

Chancellor's Memorandum

CM-51 – Policy on Weather Related Emergency Procedures for LSUHSC-New Orleans

To: Vice Chancellors, Deans, Administrative Staff, Department Heads

From: LSU Health Sciences Center New Orleans Chancellor

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Louisiana State University Health Sciences Center – New Orleans Response Plan for Weather Related Emergencies

Weather Related Emergency

Purpose	The purpose of this section of the LSUHSC-NO <u>Emergency Response Plan</u> is to document and to give guidance for response to weather related emergencies such as hurricanes, storms, and flooding.
Scope	<p>The information in this document is institutional, involving schools, clinical operations, business and administrative offices, centers of excellence, and institutes. Emergency plans specific to individual components or facilities are part of this plan by reference.</p> <p>Additional information related to hurricane and flood preparedness is available through the Louisiana Office of Homeland Security and Emergency Preparedness. http://www.lope.state.la.us/hurricanerelated/hurricaneindex.htm. This website contains information about disaster preparedness, including tips on developing a personal evacuation plan, maps describing the State Police contra-flow plan, and road closures. All employees and students are encouraged to familiarize themselves with the information provided in this website.</p>
Components	<p>Affiliated institutions and departments, including but not limited to, have individual plans: University Hospital (MCLNO-HCSD), University Medical Center (Lafayette-HCSD), Our Lady of the Lake Hospital (Baton Rouge-HCSD), W.O. Moss (Lake Charles-HCSD), Washington-St. Tammany Medical Center (Bogalusa-HCSD), Children's Hospital of New Orleans, in accordance with the standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), has developed an <u>Emergency Preparedness Program</u>. This plan is incorporated by reference into the <u>LSUHSC-NO Emergency Response Plan</u>. Each Hospital Administrator (or designee) is solely responsible for invoking a state of emergency and responding appropriately.</p> <p>Department of Animal Care, in accordance with the standards of AAALAC International, has developed an <u>Emergency Situation Response Plan</u>. This plan is incorporated by reference into the <u>LSUHSC-NO Emergency Response Plan</u>. The Vice-Chancellor for Academic Affairs (or designee) is responsible for activating the ESRP for animal care facilities once a state of emergency has been</p>

declared due to a weather related event (storm or flooding).

The Associate Vice Chancellor for Property and Facilities maintains Hurricane Preparedness Procedures, designed to minimize the impact of flooding and high winds to the University. The plan is incorporated by reference into the LSUHSC-NO Emergency Response Plan.

The Vice-Chancellor for Administration and Finance, Information Technology Department maintains an Information Systems Disaster Recovery Plan, incorporated by reference into the LSUHSC-NO Emergency Response Plan. The Assistant Vice Chancellor for Information Technology is responsible for responding appropriately to weather related emergencies.

Authority Under the Plan

Executive Decision **The Chancellor of LSUHSC-NO is the final authority to activate the Plan. The Associate Vice Chancellor for Property and Facilities is designated as the Emergency Preparedness Officer (EPO). The EPO has the authority to implement the Emergency Weather Response Plan.**

Activation is based solely on an executive decision as described above. For example, declaration of a hurricane watch by the National Weather Service does not automatically activate any part of the Plan. LSUHSC-NO personnel or students should not begin implementing the Plan before official notification of the executive decision.

Each **Hospital Administrator**, or designee, is solely responsible for activating the hospital's Emergency Preparedness Program.

Essential Employees

The LSUHSC-NO campus will not function as an evacuation site for LSUHSC-NO faculty, staff, and students, or for the general public during a weather event that requires closure of the LSUHSC-NO campus. Only essential employees will be allowed access to the campus once a state of emergency has been declared.

Essential employees are those designated by their department heads as essential to the continued performance of their department or the protection of LSUHSC-NO assets during an external emergency. Each Vice-Chancellor and Dean shall forward the current list of essential employees to the Chancellor not later than May 1 of the calendar year. Any changes or additions to the list of essential personnel must be forwarded to the Chancellor immediately upon announcement of a state of emergency. Essential employees will receive special emergency identification which must be worn at all times while on campus once a state of emergency has been declared. Essential employees will be required to report to their designated work site when the institution has declared a state of emergency due to adverse conditions.

