

## **McNeese Emergency Preparedness Organization and Communication**

In the event of an impending tropical storm the University's **Emergency Preparation Team (EPT)**, chaired by the President, will monitor the situation in order to provide leadership and guidance for the protection of the campus community. The University Provost shall serve as chair in the President's absence and the Vice President for Business Affairs and University Services shall chair in the absence of both the President and Provost.

The EPT is comprised of all University Vice Presidents, Associate Vice President for Enrollment Management, Associate Vice President for University Services, Director of Public Relations, University Police Chief, Director of Facilities and Plant Operations, and Chief Information Technology Officer. They shall make decisions critical to the continued operation of the University before, during, and after a crisis.

The University's **Emergency Response Team (ERT)**, chaired by the University Police Chief unless otherwise specified by the EPT chair, will provide the EPT with critical information needed to direct preparation, response and recovery efforts before, during and after a crisis.

The **Emergency Response Team (ERT)** is comprised of the Associate Vice President for University Services, Counseling Center Director, Director of Student Health Services, Director of Facilities and Plant Operations, Director of Public Relations, Chief Information and Technology Officer, Coordinator of Technical Support and Networking Services, Director of University Computing Services, Athletics Director, Registrar, Director of Institutional Research, Superintendent of Custodial Services, Superintendent of Grounds, Director of Human Resources, University Police Chief, Director of Services for Students with Disabilities, Police Lieutenant, and Environmental Health, Safety, and Hazardous Waste Officer. The Associate Vice President for University Services shall serve as chairman in the absence of the University Police Chief or EPT designee. The Director of Facilities and Plant Operations shall serve as chair in the absence of both the University Police Chief/EPT designee and Dean of Student Services.

Once activated, students, faculty, and staff shall be notified of pertinent decisions of the EPT and ERT via the University website, e-mail, local media, campus rapid notification system, and any other appropriate means at the University's disposal. Periodic updates will be provided via the University website and local media on a continuing basis until the threat is resolved and deactivation is declared.

### **Phases of Operation**

**Activation** begins when a declared tropical storm system enters or forms in the Gulf of Mexico. This plan is implemented at the appropriate stage based on its anticipated effects.

**On Alert** – Enacted when a declared tropical storm enters the Gulf of Mexico.

*Action(s):* Members of the University's EPT and ERT are notified by the President or his designee and placed on alert in order to monitor the threat level (projected path, size, and speed) posed by the system.

**Preparation** – Enacted when a declared tropical storm has entered the Gulf of Mexico and South Louisiana or Southeast Texas is within the predicted landfall zone.

*Action(s):* The University community shall be notified and all departments shall implement the **preparation phase** of their plan. The University shall remain in this stage until upgraded to levels one or two by the EPT or the system is deemed no longer a threat to the area at which time the plan will be deactivated.

**Phase One** – Enacted when the University community may experience some of the effects of the system but the system IS NOT expected to cause major, long term, or sustained damage.

*Action(s):* University closure is possible but Parish/campus evacuation is not expected.

All departments must enact their **Phase One** procedures.

**Phase Two** – Enacted when the system is likely to make direct landfall near Southwest Louisiana and is expected to cause major, long term, or sustained damage.

*Action(s):* 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.

**Students** - are advised to evacuate to an area out of the storm's path. The University Police Department serves as an evacuation point for students without means to evacuate on their own. Those who assemble at the University police department at the designated time will be evacuated, sheltered, and returned to campus when safe to do so by Parish authorities and in accordance with the Parish plan.

**Faculty and Staff** - are expected to remain in contact with their supervisors via telephone or e-mail (according to their departmental plan) every 48 hours to secure directives and/or plan for action. If possible, faculty and staff should monitor the University's website and local media outlets operating via the Internet for information.

**Recovery** – Enacted after landfall when sustained wind speeds are less than 30 miles per hour.

*Action(s):* Employees designated to remain on campus shall begin damage assessment, clean up efforts, and take action as needed to protect University assets. Evacuated employees are to contact their supervisors and monitor the University website for return information.

**Deactivation** is declared by the University President, or his designee, after the resumption of normal operation.