SOWELA Technical Community College

Hurricane Emergency Plan
Tornado Preparedness

Updated May 28, 2013
# Hurricane Emergency Plan

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Hurricane Emergency Preparedness Team</td>
<td>3</td>
</tr>
<tr>
<td>II Hurricane Season</td>
<td>4</td>
</tr>
<tr>
<td>III Emergency Information</td>
<td>4</td>
</tr>
<tr>
<td>IV Hurricane Plan Summary</td>
<td>5</td>
</tr>
<tr>
<td>V Hurricane Emergency Plan</td>
<td>5</td>
</tr>
<tr>
<td>Stage 1</td>
<td>6</td>
</tr>
<tr>
<td>Stage 2</td>
<td>7</td>
</tr>
<tr>
<td>Stage 3</td>
<td>8</td>
</tr>
<tr>
<td>Stage 4</td>
<td>8</td>
</tr>
<tr>
<td>Stage 5</td>
<td>8</td>
</tr>
<tr>
<td>Emergency Links and Numbers</td>
<td>8</td>
</tr>
<tr>
<td>APPENDIX A: Duties of Hurricane Emergency Preparedness Team (HEPT)</td>
<td>11</td>
</tr>
<tr>
<td>APPENDIX B: Class Cancellation; Administrative Instructions</td>
<td>12</td>
</tr>
<tr>
<td>APPENDIX C: Campus Evacuation Plan</td>
<td>13</td>
</tr>
<tr>
<td>APPENDIX D: STCC School Services Resumption Plan in Light of Catastrophic Event</td>
<td>15</td>
</tr>
<tr>
<td>APPENDIX E: General Hurricane Preparedness Plan (Building Coordinator, Unit Heads)</td>
<td>18</td>
</tr>
<tr>
<td>APPENDIX F: Fliers 1, 2, and 3; Shutdown Preparation Checklist</td>
<td>21</td>
</tr>
<tr>
<td>APPENDIX G: Building Coordinators</td>
<td>27</td>
</tr>
<tr>
<td>APPENDIX H: Tornado Preparedness</td>
<td>28</td>
</tr>
<tr>
<td>APPENDIX I: General Emergency Policy and Procedure Bulletin</td>
<td>32</td>
</tr>
<tr>
<td>APPENDIX J: Permissions</td>
<td>33</td>
</tr>
<tr>
<td>APPENDIX K: Contact Information for HEPT, Primary and Secondary Location and Building Coordinators</td>
<td>35</td>
</tr>
<tr>
<td>APPENDIX L: Common Hurricane Technology</td>
<td>36</td>
</tr>
<tr>
<td>APPENDIX M: Personal and Community Preparedness</td>
<td>37</td>
</tr>
</tbody>
</table>
Hurricane Emergency Preparedness Team

Plan Coordinator
Director of Facilities*……………………………………………………… David Darbone
Chancellor*………………………………………………………………….. Dr. Neil Aspinwall

2nd Plan Coordinator
Chief Information Resources and Technology Officer * …………..Dr. Charles Nwankwo

3rd Plan Coordinator
Vice Chancellor of Academic Affairs* …………………………… Dr. Rick Bateman
Vice Chancellor for Finance and Administrative Services* ………..Ms. Jeanine Newman
Director of Center of Excellence IT ……………………………………… Dr. Jo Schexneider
Director of Human Resources*……………………………………….. Dr. Fitzpatrick Anyanwu
VC of Workforce Development……………………………………….. Dr. Joe Fleishman
Executive Director of Intuitional Advancement ……………………..Mr. Randy Jolly
Coordinator of Instruction Site MS Campus…………………………Ms. Kylie Schmaltz
Facilities Coordinator………………………………………………………..Mr. Marc Ivey
Maintenance Repair/HVAC………………………………………………..Mr. John Stanfield
Facilities Administrative Services Specialist………………………… Ms. Nancy Ludtman

* Core decision-making team
Hurricane Emergency Plan

This Sowela Technical Community College (STCC) Hurricane Emergency Plan (HEP) for all campuses is effective May 31, 2013 and supersedes all previous plans.

I. Hurricane Emergency Preparedness Team

The Chancellor of STCC has designated the Director of Facilities Planning and Management as the Plan Coordinator of the STCC Hurricane Emergency Plan. During the emergency period, the Plan Coordinator has supervisory responsibility over departments and personnel who comprise the Hurricane Emergency Preparedness Team (HEPT). All recommendations of the HEPT must be relayed by the Plan Coordinator to the STCC Chancellor for his approval.

The following positions comprise STCC’s Hurricane Emergency Preparedness Team (HEPT) and are responsible for making recommendations during the pre-season preparation, threat assessment, class cancellation, STCC closure, and aftermath stages. (see APPENDIX A for responsibilities)

- Director of Facilities *
- Chancellor*
- Chief Information Resources and Technology Officer *
- Vice Chancellor of Academic Affairs *
- Vice Chancellor for Finance and Administrative Services *
- Human Resources Director*
- VC of Workforce Development
- Executive Director of Intuitional Advancement
- Director of Center of Excellence IT
- Coordinator of Instruction Site MS Campus
- Facilities Coordinator
- Maintenance Repair/HVAC
- Facilities Administrative Services Specialist

* Core decision-making team

II. Hurricane Season

The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. Basic information regarding hurricanes can be found at http://www.cppj.net/dept/oep/default.asp.
III. Emergency Information

Since the danger of misinformation and rumor are greatly increased during any emergency period, the Chancellor has designated the Special Assistant to the Chancellor (Public Relations), as the official source of STCC announcements. This office will post official information on the STCC Emergency Information Hotline (EIH) 337-421-6565 and the STCC website, make announcements via campus-wide email, and communicate with local TV and radio news programs.

The STCC’s EIH at 337-421-6565 provides an official, recorded announcement of the latest information on the status of the operation of STCC. This hotline should be monitored by all essential personnel in order to stay informed of the various stages of operation of STCC. Emergency personnel may also monitor the Emergency Personnel Information Center which can be found on the STCC website at www.sowela.edu or if it is not working at the emergency web site at www.lctcs.edu.

Until a closure of STCC is deemed necessary, the Hurricane Emergency Control Center will be located in the Arts & Humanities Building (Room 144) phone 337-421-6902, and fax 337-491-2610.

IV. Hurricane Plan Summary

Philosophy

To ensure the safety of STCC students, faculty and staff, the STCC has developed an extensive emergency plan in the event of a tropical storm and/or hurricane. STCC's primary concern is the safety, health and well-being of STCC community members. All decisions reflect this ethic.

Evacuation outside the storm area is always recommended during a hurricane as the best possible way to ensure personal safety. Upon cancellation of classes, all students are encouraged to seek safety through evacuation outside of the storm area. Conditions during a hurricane emergency are not ideal.

People who have their own transportation are strongly encouraged to take others with them to assist in the evacuation process.

Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly.