Non-essential employees are not required during an external emergency. They may not however, leave their work site until released by their supervisors, and they must return to work as usual, after the emergency condition has ended. It is the responsibility of all employees to monitor radio, television, telephone hot lines, or LSUHSC-NO Emergency Web site to receive instructions regarding the state of the emergency and return to work notice.

Communications

The Director of Information Services in cooperation with the Assistant Vice-Chancellor for Information Technology shall be responsible for managing all external and internal communications before, during, and immediately after an emergency. The Office of Information Services is responsible for drafting the Activation Notices and updates on the LSUHSC-NO Emergency Web site, text messages, mass emails, the **Emergency Information Hot Line**

(866-957-8472), and statewide radio and television.

Administrative and academic units (i.e., Schools, Departments, Centers, and Institutes) are required to maintain updated emergency plans including phone trees for notifying faculty, staff, and students in their respective schools and areas. Copies of these plans must be submitted to the Chancellor's Office not later than May 1 of each calendar year.

Campus Closure Only the Chancellor, or his designee, may order closure of the campus or any portion thereof.

Shutdown Team A specifically designated group of personnel from University Police, Facility Services, Auxiliary Enterprises, I.T., and Animal Care is charged with the orderly shutdown of mechanical and electrical systems, elevators, I.T. systems and networks, access control systems, parking systems, care of animals, and securing property and facilities associated with a mandated campus closure.

Startup Team A specifically designated group of personnel from University Police, Facility Services, Auxiliary Enterprises, I.T., and Animal Care is charged with the orderly startup of mechanical and electrical systems, elevators, I.T. systems and networks, access control systems, parking systems, care of animals, and startup of property and facilities associated with a campus reopening.

Emergency Response Team A small designated group of personnel from University Police, Facility Services, I.T., and Animal Care who come to campus during a mandated closure to assess property and facilities, I.T. systems, animals, and refuel emergency generators.

Personnel Policy Guidelines

Personnel Availability All employees and students are required to update their personal contact information on the LSUHSC-NO registry. The registry will become available online via the LSUHSC-NO website once a state of emergency has been declared by the Chancellor. Faculty, staff and students failing to update their contact information on the registry will be subjected to disciplinary action up to and including being charged with an unauthorized absence.

All faculty and staff with clinical duties have a professional obligation and commitment to be available for work during periods of adverse weather conditions. Essential employees are also required to report to their designated work site during their appointed work schedule even if the institution has been closed due to adverse weather conditions.

Essential employees are not authorized to leave their work duties due to weather conditions or the activation of any phase of this Plan without specific approval of their department head or supervisor. Likewise, all essential employees at home have an obligation to make every effort to report to work for their scheduled shift.

Essential personnel who fail to report for scheduled work because of weather conditions without approval of their department head or supervisor will be taking an unauthorized absence.

During an emergency, the following guidelines apply:

- Employees leaving without official release will be denied any administrative leave and will be docked (leave without pay) or charged earned time (annual leave) for all workdays until their return as determined by their supervisor.
- In accordance with PM-20, Leave Policies for Academic and Unclassified Employees and Classified Personnel, when the Chancellor determines that the existence of certain conditions cause him/her to close the University or a specific area of the University, he/she will officially declare the

University/Location closed and the Chancellor may grant Special Leave to those affected employees and will specify such time.

