

NUNEZ COMMUNITY COLLEGE HURRICANE EMERGENCY PLAN

Introduction

The purpose of the Nunez Community College Hurricane Emergency Plan is to provide steps deemed necessary to secure the college and protect property and lives in the event of an approaching hurricane. This plan is developed in conjunction with the College Emergency Recovery Plan but specific to tropical systems expected to achieve landfall in the New Orleans metropolitan area.

The plan is available to all college employees, students and members of the community and can be accessed via the internet on the home page of the Nunez website. The plan lists and explains the various levels of preparedness the college will undertake depending on the severity of a weather threat to the area. It also lists action plans for all critical campus departments that will be most affected by an approaching storm.

In the event that a tropical system enters the Gulf of Mexico, the college will immediately be placed on standby alert. At this time, interested parties can monitor the Nunez home page to determine the exact level of preparedness currently underway at the college. 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 college's Crisis Management Team (CMT). The CMT team includes three (3) sub-teams: Management Team, Recovery Team, and Facilities Team. Please see "Emergency Recovery Plan" for a breakdown of each sub-team. The plan is reviewed and updated by the committee annually.

General Information Concerning Plan Implementation

The college Chancellor or his/her designee, in consultation with the CMT, 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 Nunez website, e-mail, television, radio, 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. Students, faculty, and staff are strongly encouraged to be registered to [Nunez Emergency Alert 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 departmental emergency plans or an employee may be designated by his or her supervisor in the event of an impending emergency.

Communications between CMT members and 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 command post is established, all critical information and command post numbers will be disseminated via the emergency notification text, NCC website, social media and NCC email. (See Appendix A in Emergency Recovery Plan 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 College 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 St. Bernard 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 St. Bernard area. The CMT will continue to monitor the strength, speed, P-Surge, and projected landfall site. The CMT will set up operations in the Chancellor’s Conference Room, Administration Building. All departments must enact Phase II storm preparation

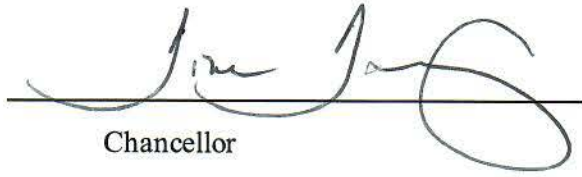
Phase III – When a tropical system is in the Gulf of Mexico and South Louisiana is in the high probability landfall zone and the National Weather Service issues a Tropical Storm Warning or a Storm Surge Warning for South Louisiana that includes the New Orleans metropolitan area, the CMT will make recommendations to the College Chancellor regarding scheduled classes. The College Chancellor will make the decision to cancel or continue class. If the National Weather Service issues a Hurricane Warning for South Louisiana that includes the St. Bernard area, college classes will be cancelled. Students are advised to evacuate to an area out of the storm’s path. The CMT will continue to monitor the storms strength, speed, P-Surge, and projected landfall. If a mandatory evacuation is given for the New Orleans metropolitan area, the CMT will finalize all preparations for the storm. All non-essential personnel will be released from their work stations. The recovery 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, facilities employees are required to report to work to assess status of buildings and grounds. Upon completion of assessment, the Director of Facilities will communicate with the executive team. All employees will receive a college update notification through NCC email within 24 hours of storm passing. Considering the college update notification, immediate supervisors will contact all employees by telephone or e-mail, with further directions for action. All employees should be prepared to report to work or return the College 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 damages, to react to immediate needs, to coordinate scheduling of employees, and to report needs and damages to the Facilities department.

Phase V – If the storm has passed and has caused major damage on campus, employees will be provided a survey to complete concerning their ability to return to work. The IT Recovery and Facilities teams will return to campus to establish a command center. The Facilities Team will begin damage assessment, debris clean-up and will take action as needed to protect college assets. Time and equipment utilized for clean-up and restoration will be documented for insurance/FEMA purposes.

