

Tulane University School of Medicine Hurricane Emergency Preparedness Plan and Time Line

The Tulane University School of Medicine Hurricane Emergency Preparedness Plan provides guidelines and establishes protocols for an organized response to a hurricane. It addresses pre-storm preparation and post-storm recovery as well as management of the School of Medicine campus during a storm. The primary objectives of the plan are 1) to ensure the safety and security of faculty, staff, students and visitors, 2) to mitigate storm-associated damage, and 3) to facilitate restoration of business and academic operations as quickly as possible.

The School of Medicine Hurricane Emergency Preparedness Plan is a phased-response plan that describes actions to be taken immediately and on an on-going basis, as well as actions to be taken as a storm approaches the southern Louisiana coast-line. The provisions of this plan are to be employed in conjunction with the Tulane University Administrative Hurricane Plan, which provides over-arching guidance for all university campuses in the event of a hurricane.

The decision to close the university or any of its campuses will be made by the President or senior administrators in the Emergency Operations Center chain of command. Official university closings will be announced to the university community via the Tulane Alert Line and the emergency website. When the university is closed, students and non-storm personnel (faculty and staff) are officially instructed to leave the university and advised to seek shelter outside of the New Orleans metropolitan area. The only individuals who will be allowed to remain in university buildings are those who have been officially designated as members of the Event Management Team. In no event will students be designated as members of the Emergency Management Team or a “Code Grey” Team as part of the Clinical Response Plan. All School of medicine facilities, including the J. Bennett Johnston Building, will close 48 hours before any anticipated hurricane land-fall.

Under the School of Medicine Hurricane Emergency Preparedness Plan, each department or program will establish a means of communicating with its faculty, staff, trainees, and students. It is the responsibility of every individual to ensure that his/her personal contact information is current and on-file. In the event of a university closure, it is the responsibility of every employee to contact his/her supervisor as soon as practical and report his/her status and whereabouts. Thereafter, each individual should monitor the Tulane University emergency website for specific instructions. Individuals should only return to the university when it is safe and return has been authorized by the President or senior administrators in the Emergency Operations Center.

The preparedness timeline is divided into 6 phases as follows:

1. To be done immediately and on an on-going basis

- **Administration (Dean's Office, Student Affairs, Admissions, and Graduate Medical Education)**
 - Gather emergency contact information on all faculty, staff, residents, and students.
 - Prepare short and complete information for medical student orientations including: a list of what to take in case of evacuation, a list of evacuation alternatives (like Amtrak), and a personal emergency form to be completed.
 - Prepare instructions for faculty, staff, students, residents, fellows, graduate students to be posted to the SOM website in the event of a probably storm impact within 3-4 days of New Orleans.
 - Send out emails to newly admitted medical students with emergency information.
 - Send out emails to continuing medical students with emergency information.
 - Send out emails to residents with emergency information.

- **Departments (Faculty, Staff, Fellows and Graduate Students)**
 - Gather emergency contact information for faculty, staff, fellows, and graduate students.
 - Update and collect the Emergency Contact Information Form, send to Administration.
 - Prepare and disseminate the communications tree responsibilities.
 - Give faculty, staff, fellows, and graduate students a department-specific emergency contact information card.
 - Prepare a list serve of alternate e-mails for faculty, staff, fellows, and graduate students.
 - Encourage faculty, staff, fellows, and graduate students to prepare personal emergency plans.
 - Encourage faculty, staff, fellows, and graduate students to prepare personal emergency kits.

- **Medical and Graduate Students**
 - Attend orientation.
 - Accept responsibility to monitor emergency websites and watch the news.
 - Give emergency contact information to their departments (Graduate Students), Office of Student Affairs (Medical Students)
 - Residents send emergency contact information to both Departmental Program Director and the Office of Graduate Medical Education.
 - Carry their emergency contact information card.
 - Complete their personal emergency plan.
 - Prepare their emergency kits.

- **Laboratory Personnel**
 - Keep a current inventory of all chemicals and biologicals, especially all investigator derived products.
 - Purchase and maintain CO2 backup for all –80 freezers.
 - Keep copies of the most valuable samples in LN2 storage containers. These containers should be small enough to be carried down multiple flights of stairs by laboratory personnel.
 - Keep LN2 re-supply cylinders in close proximity to storage containers.
 - Split valuable biological samples and store off-site.
 - Place freezers, refrigerators, and incubators on emergency circuits where available.
 - Keep a school-wide inventory of the location and capacity of all LN2 storage cylinders. Clearly mark all LN2 storage containers with investigator's name and room number.
 - Establish laboratory material evacuation plan. Identify files, notebooks, and computers to be removed in the event of an emergency, including who is responsible for each item.
 - Update contact information on laboratory door.

2. Named Storm is in the Caribbean – 5 or 6 days away

- **Administration (Dean's Office, Student Affairs, Admissions, and Graduate Medical Education)**
 - Email students/residents/trainees to tell them to monitor the news and the TU website for emergency notices.
- **Departments (Faculty, Staff, Fellows and Graduate Students)**
 - Verify that everyone has their communications tree assignments; cover for anyone who is traveling.
 - Monitor news and Tulane website for emergency notices.
 - Update emergency contact information.
- **Medical, Graduate Students and Residents**
 - Monitor news and Tulane website for emergency notices
 - Review personal evacuation plan
 - Update emergency contact information
- **Laboratory Personnel**
 - Restock all LN2 and CO2 cylinders.

