concerning university emergency status.
- Assign staff to report back to campus to handle media requests, if needed.
- In the event of a network outage, contact Information Technology to determine projected length of outage and whether it is necessary to point the Nicholls homepage to [emergency.nicholls.edu](http://emergency.nicholls.edu).

**Phase V:**

- Contact all staff that has not returned to determine return date.
- When returning to campus, uncover and inspect all office equipment. Document all damage to facility or equipment.
- Respond to media requests.
- Meet with staff to evaluate communications during the storm, discuss concerns and identify areas for improvement.

## **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 1<sup>st</sup> to November 30<sup>th</sup>. 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>

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/lcadedg.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**

- La. Dept. of Homeland Security and Emergency Preparedness – <http://www.ready.gov/>
- US Dept of Homeland Security – <http://www.ready.gov>
- Lafourche Parish Office of Emergency Preparedness – 985-446-8427

[http://www.lafourchegov.org/Departments\\_OEP.aspx](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/>
- Weather Channel On-Line – <http://www.weather.com/>

## **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, Coteau 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.

### **Greater Lafourche Port Commission**

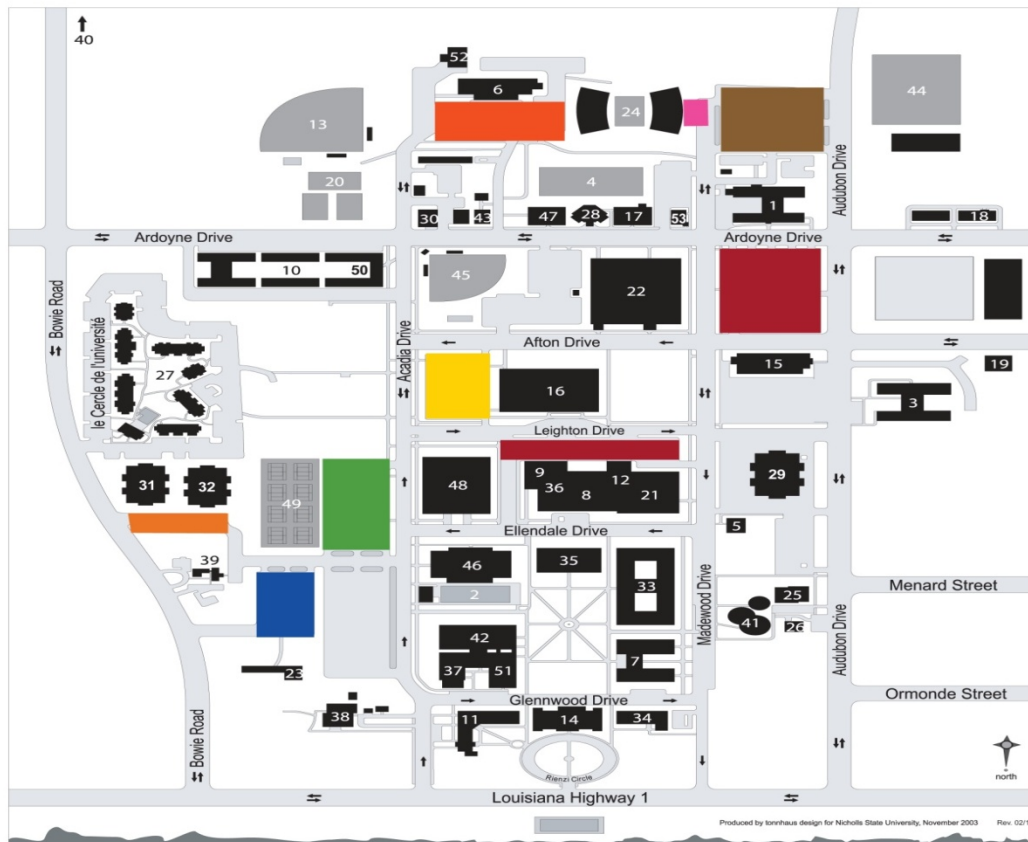
This agreement between the Greater Lafourche Port Commission and Nicholls allows the Commission a staging area for emergency response employees (18) and equipment (12 vehicles, 1 trailer and 2 boats) during hurricanes for up to 48 hours.

### **United States Coast Guard**

This agreement between the United States Coast Guard and Nicholls allows the USCG to store 2 small boats and one supply trailer for post storm recovery efforts.



# Appendix A- Parking Lot Assignment Map



- |                            |                                  |                                       |  |  |
|----------------------------|----------------------------------|---------------------------------------|--|--|
| 1. Ayo Hall                | 13. Didier Field (Baseball)      | 25. Historical Research Center D.H.T. | 37. Powell Hall                        | 49. Tennis Courts                          |
| 2. Ayo Swimming Pool       | 14. Elkins Hall                  | 26. James Alumni House                | 38. President's Residence              | 50. University Police (Information Center) |
| 3. Babington Hall          | 15. Ellender Hall                | 27. La Maison du Bayou                | 39. Pupil Appraisal Center L.P.S.B.    | 51. White Hall                             |
| 4. Band Practice Field     | 16. Ellender Memorial Library    | 28. Lindsay Hall (Music Annex)        | 40. Safety and Environmental Building  | 52. Chabert Hall                           |
| 5. Baptist Student Center  | 17. Family and Consumer Sciences | 29. Scholars Hall                     | 41. St. Thomas Aquinas Center (Chapel) | 53. Continuing Education Building          |
| 6. Barker Hall and Annex   | 18. Family Housing               | 30. Maintenance Buildings             | 42. Shaver Gymnasium                   |  |
| 7. Besurgard Hall          | 19. Family Service Center        | 31. Zeringue Hall                     | 43. SLEC / Region III Service Center   |  |
| 8. Bollinger Student Union | 20. Football Practice Field      | 32. Millet Hall                       | 44. Soccer Field                       |  |
| 9. Bookstore               | 21. Galliano Hall (Cafeteria)    | 33. Pelletier Hall                    | 45. Softball Field                     |  |
| 10. Celecas Hall           | 22. Gossaux Hall                 | 34. Piccola Hall                      | 46. Stogher Gymnasium                  |  |
| 11. Candies Hall           | 23. Greenhouse                   | 35. Polk Hall                         | 47. Student Publications & Printing    |  |
| 12. Cotillion Ballroom     | 24. Guidry Stadium               | 36. Post Office                       | 48. Talbot Hall                        |  |
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|--|---|--|---|
| <span style="display:inline-block; width:10px; height:10px; background-color:red; border:1px solid black;"></span> Nicholls State University | <span style="display:inline-block; width:10px; height:10px; background-color:orange; border:1px solid black;"></span> Terrebonne Parish Consolidated Government | <span style="display:inline-block; width:10px; height:10px; background-color:yellow; border:1px solid black;"></span> Fire Departments - Secondary | <span style="display:inline-block; width:10px; height:10px; background-color:brown; border:1px solid black;"></span> La. Wildlife and Fisheries |
| <span style="display:inline-block; width:10px; height:10px; background-color:blue; border:1px solid black;"></span> Terrebonne A.R.C.        | <span style="display:inline-block; width:10px; height:10px; background-color:green; border:1px solid black;"></span> Fire Departments                           | <span style="display:inline-block; width:10px; height:10px; background-color:white; border:1px solid black;"></span> Entergy                       | <span style="display:inline-block; width:10px; height:10px; background-color:pink; border:1px solid black;"></span> La. State Police Troop C    |

**NICHOLLS STATE UNIVERSITY**