Hurricane Emergency Plan

Approved By:


Chancellor


Date

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

Triggering Event	Actions		Responsible Department
Standby Alert	Status		
	<input type="checkbox"/>	Assess approaching storm & determine level of impact on Nunez	CMT
	<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 Nunez website	All Departments
	<input type="checkbox"/>	Verify contact numbers	All Departments
	<input type="checkbox"/>	Backup equipment inspected	Information Technology
	<input type="checkbox"/>	Recovery Team update	Facilities
	<input type="checkbox"/>	Early facility storm preparations	Facilities
	<input type="checkbox"/>	Begin standby alert procedures as per plan	Campus Police
	<input type="checkbox"/>	Communicate updated emergency status to campus, community and media	Marketing & Communications
Phase I			
	<input type="checkbox"/>	Assess approaching storm & determine level of impact on Nunez	CMT
	<input type="checkbox"/>	Review status of action items in Standby Alert Phase not completed	CMT/All Departments
	<input type="checkbox"/>	Review Phase I activity	CMT
	<input type="checkbox"/>	Review of possible issues with executing the plan	Chancellor
	<input type="checkbox"/>	Notify Parish President of status of Nunez	Chancellor
	<input type="checkbox"/>	Review and approve any press release	Human Capital Director/PR
	<input type="checkbox"/>	Report campus status to System's Office	Chancellor
	<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"/>	Notify dual enrollment partners and students	Coordinator of Instruction

	<input type="checkbox"/>	Notify non-credit students, STEAM participants, and Tri-Parish Works of updated status	Assistant Vice Chancellor of Education, Training, and Student Success
	<input type="checkbox"/>	Notify Health Center employees of updated status	Associate Vice Chancellor of Advancement
	<input type="checkbox"/>	Notify Adult Education students of updated status.	Director of Adult Education
	<input type="checkbox"/>	Inspect Roofs/Gutters/Remove debris	Facilities
	<input type="checkbox"/>	Fill portable fuel tanks	Facilities
	<input type="checkbox"/>	Inspect all generators	Facilities
	<input type="checkbox"/>	Check emergency supplies/equipment	Facilities
	<input type="checkbox"/>	Remove debris from campus	Facilities
	<input type="checkbox"/>	Notify contractor(s) working at campus of current status	Facilities
	<input type="checkbox"/>	Backup copies of mission critical services	Information Technology
	<input type="checkbox"/>	Alert dept. heads of potential storm threat	Dean of Academics/ Dean of Nursing and Allied Health
	<input type="checkbox"/>	Collect information on special experiments/ongoing academic activities	Dean of Academics/ Dean of Nursing and Allied Health
	<input type="checkbox"/>	Check status of equipment/research	Dean of Academics/ Dean of Nursing and Allied Health
	<input type="checkbox"/>	Post emergency message to students	Marketing & Communications
	<input type="checkbox"/>	Prepare updated statement to release to campus, community and media	Marketing & Communications
	<input type="checkbox"/>	Release press release after Chancellor approval	Marketing & Communications
	<input type="checkbox"/>	Begin Phase I procedure as per emergency plan	Facilities/Campus Police
	<input type="checkbox"/>	Payroll processing placed on a fast track	CFO
Phase II			
	<input type="checkbox"/>	GOSHEP assesses approaching storm & determine level of impact on Nunez	Chancellor
	<input type="checkbox"/>	Review status of action items in Phase I not completed	CMT/All departments
	<input type="checkbox"/>	Review Phase II activity	CMT

	<input type="checkbox"/>	Inform staff/faculty of upgraded status	All departments
	<input type="checkbox"/>	Notify dual enrollment partners and students	Coordinator of Instruction
	<input type="checkbox"/>	Notify non-credit students, STEAM participants, and Tri-Parish Works of updated status	Assistant Vice Chancellor of Education, Training, and Student Success
	<input type="checkbox"/>	Notify Health Center employees of updated status	Associate Vice Chancellor of Advancement
	<input type="checkbox"/>	Notify Adult Education students of updated status.	Director of Adult Education
	<input type="checkbox"/>	Inform Parish President/LCTCS office of status	Chancellor
	<input type="checkbox"/>	Review/approve press release/social media	Chancellor
	<input type="checkbox"/>	Continue to prepare College for approaching storm as per phase II emergency plan	Facilities
	<input type="checkbox"/>	Determine evacuation site for recovery team if needed	Facilities
	<input type="checkbox"/>	Alert department heads on updated storm status	Dean of Academics/ Dean of Nursing and Allied Health
	<input type="checkbox"/>	Alert students on updated status/advising to begin checking College website/emails/for further instructions	Marketing & Communications
	<input type="checkbox"/>	Begin obtaining materials needed to secure college 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"/>	Conference call with all Auxiliary Services (BBA, Coffeehouse, MHSF Clinic, Tri-Parish, etc) Confer	Chancellor/CFO
	<input type="checkbox"/>	Update emergency status and communicate to campus, community and media upon Chancellor approval	Marketing & Communications
	<input type="checkbox"/>	Respond to all media request	Marketing & Communications
	<input type="checkbox"/>	Begin preparations to secure College property upon Chancellors decision to close	Facilities and Campus Police