V. Hurricane Emergency Plan

The Hurricane Emergency Plan is divided into 5 stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the storm.
and time of day in which the stage occurs. In addition, the Plan Coordinator may declare a change in stage at any time due to the unpredictable nature of hurricanes.

Stage 1. Pre-Season Preparation
Stage 2. Threat Assessment
Stage 3. Class Cancellation - students enact personal evacuation plan
Stage 4. STCC Closure - faculty and staff required to leave campus
Stage 5. Aftermath – assessment, recovery, reopening, and return to classes

STAGE ONE: Pre-Season Preparation

**You should not wait until a hurricane threatens the area to make personal plans.**

Everyone should prepare a personal evacuation plan and assemble a Disaster Supply Kit.

To prepare a Personal Evacuation Plan, safety experts recommend:

- Identify ahead of time where you could go if you are told to evacuate. You should choose several places - a friend's home in another town, a motel or a shelter. Generally, it is safer to evacuate to the north, further inland, than it is to evacuate to the east or west along the Gulf coast (i.e. Mobile, AL or Houston, TX) in case the storm turns just before landfall.
- Keep handy the telephone numbers of these places as well as a road map of the area. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- Identify those hotels or shelters that allow pets, if applicable.
- Identify a method of transportation. If you have your own transportation you are strongly encouraged to take other people who have no transportation to assist them in the evacuation process.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.

The Emergency Alert radio station for the Lake Charles area is:

KHB42 Lake Charles 162.400

The local TV stations are:

KPLC TV- ch 7  KVHP TV- ch 29

- Take these items when evacuating:
  - Disaster Supplies Kit (see below)
  - Prescription medications and medical supplies
  - Bedding and clothing, including sleeping bags and pillows
  - Bottled water (a gallon per person per day), battery-operated radio and extra batteries, first aid kit, flashlight
Car keys and maps
Important documents such as
- driver’s license
- Social Security card
- passports
- proof of residence
- insurance policies
- wills
- deeds
- birth and marriage certificates
- tax records

Conditions arising during and after an event will not be ideal and you should prepare for many contingencies. A Disaster Supplies Kit should be prepared in advance. The American Red Cross suggests that you include the following:

- First aid kit
- Medications, including over-the-counter medicines and original prescription bottles
- Lists of doctor names and numbers
- Canned food and can opener
- At least a gallon of water per person per day
- Protective clothing, rainwear, and bedding or sleeping bags
- Battery-powered radio, flashlight, and extra batteries
- Special items for infants, elderly, or disabled family members
- Written instructions on how to turn off electricity, gas and water if authorities advise you to do so (Remember, you'll need a professional to turn them back on.)

STAGE TWO: Threat Assessment

Stage Two begins when a weather pattern is elevated to tropical storm status and poses possible danger to Louisiana. STCC may be under Stage Two for several weeks or days before predicted storm landfall.

Under Stage Two:

1. Plan Coordinator convenes the HEPT to assess available factual information and begin implementation of the hurricane plan. The HEPT monitors the National Weather Service, American Red Cross, and Calcasieuh Parish Office of Emergency Preparedness with the Plan Coordinator participating in the daily Emergency Preparedness conference calls.
2. Plan Coordinator updates the Chancellor (Public Relations) to disseminate through the proper channels the current STCC operating status, special instructions, and next scheduled update.
3. Information is also distributed to the STCC community via email and announcements.
4. Designated personnel shall test emergency equipment and re-check supplies.
   a. All Facility Services and Campus Police vehicles should be gassed up and checked by Maintenance Department.
5. Within 4-6 days of predicted landfall, Plan Coordinator directs HEPT to enact General Hurricane Preparedness Plans specific to their areas of responsibility.
6. Within 72 hours of predicted landfall, HEPT makes decision whether or not to cancel classes.
7. Once the decision has been made to cancel classes, HEPT monitors the ongoing weather conditions and decides whether/when to recommend to the Chancellor closure and/or evacuation of STCC.

STAGE THREE: Class Cancellation

Once the Hurricane Emergency Plan - Stage Three is reached, all required personnel must remain on campus until discharged by their supervisor.

1. HEPT obtains a current list of all essential personnel contact information.
2. Upon cancellation of classes, students are required to leave campus and are not permitted to remain in any campus building for any reason.
3. Plan Coordinator updates the Chancellor (Public Relations) to disseminate the information consisting of announcing effective time of class cancellation, the activation of the Class Cancellation Plan (see APPENDIX B), special instructions, and next scheduled update.
   a. The IT person assigned to the Chancellor (Public Relations) changes the message on the STCC Hotline and sends out an e-mail to all departments informing them of the change of status. The media shall also be informed of the class cancellation.
   b. All information should also be sent to Phelps Campus to ensure that this location is aware of the cancellation of classes.
4. All essential personnel are required to begin their emergency preparations to prepare for the next stage of the Hurricane Procedure. (see APPENDIX F)

STAGE FOUR: STCC Closure

1. Designated Building Coordinators are to ensure that buildings are clear of all personnel and proceed with utility shutdown procedures. All interior and exterior doors are locked and laminated signs are posted on buildings announcing STCC closure and official "keep out/no trespassing” warning notices (Flier #3).
2. Everyone should activate their personal evacuation plans and begin leaving the storm area immediately.
3. Plan Coordinator directs STCC Campus to lock campus buildings.
4. Plan Coordinator relieves of duty HEPT members not required for implementation of the Campus Evacuation Plan (see APPENDIX C). Everyone is required to leave campus immediately and is not permitted to remain in any campus building for any reason, with
the exception of critical emergency personnel specifically designated by the Chancellor to maintain campus security and physical plant operations.

During the storm remember to stay calm and constantly remain attentive to the news.

STAGE FIVE: Aftermath – Damage Assessment, Recovery, Reopening, and Return to Classes

- In the Damage Assessment Stage – Post Emergency Response teams (see APPENDIX D) will come to the campus and inspect the facilities to make sure it is safe for other employees to return to the STCC Campus.
- In the Recovery stage – The STCC Essential Personnel (see APPENDIX B) are allowed back onto the campus to begin cleaning up and preparing their areas to be open to the public.
- In the Reopening stage – All other STCC Personnel are allowed on campus to finalize cleanup and prepare for the opening of the STCC.
- In the Return to Classes stage – The STCC resumes its normal operations.

Once the storm has passed and if the campus is accessible, the Post Emergency Response Teams inspect all buildings, grounds and utilities for damages and report to the Plan Coordinator any unsafe campus conditions. Emergency repairs are made if practical. The Plan Coordinator communicates with the Chancellor of STCC to inform her of the status of the campus and to make a decision on when to proceed to the Recovery stage.