- If special leave is not granted for the entire closure and/or an employee requires additional time beyond the amount of special leave granted, that time will be charged to annual leave, sick leave, leave without pay, or other leave as appropriate.
- Those employees assigned to work locations other than the main Downtown Campus and the School of Dentistry will follow those location schedules as directed by those in charge of the facility.
- Classified employees who are required to work through closure will be paid in accordance with Civil Service rules.
- Essential employees on vacation, sick leave or other approved leave, at the time of the emergency, are expected to return to work to fulfill their roles if it is feasible for them to do so or unless otherwise approved by the person who would supervise them during the emergency.
- Once the University reopens from an emergency and a subsequent event occurs that requires the Chancellor to close the University or any portion thereof (e.g., power outage, loss of water pressure, fire, flooding, etc.), this is considered a new emergency and all procedures should be followed whether or not the subsequent event is related to the earlier emergency.

Activation of Hurricane Plan

Introduction Hurricanes are low barometric tropical storms typified by a circular counter-clockwise movement of winds. The National Weather Service ranks their size and intensity according to the Saffir-Simpson scale:

- Category One - winds of 74-95 mph, minimal damage
- Category Two - winds of 96-110 mph, moderate damage
- Category Three - winds of 111-130 mph, extensive damage
- Category Four - winds of 131-155 mph, extreme damage
- Category Five - winds greater than 155 mph, catastrophic

The weather reporting agencies provide at least 72 hours of advanced notice allowing for preparation.

Executive Decision The Associate Vice Chancellor for Property and Facilities will determine the possible adverse impact of the weather situation on the operations of the institution and may implement the Plan after approval by the Chancellor.

Notification After approval of plan implementation by the Chancellor, the Director of Information Services will notify the Emergency Response Group, the Vice Chancellor for Clinical Affairs, and the Deans of Schools employing the most effective method including telephone, pager, cell telephone, and email. These senior leaders are responsible for notifying the organizations they represent, including department chairpersons and directors.

Feedback The Director of Information Services will report back to the Chancellor and Vice Chancellor for Academic Affairs within **60 minutes** the results of the notification.

Institutional Checklist

What to do at the beginning of Hurricane Season

- Update Business Continuity & Disaster Recovery Plan.

- Assign essential personnel.
- Conduct list of critical supplies/equipment and location and persons responsible for restocking supplies.
- Review internal departmental call down list, including updating procedure for paging employees.
- Provide departmental hurricane preparedness training.
- Develop procedure for backing up computer systems and protecting critical equipment within your department.
- Develop a departmental communications plan and hierarchy of department decision makers.
- Develop procedures for moving essential equipment away from windows and covering critical equipment.
- Designate a location for employees to gather during storm/watch/warnings and essential personnel to report for recovery operations.

Alert (72 hours out)

- Staff reports for duty.
- Inform both on-site and essential off-duty staff of Alert Status and Preparedness Plan.
- Verify the availability of phone numbers for essential personnel.
- Check supplies and verify inventory list and location.
- Make arrangements for delivery of critical supplies from vendors.
- Commence emergency shutdown actions to protect University infrastructure.
- Ensure fuel tanks and water tanks are topped off.
- Verify all storm drains are free from debris and obstruction; building perimeter is secured.
- Verify high volume water pumps, generators, and other flood equipment is available.
- Remove all perishable materials and deactivate non-research refrigerators/freezers.

Watch (48-72 hours out)

- Inform staff of warning via call down list.
- Deliver hurricane supplies to designated areas.
- Personnel will remain on duty as instructed by supervisor or designee.
- Charge batteries and radios.
- Assemble toolbox and equipment for use during hurricane.
- Conduct final review with staff and essential personnel of work assignments.
- Ensure that all construction sites are secured, tied down, and cleaned up.

Warning (24-48 hours out)

- Keep getting Ready!!!
- Deactivate any operational systems that would be affected by the uncontrolled shutdown of LSUHSC-NO electrical power.
- Inform your area of any operational systems that have been deactivated.
- Place the appropriate flood barriers at designated points and position emergency pumps.
- Notify essential personnel of procedures for reporting to work following the storm, for recovery operations.
- Order Securing of Facilities.
- Ensure Evacuation and Closure of buildings.
- Secure boilers that will result in loss of steam for autoclaves and cage washers at the Medical Education Building and Clinical Sciences Research Building.
- Commence securing elevators (at 36 hours) and relocating to upper floors. Last elevator in each building will be secured as close as possible to the 24th hour.
- ALL STUDENTS AND PERSONNEL (OTHER THAN MEMBERS OF THE SHUTDOWN TEAM) MUST VACATE CAMPUS NOT LATER THAN 6 HOURS IN ADVANCE OF THE MANDATED CLOSURE TIME.