3. Storm is in the Gulf – 4 or 5 days away

- **Administration (Dean's Office, Student Affairs, Admissions, and Graduate Medical Education)**
 - Monitor news and Tulane website for emergency notices

- **Departments (on behalf of Faculty, Staff, Residents Fellows and Graduate Students)**
 - Monitor news and Tulane website for emergency notices
 - Assemble papers, books and other print materials for quick and easy removal from the building.
- **Medical, Graduate Students, Residents**
 - Monitor news and Tulane website for emergency notices
 - Backup computers/data.
 - Assemble papers, books and other print materials for quick and easy removal from the building.

4. Storm has New Orleans in the cone of possibility – 3 to 4 days away (72-96 hrs)

- **Administration (Dean's Office, Student Affairs, Admissions, and Graduate Medical Education)**
 - Notify HSC Data Systems to update the SOM emergency website with emergency notice instructions.
 - Assemble mission critical papers, books and other print materials for quick and easy removal from the building.
- **Departments (Faculty, Staff, Residents, Fellows and Graduate Students)**
 - Activate departmental telephone tree.
 - Call/e-mail students to tell them to monitor the news and the TU website for emergency notices.
 - Back up essential data to disk.
 - Assemble mission critical papers, books and other print materials for quick and easy removal from the building.
- **Medical, Graduate Students, and non emergency team designated Residents**
 - Confirm your transportation out of town if evacuation is recommended or required.
 - Assemble important papers, books and other print materials for quick and easy removal from the building.
 - See Clinical Response Plan for duties of Emergency Team Designated Residents
- **Laboratory Personnel**
 - Top off all LN2 storage containers from local source. Relocate all LN2 storage containers to designated emergency drop-point. Remove all locks.
 - Replace liquid CO2 back-up tanks for freezers and CO2 for incubators.
 - Back-up all electronic files and data.
 - Remove files, notebooks and computers to secure location.

5. Storm is headed for New Orleans and the University has announced closing and/or evacuation has been called (48-72 hrs).

- **Administration (Dean's Office, Student Affairs, Admissions, and Graduate Medical Education)**
 - Record an outgoing message on admissions and the dean's offices central lines indicating that the University and School are closed providing the emergency phone number and website for the University.
 - Activate back-up website.
 - Remove mission critical data disks and laptop computers from the building.
 - Remove mission critical papers, books and other print materials from the building.
 - Inventory items removed from the building (computers, hard drives, etc.) and leave the list with the designated individuals.
 - **Activate Clinical Response Plan**

- **Departments (Faculty, Staff, Fellows and Graduate Students)**
 - Empty food refrigerators (not laboratory refrigerators), unplug them, and prop doors open.
 - Call and email students to tell them evacuation has been called and instruct them to implement their personal emergency plans.
 - Record an outgoing message on the department's central line indicating that the University and School are closed and giving the emergency phone number and website for the University.
 - Remove mission critical data disks and laptop computers from the building.
 - Remove mission critical papers, books and other print materials from the building.
 - Inventory items removed from the building (computers, hard drives, etc.) and leave the list with the Department Chair.
 - **Where appropriate, Activate Clinical Response Plan**

- **Medical, Graduate Students, and Residents**
 - Call the family member on your emergency contact form and tell them where you are going.
 - Remove your laptop computer, important papers, books and other print materials from the building.

- **Laboratory Personnel**
 - Unplug all equipment except freezers, refrigerators, and incubators. Make sure all air, gas, and vacuum lines are shut-off.
 - Shut off all accessible water sources.
 - Unlock all doors to laboratories.

6. After the storm has passed

- **Administration (Dean's Office, Student Affairs, Admissions, and Graduate Medical Education)**
 - Executive Committee members and Dean's Office administrative staff check in with the Dean's Office.
 - Update message on the website
 - Dean will consult with on-site Emergency Response Team, Office of Environmental Health & Safety, and Security to determine when it is safe for personnel to return to campus.

- **Departments (Faculty, Staff, Residents, Fellows, and Graduate Students)**
 - Check in with your departmental contact person.
 - Return to the campus only when it is safe and entry has been authorized by the Dean.

- **Medical Students, Graduate Students, and Residents**
 - Check in with your Departmental contact person and/or the Office of Students Affairs/Graduate Medical Education, as appropriate.
 - Return to the campus only when it is safe and entry has been authorized by the Dean.

- **Laboratory Personnel**
 - Return to the campus only when it is safe and entry has been authorized by the Dean.
 - Make sure your laboratory is safe for entry. *Remember the two-man rule for entering a lab that has been without power for an extended period.* Be aware of potential trip and fall hazards.
 - If power has not been interrupted, check electrical equipment carefully before plugging it back in.
 - Turn water back on and allow it to run to clear the lines. Do not allow water to run unattended.