



**DEPARTMENT OF
STRUCTURAL &
CELLULAR
BIOLOGY**

HURRICANE EVACUATION PLAN

SOM website: <<http://emergency.tulane.edu>
SCB website: <<http://tulanescb.blogspot.com>

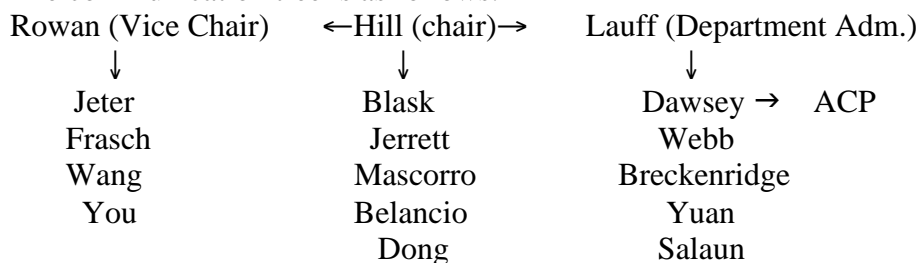
Hurricane Evacuation Plan for Structural and Cellular Biology (4/7/09)

1. Phase I

Department

- a. Emergency contact information is to be collected and updated on a routine basis by the office staff. It will be distributed to all departmental personnel.

- b. The communication tree is as follows:



Dr. Hill will be in contact with Dr. Rowan and Mrs. Lauff to initiate the phone tree. Dr. Rowan will contact the assigned faculty members. Dr. Hill will contact the assigned faculty members and Mrs. Lauff will contact the office staff. Each faculty member will have the responsibility of informing all personnel and students that are under their supervision.

Cards will be issued with the contact information of Drs. Hill and Rowan and Mrs. Lauff. It will be the responsibility of the individual to complete the card with the contact information of their supervisor and other relevant contacts.

- c. A Yahoo list serve is being established for SCB.

Research Laboratories

- d. Each investigator will keep a current inventory of chemicals and biologicals in their laboratory.
- e. A CO2 backup freezer for the department will be maintained for that purpose. Investigators will move their materials into this freezer if needed.
- f. All liquid nitrogen tanks are to be labeled with name, room and contents. Container should be of a size that can be readily moved.
- g. It has been recommended that valuable biologicals be split and stored off site.
- h. Emergency circuits are only available in the JBJ. Faculty in the medical school building should make arrangements with those in the JBJ to move and store valuable samples if an evacuation is called.
- i. Each investigator should prepare a check list for identifying files, computers, samples etc. that will need to be addressed at the time of an evacuation. This will also serve as an inventory list for each laboratory.

2.

Phase 2: Named Storm is the Caribbean (5 or 6 days away from landfall)

Department

- j. Activate phone tree to be sure that contacts are accurate and to alert individuals to be vigilant by keeping updated on the hurricane forecast and the monitoring Tulane's emergency website.

Research Laboratories

- k. Restock all liquid nitrogen and CO2 cylinders.
- l. Make sure your check lists of biologicals and materials that require evacuation are updated.

3. Phase III Storm is in the Gulf (4 to 5 days away)

Department & Research Laboratories

- a. Assemble materials you wish to take with you upon evacuation

4. Phase IV Storm has New Orleans in its cone of possibility (72 to 96 hours away)

Department

Activate departmental phone tree informing each individual to monitor the news and the TU emergency website

- a. Back up all essential data on computer disks or external hard drives.
- b. Assemble materials that will need to be removed from the building.

Research Laboratories

- a. Top off all liquid nitrogen tanks and relocate to designated drop point. Be sure they are labeled with name, room number and contents.
- b. Place valuable samples in freezers into departmental back up freezer that is on CO2.
- c. Back up all data and electronic files.
- d. Remove all essential items to a secure location designated by the department or have them ready to take with you.

5. Phase V: Storm is headed for New Orleans and the University has announced closing and/or evacuation (48 to 72 hours)

Department

- a. Turn off, unplug and empty all food refrigerators. Place contents in plastic bags and place in designated trash cans. Prop doors open.
- b. Utilize the phone tree to notify everyone.
- c. Place message on department answering machine indicating that the school is closed and give the emergency number of the school and the website address.

- d. Unplug all equipment. Remove essential data and records including laptops, student grade records etc. These should be on the check list and will serve as an inventory as to what has been removed.
- e. Take a copy of the check list for inventory purposes later.

Research Laboratories

- a. Unplug all equipment except freezers, refrigerators and incubators.
 - b. Shut off all air, gas and vacuum lines.
 - c. Shut off all water sources.
 - d. Take essential materials with you that have not previously been stored in a secure location.
 - e. Take a copy of your check list for inventory purposes later.
6. VI: Storm has passed.
- a. Check with departmental contact person to find out when it will be safe to return and when you are expected to return.
 - b. When entering labs be sure they are safe to enter. Remember the 2 man rule.
 - c. Once power is restored or if it was not interrupted, be sure to check equipment before plugging it back in.
 - d. Turn on water and let it run to clear lines. Be sure not to leave it unattended.

In the event that we are required to evacuate for a hurricane, you will need to regularly consult two websites. The Tulane Emergency Website at <<http://emergency.tulane.edu/>> will have official notices pertaining to the University as a whole. The Department of Structural and Cellular Biology maintains a site at <<http://tulanescb.blogspot.com/>> where information specific to the Department will be communicated to you from the Department.