Weather Condition	Responsible Person(s)	Action
Hurricane - Alert 72 Hours (Prior to the Onset of Tropical Storm Force Winds)	Chancellor	Activate Emergency Response Plan
	Director of Information Services	<ol style="list-style-type: none"> 1. Activate Cascade Call Down List for Emergency Response Group and other senior leaders. 2. Activate Weather Emergency Communications Plan. 3. Advise department heads and others to start preparation steps in accordance with facility or departmental plans.
Hurricane - Watch 48-72 Hours	Chancellor	Declare Watch condition.
	Vice Chancellor for Academic Affairs	Activate Emergency Plan for Protecting Research Enterprise.
	Director of Information Services	Update communications.
	Deans, Department heads and Administrative heads	Activate call-down list. Complete most preparation steps.
Hurricane / Flood - Warning 36-48 Hours or Less	Chancellor	Declare Closure. ALL STUDENTS AND PERSONNEL (OTHER THAN MEMBERS OF THE SHUTDOWN TEAM) MUST VACATE CAMPUS NOT LATER THAN 6 HOURS IN ADVANCE OF THE MANDATED CLOSURE TIME
	Director of Information Services	Update Communications
	Deans, Department heads and others	<ol style="list-style-type: none"> 1. Release non-essential employees. 2. Secure work areas.
	Essential Employees	Report to assigned workstations.
	Non-essential Employees and Students	<ol style="list-style-type: none"> 1. Leave facilities. 2. Monitor LSUHSC Emergency Web site, emergency information phones and radio and TV stations for announcements.
Hurricane / Flood - Warning 30-36 Hours	Essential Employees and Shutdown Team	Prepare for closure.
Hurricane / Flood - Warning 24-30 Hours	University Police and Shutdown Team	Shutdown and prepare facilities for closure.
Hurricane / Flood - Imminent 24 Hours or Less	Associate Vice Chancellor for Property and Facilities	<ol style="list-style-type: none"> 1. Close and secure buildings. 2. Leave campus.
	University Police	

**Louisiana State University Health Sciences Center
Flood Response Plan**

Purpose	Flash floods can strike any time and any place with little or no warning. The purpose of this plan is to provide guidance for LSUHSC-NO faculty, staff, and students in the event of a weather related event that could result in flooding of the LSUHSC-NO campus.
Executive Decision	The Associate Vice Chancellor for Property and Facilities will determine possible adverse impact of the weather situation on the operations of the institution and may decide to activate the Plan. If the decision is made to activate the plan, the Associate Vice Chancellor for Property and Facilities will notify senior leadership - - the Chancellor, Vice Chancellor for Academic Affairs; Vice Chancellor for Administrative, Community and Security Affairs; Vice Chancellor for Clinical Affairs, and the Deans of Schools. Leadership is responsible for notifying the organizations they represent, including department chairpersons and directors.
Feedback	The Associate Vice Chancellor for Property and Facilities will report back to the Chancellor and Vice Chancellor for Academic Affairs within 60 minutes the results of the notification.