If STCC is deemed safe and the Chancellor approves the Recovery stage:

1. Plan Coordinator updates the Chancellor (Public Relations) or his designee who will change the message on the STCC EIH and the STCC website and inform the media of the change in status.
   a. STCC essential personnel return to campus to begin preparing their areas for the return of their co-workers. Once this is completed, they communicate this to STCC Plan Coordinator. When all areas have reported their completion, the Plan Coordinator communicates with the Chancellor of STCC to inform him of the status of the campus and to make a decision on when to proceed to the Reopening stage.
2. Plan Coordinator updates the Chancellor (Public Relations) or his designee to announce the Reopening stage. The Chancellor (Public Relations) will change the message on the STCC EIH and the STCC website and inform the media of the change in status.
   a. STCC personnel return to campus to begin preparing their areas for the opening of the campus. Once this is completed, they communicate this to their Deans or Directors. When all areas have reported their completion, the Deans or Director shall communicate this to the Plan Coordinator. The Plan Coordinator communicates with the Chancellor of the STCC to inform him of the status of the campus and to make a decision on when to proceed to the Return to classes’ stage.
3. Plan Coordinator updates the Chancellor (Public Relations) announcing the official end of the emergency. The Chancellor (Public Relations) or his designee changes the message on the STCC EIH and the STCC website and informs the media of the change in status.
If the STCC is deemed unsafe, the Chancellor will not change the status of the emergency.

1. Plan Coordinator updates the Chancellor (Public Relations) announcing the damage assessment stage, special instructions, and next scheduled update. The Chancellor (Public Relations) changes the message on the STCC EIH and the STCC website and informs the media of the status.

2. The Chancellor (Public Relations) will communicate with HEPT to inform them and discuss the status of the STCC. All recommendations shall be provided to the Chancellor for his approval.

3. The Chancellor’s recommendations shall be reported to the “core team” who will prepare and disseminate all internal and external communications with the Chancellor’s recommendations. All departments shall take actions to implement these recommendations.

4. When STCC has been made safe and has been restored to an operable state, the Chancellor will order the emergency status to be changed to the reopening stage.

   a. Plan Coordinator updates the Chancellor (Public Relations) to announce the Reopening stage. The Chancellor (Public Relations) will change the message on the STCC EIH and the STCC website and inform the media of the change in status.

   b. STCC personnel return to campus to begin preparing their areas for the opening of the campus. Once this is completed, they communicate this to their Deans or Directors. When all areas have reported their completion, the Deans or Director shall communicate this to the Plan Coordinator. The Plan Coordinator communicates with the Chancellor of the STCC to inform him of the status of the campus and to make a decision on when to proceed to the Return to classes stage.

   c. Plan Coordinator updates the Chancellor (Public Relations) announcing the official end of the emergency. The Chancellor (Public Relations) changes the message on the STCC EIH and the STCC website and informs the media of the change in status.

   d. Plan Coordinator contacts the Chancellor (Public Relations) who will update the Emergency Information Hotline announcing the official end of the emergency. The Chancellor (Public Relations) will also change the message on the STCC website and inform the media of the change in status.

INPORTANT LINKS AND PHONE NUMBERS

- STCC website [www.sowela.edu](http://www.sowela.edu) or LCTCS website [www.lctcs.edu](http://www.lctcs.edu)
- Lake Charles Police Department-Non-Emergency…..(337) 491-1311
- Lake Charles Fire Department-Non-Emergency……(337) 491-1360
- Louisiana State Police-Non-Emergency…(Troop D)…(337) 491-2511 or (888)225-5577
- Louisiana State Police (Baton Rouge – Troop A)…(225) 754-8500 or (800) 969-2059
• Calcasieu Parish Sheriff’s Office-Non-Emergency …. (337) 491-3700
• Louisiana Emergency Preparedness Baton Rouge… (225) 925-7500
• FOR ALL EMERGENCY SITUATIONS ~ DIAL …911

**Power:**
CLECO Corporation…(800) 622-6537 or [http://www.cleco.com](http://www.cleco.com)
Entergy Power Outages…(800) 9OUTAGE or [http://www.entergy.com](http://www.entergy.com)

**State Info:**
Louisiana Attorney General Baton Rouge…. (225) 326-6705 or [http://www.ag.state.la.us/](http://www.ag.state.la.us/)
Louisiana Department of Insurance…(800) 259-5300 or [http://www.ldi.la.gov/](http://www.ldi.la.gov/)
APPENDIX A

Duties of the HEPT members

Director of Facilities, Plan Coordinator

- In charge of overall plan coordination and implementation and provides the Chancellor with information for dissemination.
- Acts as liaison between STCC and emergency agencies such as Red Cross and Calcasieu Office of Emergency Preparedness
- Provides weather, evacuation and other emergency info as it becomes available
- Manages all efforts of Facility Services as the campus gets ready for the storm
- Provides radios for the administration for communication purposes

Vice Chancellor of Academic and Student Affairs

- Initializes contacts with International Students and Disabled Students as necessary.
- Provides for information dissemination to these groups.

Vice Chancellor for Finance and Administrative Services

- Provides financial information to the different campus departments and buildings.

Chief Information Resources and Technology Officer and Director of Center of Excellence IT

- Manages all aspects of STCC computing and communications system. Includes assuring that messages, as developed by the Chancellor (Public Relations), are posted to the STCC website and updated as the situation requires

Chancellor

- Provides information for dissemination to the local media and updates the 337-421-6565 with information for the general public.

Core Decision Group

- Gathers data about impending emergencies and reports to the Chancellor.
APPENDIX B

Class Cancellation Plan

This means that all classes are cancelled and that students should evacuate all campus buildings. STCC employees will remain at their posts. The Building Coordinators of each building will ensure that all students and visitors have left their buildings. They will post signs on all doors leading into the building stating that classes have been cancelled. When everyone has been evacuated and the signs have been posted, each Building Coordinator will inform STCC Campus Police that all students and visitors have evacuated their building.

Administrative Instructions

All members of the STCC community are expected to comply with the oral and written instructions of a STCC official acting within the scope of his or her duty in a crisis, emergency, or disciplinary situation. STCC officials include, but are not limited to, public safety/STCC police officers, faculty members, and administrators. Compliance includes providing clear and factual information concerning the situation and cooperating in a polite and respectful manner.

Essential Personnel

These are employees that are designated by their unit heads and/or Building Coordinators as essential to the operation of the department. These unit heads and/or Building Coordinators should provide a list of essential personnel to the Plan Coordinator by May 30th of each year. This list should be reviewed and updated yearly.
APPENDIX C

Campus Evacuation Plan

When a hurricane shows signs of intensifying to a catastrophic level, students are advised to begin researching available air, train, and bus schedules and fares if they are not evacuating by car.

International Students and disabled students are strongly encouraged to communicate their emergency evacuation plan to parents/family prior to a weather-related emergency. These students are required to file these plans with the Office of Student Affairs upon enrollment and update them as necessary. All students are also strongly encouraged to communicate their emergency evacuation plan to parents/family prior to a weather-related emergency.