	<input type="checkbox"/>	Begin Phase II procedures as per the emergency plan	Facilities/Campus Police
Phase III			
	<input type="checkbox"/>	Assess approaching storm & determine level of impact on Nunez	CMT
	<input type="checkbox"/>	Review status of action items in Phase II not completed	CMT/All departments
	<input type="checkbox"/>	Review Phase III activity	CMT
	<input type="checkbox"/>	Inform staff/faculty of upgraded status	All departments
	<input type="checkbox"/>	Discussion on College closure	CMT
	<input type="checkbox"/>	Coordinate update status with the Governor's Office of Homeland Security in coordination with LCTCS	Chancellor
	<input type="checkbox"/>	Inform Parish President/LCTCS of status	Chancellor
	<input type="checkbox"/>	Review/approve press release/social media	Chancellor
	<input type="checkbox"/>	Begin Campus "Lock Down"/secure campus buildings & grounds	Facilities/Campus Police
	<input type="checkbox"/>	Move vehicles to assigned parking area	Facilities
	<input type="checkbox"/>	Facilities Recovery Team finalized preparation	Facilities/Campus Police
	<input type="checkbox"/>	Establish Emergency P- Card Usage	Purchasing
	<input type="checkbox"/>	Suspend all other P-Cards	Purchasing
	<input type="checkbox"/>	Prepare to expedite payroll if needed	CFO
	<input type="checkbox"/>	Mission critical server backup copies secured and sent to designated location	Information Technology
	<input type="checkbox"/>	System shutdown implemented as per Chancellor	Information Technology
	<input type="checkbox"/>	Alert Faculty/Staff and Students that the College has moved to Phase III	Marketing & Communications
	<input type="checkbox"/>	Email finalized list of staff designated to return to campus in phase IV	Executive Cabinet
	<input type="checkbox"/>	Notify dual enrollment partners and students has moved to Phase III	Coordinator of Instruction
	<input type="checkbox"/>	Notify non-credit students, STEAM participants, and Tri-Parish Works has moved to Phase III	Assistant Vice Chancellor of Education, Training, and Student Success
	<input type="checkbox"/>	Notify Health Center employees has moved to Phase III	Associate Vice Chancellor of Advancement

		Notify Adult Education students has moved to Phase III	Director of Adult Education
	<input type="checkbox"/>	Prepare updated statement to release to campus, community and media upon college Chancellor review	Marketing & Communications
	<input type="checkbox"/>	Faculty/Staff complete final backup of computer work/files	All departments
	<input type="checkbox"/>	Secure all college equipment	All departments
	<input type="checkbox"/>	Shutdown all computers and equipment	All departments
	<input type="checkbox"/>	Unplug electrical equipment with the exception of phones	All departments
	<input type="checkbox"/>	In preparation for remote work: Take home college issued laptop and install Duo/Webex applications.	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"/>	Remind faculty/staff to check official college website for updated information	All departments
	<input type="checkbox"/>	Begin Phase III Evacuation/Route & Staging procedure as per the emergency plan	Campus Police
	<input type="checkbox"/>	Secure College after closure	Facilities/Campus Police

This checklist is only a guide to assist the CMT during an approaching tropical event. Please refer to the Nunez 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.