Emergency Response for Flooding

Flood Probability	Property and Facilities Personnel	Dean's Offices
Heavy storms expected that could produce 10-20% chance of flooding	<ol style="list-style-type: none"> 1. Check supplies 2. Check & test pumps 3. Check generators 4. Check sand bags 5. Review call down lists & personnel rosters 6. Implement the Center for Animal Care Plan 	<ol style="list-style-type: none"> 1. Advise Dept. Chairs 2. Review building / class schedule
40-50% chance of flooding if storms persist	<ol style="list-style-type: none"> 1. Set up Emergency Operations Center (EOC) 2. Place sand bags and close flood doors 3. Check roof and storm drains 4. Coordinate with University Police Department, and schools specific preparedness activities 5. Remove all LSUHSC vehicles from ground level garage. 	<ol style="list-style-type: none"> 1. Secure laboratories and offices. 2. Release non-essential personnel 3. Implement specific Departmental Plans
80-90% chance of flooding	<ol style="list-style-type: none"> 1. Close building 2. Place remainder of sand bags at exit. 3. Shut down and secure non-essential equipment 4. Review start-up procedures with building operations personnel 	<ol style="list-style-type: none"> 1. Deans are updated by Information Services on condition of their building

Emergency Response Plan for Protection of the Research Enterprise

1. Back-up of Critical Samples and Tissue Banks. Faculty are encouraged to establish redundant sample repositories with colleagues at other institutions or at commercial biorepositories.

2. Inventory and prioritization of equipment. Each Department or Center will generate an inventory of critical equipment to be placed on emergency circuits and their locations. Equipment should be further prioritized as “essential” and “expendable” so that in a situation where there is a shortage of emergency circuits available lines can be shifted to the former equipment.

3. Reliance on liquid nitrogen Dewar Containers. All LSUHSC-NO buildings are subject to power loss due to flooding; however, the Trail Clinical Science Research Building (CSRB), Lions, and Medical Education Building (MEB) will continue to be particularly vulnerable to loss of emergency power in the short term. We have a minimum of 24 hours of emergency power available at the CSRB, Lions, and MEB. After 24 hours, generator fuel tanks will exhaust fuel capacity. Facilities personnel will return to campus to refuel the generators using fuel stored in tanks positioned on campus. NOTE: The Dental Campus does not have emergency power to support research. To supplement the above, portable liquid nitrogen Dewars equipped with casters will be used as a means of cryostorage of critical reagents and specimens. Departments and Centers should be prepared to provide for adequate liquid nitrogen to keep these Dewars charged. It is recommended that a reserve supply of 7-14 days of liquid nitrogen is available in case of a weather-related emergency. Dewars should be inventoried as to their location for ease of access in emergencies.

4. Emergency procedures for survivability of Dewar Containers. When an emergency is declared, all Dewars should be moved to assigned secure and protected rally points on the second floor of each building (or floor directly accessible to the walkways). Liquid nitrogen storage tanks to maintain these Dewars should also be moved to the rally points. In addition, liquid nitrogen storage tanks should be sited near those cryopreservation Dewars too large to be reasonably moved. This procedure will facilitate locating and filling (or evacuating if necessary) the Dewars following a sustained power outage or flood. Reliance on small portable Dewars presents several potential safety concerns that must be addressed: (a) personnel must be reminded of OSHA guidelines regarding not riding on elevators that are transporting Dewars and (b) personnel must be cautioned about the dangers of and Department of Transportation (DOT) regulations against transporting liquid nitrogen Dewars in their personal cars as an evacuation strategy. The Emergency Preparation Liquid Nitrogen Supply and Safety Plan is available at <http://www.lsuhs.edu/admin/pfm/ehs/docs/lin.pdf>

5. Rescue and recovery of research materials during a prolonged evacuation. Even with the above measures in place, no plan can cover every contingency in an emergency. Therefore, the plan for rescue and recovery of research materials from the LSUHSC-NO in the event of a prolonged evacuation of the facility will involve a two tiered approach: (a) An immediate rescue mission of limited scope as soon as is practical to stabilize the situation in the LSUHSC-NO and (b) a more comprehensive recovery mission soon thereafter to remove critical samples and resources. The timing of these efforts will be made to minimize loss to the research enterprise but consistent with safety and priorities of civil and military authorities. An appropriately trained team comprised of two individuals from each Department/Center who are knowledgeable about the locations and nature of critical research resources and are physically able to carry out such duties will participate in the aforementioned immediate rescue mission. A more comprehensive recovery of research materials will be performed by individual investigators and will involve a security checkpoint and sign out procedure.