Under the Evacuation plan, Stage Four

1. Students are to activate their personal evacuation plans and begin leaving the storm area immediately.
2. The Plan Coordinator updates the Chancellor (Public Relations) with special instructions and the next scheduled update.
3. The Chancellor (Public Relations) will change the message on the STCC EIH and on the STCC website and inform the media of the change in status.
4. Designated Building Coordinators will see that
   a. computers are powered down and covered or moved (as dept head requests)
   b. records are put into file drawers, locked, and covered
   c. blinds and/or drapes are closed
   d. interior doors are locked
   e. exterior doors are locked
   f. laminated signs are posted on building exterior doors announcing STCC closure and official "keep out/no trespassing" warning notices
   g. buildings are clear of all personnel
5. Maintenance Department will see that
   a. utilities to the buildings are completely shut off
   b. secure any exterior equipment and/or furniture
6. STCC Police will see that
   a. all persons are evacuated from buildings
   b. all exterior doors to campus buildings are locked
   c. the outside gates are locked
7. Building monitors, maintenance department, and STCC campus police are to share their personal evacuation plans with the Plan Coordinator and begin leaving the storm area.
Under the Evacuation plan, Stage Five: if STCC is deemed safe:

1. After the Post Emergency Response Team has reported to the Plan Coordinator the initial assessment, the HEPT will meet to determine the proper stage announcement.
2. The Plan Coordinator updates the Chancellor (Public Relations) with the stage announcement.
3. The Chancellor (Public Relations) will change the message on the STCC EIH and the STCC website and inform the media of the change in status.

Under the Evacuation plan, Stage Five: if STCC is deemed unsafe:

STCC will activate the School Services Resumption Plan (APPENDIX D).
APPENDIX D

STCC School Services Resumption Plan
in light of catastrophic event

GENERAL CONDITIONS

All teams performing inspections of the campus should have a 2-way radio for communication purposes.

Returning personnel are advised to remain aware of their surroundings and to avoid contact with any creatures that may be in the buildings or the campus. They should also be aware of other physical hazards such as downed power lines, broken glass, etc.

Plan Coordinator contacts the Chancellor or his designee to inform him of the conditions on campus. He then contacts the HEPT to meet on campus or at an alternate site. The HEPT will evaluate damage and develop immediate response plans.

HEPT: (through the Safety, Communication, Security and Building Assessment Teams)
- Completes assessment of damage to the campus' physical plant and auxiliary enterprises.
- Establishes communication with federal and state assistance offices.
- Develops and carries out plan to resume.

STCC Chancellor or his designee notifies the LCTCS System Office of the conditions. Notification should be to Dr. Joe D. May, System President @ 225-922-1643 (office) or (225)329-4968.

STCC Plan Coordinator notifies the following:
- State Office of Risk Management @ 225-342-8399
- Calcasieu Office of Emergency Preparedness @ 337-721-3800

The following constitute the POST EMERGENCY RESPONSE TEAMS:

These teams shall report to headquarters to check in before they begin their duties.

Safety Team: Completes immediate survey of campus to identify and isolate safety hazards (biological, electrical, structural, gas leaks, etc.).

The Maintenance Department shall provide minimum, one-way approaches to all buildings by clearing away debris. The Facility Coordinators shall report to the Plan Coordinator upon clearing an approach to each building. Building perimeters shall be cleared after the approaches to each building are completed. The Maintenance Department shall inspect the Central Plant and bring up utilities, paying attention to immediate safety hazards. They shall inspect all roofs and report immediate safety hazards, breaches in roofing systems, window breakage, and structural damage to the Plan Coordinator.
Communications Team: Establishes communication networks and informs the campus community, media and public of developments.

*The Chancellor (Public Relations)* handles immediate media inquiries and updates the STCC Emergency Information Hotline as needed. He shall maintain close contact with the Plan Coordinator.

Director of Center of Excellence IT shall establish emergency communications, assess damage to telecommunications systems, and initiate repair procedures. She shall also establish emergency computing stations, assess damage to computing services, and initiate repair procedures. She shall maintain close contact with the Plan Coordinator and keep him updated on the findings and progress of her team.

Security Team: Secures campus to prevent unauthorized access and looting.

*Police Officers* shall patrol STCC's property and report to the Plan Coordinator on such conditions as washed out roads and sidewalks, as well as any hazards observed. Looters will be apprehended and the Lake Charles Police Department or Calcasieu Sheriff's Office will be called to arrest. Only authorized personnel shall be allowed onto campus until the "all clear" is given.

Building Assessment Teams: Inspect departmental property and report on conditions such as broken windows, excessive water damage and physical and chemical hazards. Members shall report findings to the Plan Coordinator. In addition, members shall prepare an itemized report of equipment damage, with copies to be sent to the Department Head, Vice Chancellor for Finance and Administrative Services, Property Control and the STCC Risk Manager.

These Teams may call additional personnel as needed to resume STCC operations. The Plan Coordinator shall contact contractors on an as-needed basis.

The Plan Coordinator shall prioritize the recovery based on a hazard assessment, immediate needs and special needs. His top priority shall always be personnel safety.

The Plan Coordinator shall de-activate the various teams when it is determined that immediate hazards have been resolved, the initial assessment is complete and special needs have been met.

The Plan Coordinator shall secure all documentation pertaining to the entire incident and prepare a report for submittal to the Chancellor.

Remaining administrative personnel should wait to report to campus upon notification through an announcement on the local media services, the STCC website [www.sowela.edu](http://www.sowela.edu), emergency web site [www.lctcs.edu](http://www.lctcs.edu), or the STCC EIH: 337-421-6565.

Faculty and students should listen to local radio/TV stations for information about the status of STCC.

Updated 05-28-2013
For information about campus status during and following the storm, call the STCC Emergency Information Hotline: 337-421-6565 or go to the STCC web site at www.sowela.edu, or if this site is not working go to www.lctcs.edu.

HEPT

- Director of Facilities *
- Chancellor*
- Chief Information Resources and Technology Officer *
- Vice Chancellor of Academic Affairs *
- Vice Chancellor for Finance and Administrative Services *
- Human Resources Director*
- VC of Workforce Development
- Executive Director of Intuitional Advancement
- Director of Center of Excellence IT
- Coordinator of Instruction Site MS Campus
- Facilities Coordinator
- Maintenance Repair/HVAC
- Facilities Administrative Services Specialist

* Core decision-making team

Safety Team
- Building Coordinators
- STCC Police
- Maintenance
- All others as required by Plan Coordinator

Security Team
- STCC Police

Communications Team
- Chief Information Resources and Technology Officer
- Information Research and Technology Coordinator
- Chancellor (Public Relations)
- All members of the IT Department

Building Assessment Teams:
- Building Coordinators and unit heads or their designees
APPENDIX E

GENERAL HURRICANE PREPAREDNESS PLAN

Stage I – Pre-season Preparation

Building Coordinators
- Identify materials around the outside of the building that may need to be moved should a threat of hurricane arise.
- Communicate with departments in your building to remind them to perform Stage I requirements for their areas.

Unit Heads
- Meet with pre-identified essential personnel and remind them of their responsibilities during a hurricane emergency.
- Update all pertinent information for communication purposes with these individuals. (Phone numbers, pagers, etc.)