Education, Training and Student Success Division HURRICANE EMERGENCY PLAN

All academic departments and Student Services will utilize the following plan;

Phase I

The Education, Training and Student Success Division leadership will

1. Alert all Department Heads/Program Chairs about the potential threat of a storm and they will be asked to:
 - a. collect information regarding special events (symposiums, lectures, 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 the online learning system (OLS)
2. Alert faculty about the potential threat of a storm and direct faculty to assure their OLS are prepared for off campus learning in the event of an extended closure
3. Direct the Communications department to post of a message to students alerting them about the potential threat of a storm and directing them to frequently check campus website, emails and the OLS for further directions and updates

Phase II

The Education, Training and Student Success Division leadership will

1. Alert all Department Heads/Program Chairs 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
 - b. preparations listed herein
 - c. designate staff responsible for reporting back to campus in Phase IV to
 - d. assess and mitigate damage
2. Request updates to the OLS to Communications department conveying the college has entered Phase II and students must frequently check websites and email.
3. Alert faculty and staff to the more immediate threat of the storm and
 - a. direct them to obtain materials needed to secure college 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 college officially closes and disseminate information regarding available shelters,

- 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
- b. discuss their plans for the storm with their immediate supervisors
- 4. 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 College announces any suspension of classes
 - c. inform students how course information for their courses will be provided (OLS, email, etc.) for those who may not be able to attend classes before or after the storm
 - d. complete preparations for continued delivery of classes via the OLS in the event of an extended closure
 - e. communicate to students timelines for Phase IV for opening of campus/resuming instruction.

Phase III

The Education, Training and Student Success Division leadership will

1. Update faculty and staff on availability of shelters and remind them that they **MUST** leave campus.
2. 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, the VCETS and A-VCETS will contact dean/department heads/program chairs for further instructions.
2. 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.
3. Plans will be developed to relocate classes if classrooms in certain buildings have been damaged or are otherwise no longer available.

4. Once it has been determined that classes will resume, faculty members will be requested to post special instructions on the OLS, or other electronic means, to students in each of their classes.

Phase V

1. Should the storm have come through and caused major damage on the campus, the VCETS will contact Education, Training and Student Success Leadership Team with further instructions beyond those outlined in Phase IV. Once they have been contacted, deans/directors will attempt to contact their respective department/program chairs heads via cell phones, or other means for further instructions.
2. The VCETS will meet with the Education, Training and Student Success Leadership Team to develop schedules and guidelines for continuation of classes through electronic means.

BUSINESS AFFAIRS

HURRICANE EMERGENCY PLAN

Standby Alert:

1. Notify staff of Standby Alert status
2. Remind staff to review Hurricane Emergency Plan on Nunez Website
3. Ensure staff are signed up for [Nunez Emergency Alert system](#)
4. Ensure staff have the Webex and Duo mobile application operational on their phones
5. Seek input regarding any anticipated problems that might come up
6. Check any approaching deadlines for critical reports or payments
7. Note any payroll dates that could be affected
8. Note tuition and fees refund deadlines
9. 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 One Drive and flash drives and employee should keep flash drives 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. College equipment will be safeguarded as much as possible.
4. Electrical equipment should be unplugged and moved away from windows if possible.
5. Email should be set as necessary notifying of office closure.
6. Equipment should be moved away from windows
7. All employees 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. Staff are to check in via the Webex's Business Affairs chat room/space after the storm.

Phase III

1. Make sure that items listed in Standby Alert, Phase I, and Phase II have been completed
2. Discuss any pending or items not completed with staff.
3. Ensure phone calls to office number will go to the personnel's mobile phone via the Webex mobile app. Set up appropriate voice mail message on office phones and away messages on email accounts.
4. Ensure Purchasing/AP contact vendors about possible delays in payment due to the storm.
5. Set up emergency p-card profile.

6. Payroll staff will work with LCTCS Payroll to finalize any payroll issues, if any
7. Facilities will be first team back on campus to assess buildings/offices.

Phase IV

1. Facilities/Department heads will report to campus to assess any damage.
2. Facilities will contact ORM (Sedgwick, ICF, etc.) and FEMA as soon as possible for a walkthrough.
3. If there are payroll, Accounts Payable, or other issues that cannot be addressed remotely, determine when safe time for employees to return.
4. Business Affairs staff will work remotely to ensure minimal disruption in operations.

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.

INFORMATION TECHNOLOGY HURRICANE EMERGENCY PLAN

Stand-by Alert:

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

Phase I:

Information Technology shall ensure that backup copies are run to the onsite backup appliance and an additional copy is transmitted to the offsite storage facility.

Phase II:

Information Technology will ensure that Phase I items have been completed. Information Technology shall implement system shutdown as per Chancellor.

