

Departmental Plan Template

On Alert – Monitor the threat level (projected path, size, and speed) posed by the system.

Preparation –

(Specify preparation measures for your particular department along with personnel, by title, responsible for performing each duty.)

Suggested preparations may include:

- 1.) Confirm and disseminate emergency contact information (cell phone numbers of several family members and their possible evacuation locations) of all employees in the department.
- 2.) If anyone within your department has been confirmed by University officials as “*essential personnel*”^{*} to remain on campus during an evacuation or to perform essential tasks from an off-campus location, affirm this with the employee to allow them ample time to make off-campus accommodations for their family and prepare their home.
- 3.) Gather materials and supplies to secure or “evacuate” critical departmental equipment, research projects, intellectual property, etc., in the event of an evacuation.
- 4.) Remind all departmental employees they are required to remain in contact with their supervisor at least every 48 hours during an evacuation in order to receive information and directives.

Phase One – University closure is possible but Parish/campus evacuation is not expected. All departments must enact their **phase one** procedures as follows:

(Specify actions your particular department will make along with personnel, by title, responsible for performing each duty.)

Suggested actions may include:

- 1.) Considering possible power outages and ensuing conditions and begin securing or relocating sensitive research projects, animals, etc.
- 2.) Preparing workspaces and offices for temporary closure and ensuring that vital records and sensitive equipment are properly stowed.

Phase Two – Classes will be canceled, all University buildings will be closed and secured, and a Parish evacuation will ensue. All departments must enact their **phase two** procedures as follows:

(Specify actions your particular department will make along with personnel, by title, responsible for performing each duty.)

Suggested actions may include:

- 1.) Provide a list of any/all essential personnel from your department who will remain on campus to University Police. Include their contact information (home phone, cell phones, e-mail address, etc.).

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- 2.) Remove items needed to perform administrative and/or teaching duties remotely or alternatively (Blackboard, Banner, off-campus locations) until the campus is reopened.
- 3.) Remove important personal valuables and documents (passports, brief cases, purses, financial records, personal electronic devices, etc.) to prevent loss due to damage.
- 4.) Secure and protect essential equipment, technology appliances, and related gear.
- 5.) Evacuate personnel from your area and prepare your building for closure and final lockdown by University Police and Facilities Personnel.
- 6.) Final notification of all employees under your supervision of expectations for contacting you every 48 hours to secure directions and receive information.

Faculty and Staff - are expected to remain in contact with their supervisors via telephone or e-mail every 48 hours to secure directions for action. If possible, faculty and staff should monitor the University's website for information.

Recovery – Begins after landfall when sustained wind speeds are less than 30 miles per hour. **(Specify recovery measures likely for your particular department along with personnel, by title, responsible for performing each duty.)**

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

Deactivation – declared by the University President or his designee upon resumption of normal operation.

Department Head, Dean, Director or Other Appropriate Supervisor or Administrator will:

- 1.) Conduct after-action/lessons learned reviews of response and recovery activities.
- 2.) Update departmental operational plans to reflect lessons learned.

****Essential Personnel***

List specific job titles (not names) of any and all departmental personnel who will be required to remain on campus during an evacuation or to perform essential tasks from an off-campus location during an emergency. Also include the duties for which he/she will be responsible.