Stage II – Threat Assessment

Building Coordinators
- Identify any physically-impaired persons in your building that may need assistance.
- Distribute flier reminding departmental offices about files, equipment, and departmental items that are on the exterior of the building. (Flier #1)
- Survey the area in and around your building. Note any items that may cause problems in high winds and could end up as projectiles. Report these items to their proper custodian. These items should be picked up and disposed of, or secured in a safe place where they will no longer pose any danger.

Unit Heads
- Identify any physically-impaired persons in your department that may need assistance. Alert your Building Coordinator of this person being in your office.
- Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.
- Survey the area in and around your department and note any items that may cause problems in high winds and could end up as projectiles. If your department stores items outside of the building, be prepared to picked them up and dispose of them or secure them in a safe place where they will not pose any danger.

Stage III – Class Cancellation
Building Coordinators

- Contact any physically-impaired persons in your building that may need assistance.
- Post warning signs on classroom doors. (Flier #2)
- Survey the area in and around your building and note any items that may cause problems in high winds and could end up as projectiles. Report these items to their proper custodian. These items should be picked up and disposed of or secured in a safe place where they will no longer pose any danger.

Unit Heads

- Remind your essential personnel of their duties in case an evacuation is called for.
- Contact any physically-impaired persons in your department and see if they need assistance.
- Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.
- Back up your files onto transportable media. Encrypt any materials that contain sensitive data.
- Survey the area in and around your department and note any items that may cause problems in high winds and could end up as projectiles. If your department stores items outside of the building, they should be picked up at this time and disposed of or secured in a safe place where they will not pose any danger. **If the departments do not secure exterior items, they will be disposed of by Maintenance.**

Stage IV – STCC Closure

Building Coordinators

- Survey the area around your building and note what items that you reported or any new items that still pose a danger. Report these items to proper custodian and also to Maintenance Supervisor. **If the departments do not secure exterior items, they will be disposed of by Maintenance Department.**

The day the administration issues the campus evacuation order:

- If you are in your building, follow the General Guidelines for Building Evacuations for your building.
- If you are not in your building, call campus police and let them know you are not on campus so that they can secure your building.

Unit Heads

- Survey the area around your department and pick up any last minute items that belong to your department and are stored outside of the building.
- Move files and equipment away from windows. Place them in a high location.
- Cover all electronic equipment with plastic bags (in departmental hurricane kit) and lift them off the floor.
- Empty all refrigerators of food and other items that will spoil. Please dispose of these materials in the dumpster outside of the building and not in your office waste basket.
- **If your department does not secure exterior items, they will be disposed of by Maintenance Department.**
• At the time the administration issues the campus evacuation order, shut off all lights, unplug all appliances, close and lock all doors as evacuation proceeds. Evacuate the building and the campus.

**ONCE BUILDINGS HAVE BEEN EVACUATED THEY WILL BE SECURED BY STCC SECURITY**

**Stage V – Aftermath – assessment, recovery, reopen and return to classes**

*Building Coordinators/ Unit Heads*

After the campus has been assessed and the recovery stage is over, the Chancellor or his designee will announce the reopen stage. At this point the Building Coordinators and department personnel will be allowed to get back into their buildings. In order to get their buildings ready to open, the building coordinators and departments should remove all signs that were placed on the building doors and reset all offices and departmental areas to pre-storm conditions. They should also survey their buildings and report anything that is out of the ordinary to the Plan Coordinator at 337-488-2483.

Once the departments are deemed ready to open to the public, they should communicate this to their Deans and Directors. The Deans and Directors should communicate this to the Plan Coordinator. The Plan Coordinator communicates with the Chancellor of the STCC to inform him of the status of the campus and to make a decision on when to proceed to the return to classes stage.

Plan Coordinator updates the Chancellor (Public Relations) who changes the message on the STCC EIH and the STCC website and informs the media of the change in status.
APPENDIX F

Fliers and Evacuation Checklist
NOTE: To all Departments in this Building!!!

Due to the approaching storm
Please remember to identify any files and equipment that may have to be moved away from windows and off the floor.

Also, remember to secure all items that your department may have around the exterior of the building.

Remember:

Maintenance Department will dispose of unsecured items left outside of the building.
Due to the approaching storm, PLEASE

Close all doors and windows when you leave the room.

Flier #2

Thank you
Building Coordinator

Updated 05-28-2013
KEEP OUT

NO TRESPASSING

Sowela Hurricane Emergency Preparedness Team

Flier #3

Updated 05-28-2013
Hurricane/Tornado Emergency Plan

Shut down Preparation Checklist

If STCC is faced with the prospect of a major evacuation of the Lake Charles area because of natural disaster, it may be necessary to close all the buildings on the STCC campus and any satellite campuses.

The checklist below is developed to assist with protecting your STCC assets. The scope of preparation required depends on the location of the space, the type of construction of the building, the location within that building and the severity and characteristics of the expected storm. The checklist may be modified to address your particular requirements for your area.

<table>
<thead>
<tr>
<th>Action</th>
<th>Staff Responsible</th>
<th>Special Concerns</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel and move state vehicles to a safe location.</td>
<td>Maint. Dept</td>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Unplug computers, printers and all other electrical equipment (except freezers &amp; refrigerators)</td>
<td>Unit Heads &amp; IT staff</td>
<td>IT staff</td>
<td></td>
</tr>
<tr>
<td>Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available.</td>
<td>Culinary</td>
<td>Maint. Dept</td>
<td></td>
</tr>
<tr>
<td>Protect valuable files, research samples and notebooks in place or move to a safe location.</td>
<td>Instructors and department staff</td>
<td>Unit Heads</td>
<td></td>
</tr>
<tr>
<td>Back-up computer files. Make more than one copy and store in several different locations.</td>
<td>IT Unit Heads</td>
<td>Unit Heads</td>
<td></td>
</tr>
</tbody>
</table>

Updated 05-28-2013

- 26 -
## Hurricane/ Tornado Emergency Plan

### Shutdown Preparation Checklist

<table>
<thead>
<tr>
<th>Action</th>
<th>Staff Responsible</th>
<th>Special Concerns</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check emergency phone numbers.</td>
<td>HR</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Update emergency notification lists.</td>
<td>HR</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Add temporary contact information if staying at a different location.</td>
<td>HR</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Cover and secure or seal vulnerable equipment with plastic in hurricane kit</td>
<td>Dept Heads</td>
<td>IT</td>
<td>All electrical equipment</td>
</tr>
<tr>
<td>Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.</td>
<td>Unit Heads</td>
<td>Maint Dept</td>
<td></td>
</tr>
<tr>
<td>Remove regulators and cap gas cylinders. Ensure all cylinders are secure.</td>
<td>Unit Heads</td>
<td>Instructors</td>
<td></td>
</tr>
<tr>
<td>Remove equipment, chemicals, wastes and supplies from the floor in areas that may flood.</td>
<td>Unit Heads</td>
<td>Maint Dept</td>
<td></td>
</tr>
</tbody>
</table>

Securely store all select agents within approved facilities with double containment.

Secure radioactive isotopes, biohazard materials.

Fill Dewar and cryogen reservoirs for sample storage & critical equipment.