Phase III:

Information Technology shall ensure Phase I is complete. Information Technology shall implement system shutdown as per Chancellor.

Phase IV:

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

Phase V:

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

FACILITIES OPERATIONS & MAINTENANCE HURRICANE EMERGENCY PLAN

To Prepare Annually by May 15th.

- Develop systematic notification list
- Check storm supply list
- Identify members of the designated recovery team
- Meet with staff to discuss specific duties and procedures
- on campus personnel needed during storm
- recovery 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 CMT is monitoring the projected path and speed of the storm.

Phase I

The Facilities Administrator personnel (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.

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

Phase II

1. Remove banners, letters and panels from marquee.
2. Place trash receptacles in secure area.
3. Move vehicle fleet to secure area.
4. Have construction and regular dumpsters emptied.
5. Remove all signs from campus.
6. Locate and prepare plans and keys of campus buildings to be taken by recovery team if departing.
7. Advise contractors on campus to begin to secure supplies or remove supplies from campus.

Phase III

1. Verify that all items listed under phase II have been completed.
2. Document, by photograph if possible, items not properly secured by contractors.
3. Cover and unplug all computers from electrical outlets.
4. Complete tour of building exteriors looking for open windows, loose items, etc.
5. Secure building doors.
6. Sandbag identified areas as needed.
7. Load truck with supplies should evacuation be called for and prepare team for departure if called for.
8. Raise all air conditioning stats for possible shut down of systems, if evacuation is called for.
9. Shut down all air conditioning chillers, pumps, boilers, air handlers
10. Again verify that all items listed under phase I and II have been completed.
11. Shut down power to campus.

Phase IV

1. Recovery team and other designated employees return to campus when safe if evacuation was called for.
2. Assess and video or photograph damage to both grounds and buildings at all sites owned by the college.
3. Remove debris and perform general clean-up.
4. Develop accessible staging and storage area outside damage zone.
5. Facilities will document the following items to satisfy FEMA reimbursement requirements, including:
 - Each person that worked and the number of hours worked
 - Type of work completed by each personnel (debris removal, inspection, etc.)
 - Equipment used and hours used (chainsaw, golf cart, trimmer, forklift, etc.)
6. Reverse preparations completed during phase I and II.

Phase V

1. Considering the college update notification, immediate supervisors will contact all employees by telephone or e-mail, with further directions for action.
2. Restock emergency supplies as quickly as possible.
3. Evaluate thoroughness of plan and its workings and make changes where necessary.

MARKETING AND COMMUNICATIONS HURRICANE EMERGENCY PLAN

Standby Alert:

1. Review the office's Hurricane Emergency Plan.
2. Review crisis communication procedures and have access to necessary websites and social media accounts.
3. Review emergency media contact list and ensure that it is updated.
4. Attend the meeting and write an update message regarding college status.
5. After receiving approval from the Chancellor, distribute the status update by emailing all employees and students, posting on the Nunez webpage, posting on college social media accounts, posting on OLS, sending out a press release to the emergency media contact list
6. Standby status may not necessitate that all communication methods be used.
7. Check college calendar for special events or programs that may be impacted.

Phase 1:

1. Attend the College CMT meeting and write an update message regarding college status.
2. After receiving approval from the Chancellor, distribute the status update by emailing all employees and students, posting on the Nunez webpage, posting on college social media accounts, posting on OLS, sending out a press release to emergency media contact list,
3. Ask if any campus events or programs have been cancelled. Post updates on college website and social media.

Phase II:

1. Attend the College CMT meeting and write an update message regarding college status.
2. After receiving approval from the Chancellor, distribute the status update by emailing all employees and students, posting on the Nunez webpage, posting on college social media accounts, posting on OLS, sending out a press release to emergency media contact list.
3. Monitor social media and respond, when appropriate, concerning college emergency status.
4. Respond to media requests. Provide media with cell phone contact information should the college close.
5. Once classes are canceled, advise student employees that they are released from their work duties.
6. Before closing the office:
 - a) Unplug all electronic equipment and raise off the floor.
 - b) Move equipment away from windows.
 - c) Back up all necessary files on USB, laptop or external hard drive. Take with you.
 - d) Change message on voice mail and email.