Make sure arrangements have been made for the care of laboratory animals.

Use plastic waterproof containers to “over pack” reactive chemicals.

*At this time these items are not applicable.*
APPENDIX G

Building Coordinators

Administration 1 ................................................................. William Mayo
Administration 2 ................................................................. Lois Clausen
Arts & Humanities 1 ...................................................... Mary Francis Sherwood
Arts & Humanities 2 .................................................. Dr. Charles Stewart
Aviation ................................................................. Jimmy Hall
Aviation Classrooms .................................................. Jonathan Frantz
Computer Center ..................................................... Erik Jessen
Electro-Mechanical .................................................. Dr. Schexneider
Metals ................................................................. Angie Guidry
Mechanical ................................................................. Richard Williams
Student Center ............................................................. Mark Charles
Transportation Technology ........................................ Tim McCarty
Temporary Buildings (Steps) ...................................... Doug McCullor
Temporary Buildings A Series ..................................... Barry Humphus
Temporary Buildings B Series ..................................... Barry Humphus
Facilities Coordinator .................................................. Marc Ivey
Morgan Smith Campus

Lawrence Arceneaux .......... Maintenance Repair 1
Myra Brisco ..................... Building Coordinator
Jane Bordelon ..................... Building Coordinator
Kylie Schmaltz ..................... Building Coordinator
APPENDIX H

TORNAADOES

Another factor that we must be aware of is the threat of tornadoes. Due to the temporary buildings, special measures have been designed to ensure the safety of the students and faculty located in vulnerable areas. At the issuance of a tornado watch, the HEPT will monitor the weather condition closely.

At the issuance of a tornado warning, all classes located in the temporary buildings will be cancelled and several locations on campus will be designated as shelter for any student or faculty member not wanting to drive. The decision should be an individual choice.

Interior corridors and classrooms, away from glass windows and doors, are deemed the safest during a tornado. Safe shelter may be sought in the Computer Center, the Metals Technology Building, and the Electro-Mechanical Building.

National Weather Radio Station Listing for Louisiana

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>Site Name</th>
<th>Site Location</th>
<th>Frequency</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>WXK78</td>
<td>Alexandria</td>
<td>Jena</td>
<td>162.475</td>
<td>1000</td>
</tr>
<tr>
<td>KHB46</td>
<td>Baton Rouge</td>
<td>Baker</td>
<td>162.400</td>
<td>1000</td>
</tr>
<tr>
<td>WNG521</td>
<td>Bogalusa</td>
<td>Bogalusa</td>
<td>162.525</td>
<td>1000</td>
</tr>
<tr>
<td>WXL41</td>
<td>Buras</td>
<td>Buras</td>
<td>162.475</td>
<td>1000</td>
</tr>
<tr>
<td>WXK80</td>
<td>Lafayette</td>
<td>Youngsville</td>
<td>162.550</td>
<td>1000</td>
</tr>
<tr>
<td>KHB42</td>
<td>Lake Charles</td>
<td>Sulphur</td>
<td>162.400</td>
<td>1000</td>
</tr>
<tr>
<td>WXJ96</td>
<td>Monroe</td>
<td>Monroe</td>
<td>162.550</td>
<td>1000</td>
</tr>
<tr>
<td>KIH23</td>
<td>Morgan City</td>
<td>Morgan City</td>
<td>162.475</td>
<td>1000</td>
</tr>
<tr>
<td>WXN87</td>
<td>Natchitoches</td>
<td>Natchitoches</td>
<td>162.500</td>
<td>1000</td>
</tr>
<tr>
<td>KHB43</td>
<td>New Orleans</td>
<td>New Orleans</td>
<td>162.550</td>
<td>1000</td>
</tr>
<tr>
<td>WXJ97</td>
<td>Shreveport</td>
<td>Lake View</td>
<td>162.400</td>
<td>1000</td>
</tr>
</tbody>
</table>

Number of Stations in Louisiana = 11
Tornado Safety

Roger Edwards
Storm Prediction Center
Norman, Oklahoma

What is a tornado watch? A tornado watch defines an area shaped like a parallelogram, where tornadoes and other kinds of severe weather are possible in the next several hours. It does not mean tornadoes are imminent -- just that you need to be alert, and to be prepared to go to safe shelter if tornadoes do happen or a warning is issued. This is the time to turn on local TV or radio, turn on and set the alarm switch on your weather radio, make sure you have ready access to safe shelter, and make your friends and family aware of the potential for tornadoes in the area. The Storm Prediction Center issues tornado and severe thunderstorm watches.

What is a tornado warning? A tornado warning means that a tornado has been spotted, or that Doppler radar indicates a thunderstorm circulation which can spawn a tornado. When a tornado warning is issued for your town or parish, take immediate safety precautions.

There is no such thing as guaranteed safety inside a tornado. Freak accidents happen; and the most violent tornadoes can level and blow away almost any house and its occupants. Extremely violent F5 tornadoes are very rare, though. Most tornadoes are actually much weaker and can be survived using these safety ideas...

Prevention and practice before the storm: At home, have a family tornado plan in place, based on the kind of dwelling you live in and the safety tips below. Know where you can take shelter in a matter of seconds, and practice a family tornado drill at least once a year. Have a predetermined place to meet after a disaster. Flying debris is the greatest danger in tornadoes; so store protective coverings (e.g., mattress, sleeping bags, thick blankets, etc) in or next to your shelter space, ready to use on a few seconds' notice. When a tornado watch is issued, think about the drill and check to make sure all your safety supplies are handy. Turn on local TV, radio or NOAA Weather Radio and stay alert for warnings. Forget about the old notion of opening windows to equalize pressure; the tornado will blast open the windows for you! If you shop frequently at certain stores, learn where there are bathrooms, storage rooms or other interior shelter areas away from windows, and the shortest ways to get there. All administrators of schools, shopping centers, nursing homes, hospitals, sports arenas, stadiums, mobile home communities and offices should have a tornado safety plan in place, with easy-to-read signs posted to direct everyone to a safe, close by shelter area. Schools and office building managers should regularly run well-coordinated drills. If you are planning to build a house, especially east of the Rockies, consider an underground tornado shelter or an interior "safe room".

Updated 05-28-2013
Hurricane/ Tornado Emergency Plan

Know the signs of a tornado: Weather forecasting science is not perfect and some tornadoes do occur without a tornado warning. There is no substitute for staying alert to the sky. Besides an obviously visible tornado, here are some things to look and listen for:

1. Strong, persistent rotation in the cloud base.
2. Whirling dust or debris on the ground under a cloud base -- tornadoes sometimes have no funnel!
3. Hail or heavy rain followed by either dead calm or a fast, intense wind shift. Many tornadoes are wrapped in heavy precipitation and can't be seen.
4. Day or night - Loud, continuous roar or rumble, which doesn't fade in a few seconds like thunder.
5. Night - Small, bright, blue-green to white flashes at ground level near a thunderstorm (as opposed to silvery lightning up in the clouds). These mean power lines are being snapped by very strong wind, maybe a tornado.
6. Night - Persistent lowering from the cloud base, illuminated or silhouetted by lightning -- especially if it is on the ground or there is a blue-green-white power flash underneath.

WHAT TO DO...

In a house with a basement: Avoid windows. Get in the basement and under some kind of sturdy protection (heavy table or work bench), or cover yourself with a mattress or sleeping bag. Know where very heavy objects rest on the floor above (pianos, refrigerators, waterbeds, etc.) and do not go under them. They may fall down through a weakened floor and crush you.

In a house with no basement, a dorm, or an apartment: Avoid windows. Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands. A bath tub may offer a shell of partial protection. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, etc.), to protect against falling debris in case the roof and ceiling fail.

In an office building, hospital, nursing home or skyscraper: Go directly to an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. Stay off the elevators; you could be trapped in them if the power is lost.

In a mobile home: Get out! Even if your home is tied down, you are probably safer outside, even if the only alternative is to seek shelter out in the open. Most tornadoes can destroy even tied-down mobile homes; and it is best not to play the low odds that yours will make it. If your community has a tornado shelter, go there fast. If there is a sturdy permanent building within easy running distance, seek shelter there. Otherwise, lie flat on low ground away from your

Updated 05-28-2013
home, protecting your head. If possible, use open ground away from trees and cars, which can be blown onto you.

At school: Follow the drill! Go to the interior hall or room in an orderly way as you are told. Crouch low, head down, and protect the back of your head with your arms. Stay away from windows and large open rooms like gyms and auditoriums.

In a car or truck: Vehicles are extremely dangerous in a tornado. If the tornado is visible, far away, and the traffic is light, you may be able to drive out of its path by moving at right angles to the tornado. Otherwise, park the car as quickly and safely as possible -- out of the traffic lanes. [It is safer to get the car out of mud later if necessary than to cause a crash.] Get out and seek shelter in a sturdy building. If in the open country, run to low ground away from any cars (which may roll over on you). Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

In the open outdoors: If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.

In a shopping mall or large store: Do not panic. Watch for others. Move as quickly as possible to an interior bathroom, storage room or other small enclosed area, away from windows.

In a church or theater: Do not panic. If possible, move quickly but orderly to an interior bathroom or hallway, away from windows. Crouch face-down and protect your head with your arms. If there is no time to do that, get under the seats or pews, protecting your head with your arms or hands.

AFTER THE TORNADO...

Keep your family together and wait for emergency personnel to arrive. Carefully render aid to those who are injured. Stay away from power lines and puddles with wires in them; they may still be carrying electricity! Watch your step to avoid broken glass, nails, and other sharp objects. Stay out of any heavily damaged houses or buildings; they could collapse at any time. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. Remain calm and alert, and listen for information and instructions from emergency crews or local officials.
APPENDIX I

General Emergency Policy and Procedure Bulletin

In addition to this document, STCC maintains an Emergency Policy & Procedure Bulletin that is updated annually and distributed to all faculty and staff. This manual is available through the Safety Office and is available online in a PDF download.

This manual contains:

- Loss Prevention Policy Statement from the Governor
- Management Safety Policy from the Chancellor
- Members of the Safety Committee
- Personal Injury-Illness Procedures
- Emergency Preparedness Plan consisting of:
  - Emergency Control Committee Duties
  - Emergency Alarms Directions
  - Emergency First Aid Suggestions
  - Fire Prevention and Control Directions
  - Civil Disorder Procedures
  - Natural Disasters
  - Homeland Security Instructions
  - Bomb Threats Instructions
  - Shelter in Place Instructions
- Staff Responsibilities
- Basic Instructions on Assisting a Person in an Emergency
- Emergency Telephone Numbers
- The Incident/Accident Investigation Form

In addition each room containing multiple occupants has a posted evacuation route. Each building area has a designated reform area away from the building and periodic drills are conducted.

Instructors are required to inform classes about evacuation procedures at the beginning of each semester.
APPENDIX J

Permissions

Permissions for use of documents:

(1) Email to (and from) David Alan Richardson [DARichar@uno.edu] from the University of New Orleans requesting permission to use this plan and modify to suit STCC, sent Mon 5/1/2006 2:19 PM.

Mr. Schexneider,
Dr. Eason from the Chancellors office requested that we send a copy of a document that we are working on. This document is the proposed UNO Emergency Plan. As I said it is NOT an approved document for the university it is a DRAFT. We are still working on it to reflect changes that were are making POST KATRINA.

Dr. Eason said that it may serve as a resource for a project that you are working with Dr. Killacky.

If you have any questions please e-mail me or call me at the number below.
Good Luck,

David Richardson
UNO Safety/Risk Management
504-280-6670

REPLY

Ms. Schexneider,
Please feel free to contact me if you have any questions or concerns.
E-mail is probably the best way to contact me because I am constantly checking it.

David Richardson
UNO Safety/Risk Management
504-280-6670

-----Original Message-----
From: Jo Schexneider [mailto:jschexneider1@lctcs.net]
Sent: Tuesday, May 02, 2006 9:59 AM
To: David Alan Richardson
Subject: RE: UNO Emergency Plan

Mr. Richardson,
I thank you very much. I am working with a team on a plan for SOWELA Technical Community College and this is a basis for us as well, Post Rita.
We currently do not have such in place at all.
I do appreciate you sending this.

Ms. Jo Schexneider
Director, Information Research & Technology
SOWELA Technical Community College
3820 Sen J Bennett Johnston Ave
Lake Charles, LA  70615

Updated 05-28-2013
(2) Email to (and from) Roger Edwards [roger.edwards@noaa.gov] at National Oceanic & Atmospheric Administration requesting permission to use Appendix H in printed form sent Fri 5/12/2006 12:08 PM.

Jo,

Please, go right ahead. Thanks for writing!

===== Roger =====

Jo Schexneider wrote:

Mr. Edwards,
May I use printed versions of your Tornado Safety web page at http://www.spc.noaa.gov/faq/tornado/

Our school is creating a Safety plan and I would like to include the information on your page in the written version. The online version will link to your site.