Phase III:

1. Attend the College CMT meeting and write an update message regarding college status.
2. After receiving approval from the Chancellor, distribute the status update by emailing all employees and students, posting on the Nunez webpage, posting on college social media accounts, posting on OLS, sending out a press release to emergency media contact list.
3. Monitor social media and respond, when appropriate, concerning college emergency status.
4. Before leaving campus, contact maintenance crew to shut off marquee.

Phase IV:

1. Upon receiving an update from CMT meeting, write an updated message regarding college status.
2. After receiving approval from the Chancellor, distribute the status update by emailing all employees and students, posting on the Nunez webpage, posting on OLS, posting on college social media accounts, sending out a press release to emergency media contact list.
3. Monitor social media and respond, when appropriate, concerning college emergency status.
4. Handle media requests, if needed.

Phase V:

1. When returning to campus, uncover and inspect all office equipment. Document all damage to facility or equipment.
2. Respond to media requests.
3. Evaluate communications during the storm, discuss concerns and identify areas for improvement.

Hurricane Information Guide

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

When a hurricane or tropical storm threatens our area, the Information Technology and Communications departments will activate the Alert Banner on the Nunez.edu homepage 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 college offices, and other relevant instructions or information. In addition, updates will be sent out using Nunez's emergency text system.

When a hurricane threat begins, the CMT will assess the storm and determine the level of campus preparation. The group will continue to track the storm and post updates on the Nunez webpage.

Preparing for the Hurricane Season

Each department should prepare a hurricane emergency plan for safeguarding college 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:

1. Have an updated list of all employee names and home/cell phone numbers and distribute a copy to all employees within the department.
2. Consult with immediate supervisor if removing any NCC movable equipment off campus.
3. Stay tuned to Nunez home webpage and local news channels. The Chancellor or his/her designee will announce when the college 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 Nunez home webpage, 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.

1. Choose a sheltering option far inland and north of Interstate-12.

2. Make reservations at a hotel or motel outside of the storm area.
3. Go to a relative or friends house.
4. Go to a Red Cross shelter. (Shelter locations are announced by the news media as storms approach the area and evacuation orders are issued.)

When You Evacuate

1. Tell someone outside of the storm area (a family member or friend) where you are going.
2. Leave as soon as possible. Avoid flooded roads and watch for washed-out bridges.
3. 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

1. Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
2. Move as much as possible away from windows to an interior area or against an interior wall.
3. Raise equipment up off of the floor, if possible.
4. Close and lock all filing cabinets.
5. Close and lock all windows and doors.
6. Take personal items home with you.
7. Empty refrigerator and remove all rubbish and food to an outside trash bin.
8. Please note that Nunez buildings are not official hurricane shelters designated by the

Federal Emergency Management Agency, Red Cross or St. Bernard Parish Government. In a mandatory evacuation most buildings will be locked and without power.

After the storm

1. Contact your department as soon as possible.
2. Provide your department with the telephone number where you can be reached and the status of you and your family.
3. Stay tuned to Nunez home webpage and local news for instructions and important information.
4. Once the college communicates that employees can return to campus, begin assessing the damage to your work area. Report all damage to Facilities.
5. To the extent possible, separate damaged items from undamaged items. Keep all damaged items until advised by Facilities.
6. If water damage to electrical equipment is suspected, do not plug in or attempt to start.
7. 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, Nunez 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.

Nunez College 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:

All Local News Stations
Social Media
NCC Email
Text Messaging
OLS

Consult these sources frequently during any emergency, as regular updates will be posted to keep you as up to date as possible.

Evacuation Routes

Louisiana Citizen Awareness & Disaster Evacuation Guide – <http://www.lsp.org/lcadeg.html>

Louisiana State Police - <http://www.lsp.org>
Road Closures – <http://www.lsp.org/roadclosure.html>

Shelter and Support Information

Red Cross of Southeast Louisiana – <http://www.arcno.org/>

Related Agencies and Websites

La. Dept. of Homeland Security and Emergency Preparedness – <http://www.ready.gov/>

US Dept of Homeland Security – <http://www.ready.gov>

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

National Weather Service - <http://www.weather.gov/>

National Hurricane Center – <http://www.nhc.noaa.gov/>

Weather Channel On-Line – <http://www.weather.com/>