Thank you for your consideration.
M. Jo Schexneider
Director, Information Research Technology

SOWELA Technical Community College
3820 Sen J Bennett Johnston Ave
PO Box 16950
Lake Charles LA  70616-6950

Office:   337-491-2608
Fax:      337-491-2135
Cell:     337-274-4909

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this mail in error please notify the system manager at help@sowela.net

mailto:ahelp@sowela.net
APPENDIX K

Contact Information for HEPT, Primary and Secondary Locations
Contact information for Hurricane Emergency Preparedness Team (all area codes are 337 unless otherwise noted):

<table>
<thead>
<tr>
<th>Name</th>
<th>Blackberry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. David Darbone, Plan Coordinator</td>
<td>337-488-2483</td>
</tr>
<tr>
<td>Dr. Charles Nwankwo</td>
<td>337-912-0057</td>
</tr>
<tr>
<td>Dr. Rick Bateman</td>
<td>337-274-5301</td>
</tr>
<tr>
<td>Mrs. Jeanine Newman</td>
<td>337-309-3668</td>
</tr>
<tr>
<td>Dr. Jo Schexneider</td>
<td>337-488-2405</td>
</tr>
<tr>
<td>Dr. Joe Fleishman</td>
<td>337-244-1869</td>
</tr>
<tr>
<td>Dr. Fitzpatrick Anyanwu</td>
<td>337-309-3716</td>
</tr>
<tr>
<td>Mr. Randy Jolly</td>
<td>337-343-2176</td>
</tr>
</tbody>
</table>

Building Coordinators

Barry Humphus, Modular Bldg A & B
Angie Guidry, Metals                        337-429-9437
John Stanfield, Mechanical                 337-802-1059
Tim McCardy, Trans. Tech                   337-540-7721
Jimmy Hall, Aviation                        337-212-0270
Jonathan Frantz, AVCR                      337-274-9790

Morgan Smith Building Coordinators

Kylie Schmaltz                              337-224-9076

The primary basis of operation will be the Administration Conference Room (Room 1130).
The secondary location will be:

LTC – Oakdale Campus
P.O. Drawer EM
117 Highway 1152
Oakdale, LA 71463
Phone: (318) 335-3944
Fax: (318) 335-3347

Updated 05-28-2013
**APPENDIX L**

**Common Hurricane Technology**

*Tropical Disturbance* – Organized thunderstorm activity in the tropics or subtropics not associated with a front maintaining its identity for 24 hours or more.

*Tropical Depression* – A tropical low-pressure system in which the maximum sustained wind is 33 knots (38 mph) or less.

*Tropical Storm* – A tropical low-pressure system in which the maximum sustained wind is between 34 and 63 knots (39 to 73 mph).

*Tropical Storm Watch* – Issued when a tropical storm or forecast of tropical storm conditions poses a threat to coastal areas within 36 hours. A tropical storm watch will be issued if the system is forecast to attain hurricane strength.

*Tropical Storm Warning* – Issued when tropical storm conditions with a sustained wind speeds of 39 to 73 mph are expected in coastal areas within 24 hours.

*Hurricane Watch* – Issued for a coastal area when there is a threat of hurricane conditions within 24 to 36 hours.

*Hurricane Warning* – Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 64 knots or higher (74 mph or higher), and/or dangerously high tides and waves. Action for protection of life and property should begin immediately when a warning is issued.

*Hurricane Intensity* – Hurricanes are ranked 1 to 5 based on the Saffir-Simpson scale of strength.

- Category 1: Winds from 74 to 95 mph; storm surge 4-5 feet; minimal damage
- Category 2: Winds from 96 to 110 mph; storm surge 6-8 feet; moderate damage
- Category 3: Winds from 111 to 130 mph; storm surge 9-12 feet; extensive damage
- Category 4: Winds from 131 to 155 mph; storm surge 13-18 feet; extreme damage
- Category 5: Winds greater than 155 mph; storm surge more than 18 feet high; catastrophic damage.
APPENDIX M

Personal and Community Preparedness

Before the Hurricane Season
- Know the hurricane risks in your area
- Learn safe escape routes
- Learn location of official shelters
- Review needs and working condition of emergency equipment, such as flashlights, battery powered radios, etc.
- Make sure non-perishable food and water supplies are on-hand.
- Obtain and store materials, such as plywood, necessary to properly secure private property.
- Clear loose and clogged rain gutters and downspouts.
- Keep trees and shrubbery trimmed.
- Decide where to move your boat in an emergency
- Review your insurance policy

When in a Watch Area:
- Frequently listen to radio, television, or NOAA weather radio for official bulletins of the storm’s progress.
- Fuel and service family vehicles.
- Inspect and secure mobile home tie downs.
- Prepare to cover all windows and door openings with shutters or other shielding materials.
- Check batteries and stock up on canned food, first aid supplies, drinking water, and medications.
- Prepare to bring lawn furniture and other loose, lightweight objects inside, such as garbage cans, garden tools, etc.
- Have an extra supply of cash on hand.
- Wedge sliding glass doors to prevent them from lifting off tracks.
- Make arrangements for pets if considering moving to a shelter.

When in a Warning Area:
- Monitor closely radio, television or NOAA weather radio for official bulletins.
- Complete preparation activities, such as putting up storm shutters, storing loose objects, etc.
- Follow instructions issued by local officials. Leave immediately if told to do so.
If evacuating, leave early (if possible in daylight). Stay with friends or relatives, at a low-rise inland hotel/motel, or go to a pre-designated public shelter outside a flood zone.

- Leave mobile homes in any case.
- Notify neighbors and a family member outside of the warned area of your evacuation plans.
- Board up garage and porch doors.
- Move valuables to upper floors.
- Use phone for emergencies only.
- Move boats and trailers close to house and fill boats with water to weigh them down. Lash securely to trailer and use tie-downs to anchor trailer to ground or house.
- Stay indoors on the downwind side of house away from windows.

**Plan to Evacuate if You:**

- Live in a mobile home. They are unsafe in high winds no matter how well they are fastened down.
- Live on the coastline, an offshore island, or near a river or a flood plain.
- Live in a high-rise. Hurricane winds are stronger at the higher elevations.

**When Evacuating:**

- Leave early, in daylight if possible.
- Take small valuables and papers, but travel light
- Take blankets or sleeping bags, flashlights, special foods and medication as required, infant needs and lightweight folding chairs.
- Leave food if water for pets if you are leaving them behind.
- Securely lock up house.
- Drive carefully to the nearest designated shelter using recommended routes.
- Register every person arriving with you at the shelter.
- Be prepared to help shelter workers if asked.

**If Staying in a Home:**

- Turn refrigerator to maximum cold and open only when necessary.
- Turn off utilities if told to do so by authorities.
- Turn off propane tanks.
- Unplug small appliances.
- Fill bathtub and large containers with water for sanitary purposes.

**If Staying in a Home and Winds Become Strong:**

- Stay away from windows and doors even if they are covered. Take refuge in a small interior room, closet, or hallway.
- Close all interior doors. Secure and brace exterior doors.
- If you are in a two-story house, go to an interior first-floor room, such as a bathroom or closet.
- If you are in a multiple-story building and away from the water, go to the first or second floors and take refuge in the halls or other interior rooms away from windows.
- Lie on the floor under a table or another sturdy object.

After the Storm
- Continue listening to radio, television, or NOAA weather radio.
- Wait until an area is declared safe before entering.
- Roads may be closed for your protection. If you come upon a barricade or a flooded road, turn around and go another way.
- Avoid weakened bridges and washed out roads. Do not drive into flooded areas.
- Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
- Check gas, water, and electrical lines and appliances for damage.
- Do not drink or prepare food with tap water until you are certain it is not contaminated.
- Avoid using candles and other open flames indoors. Use a flashlight to inspect for damage.
- Use the telephone to report life-threatening emergencies only.
- Be especially cautious if using a chainsaw to cut fallen trees.