

**Tulane University**  
**Hurricane Plan**  
**Business School**  
**2011**

*Updated August, 2011*

# Introduction

The primary purpose of the Business School Hurricane Plan is to document an orderly preparation and response strategy to a hurricane. The department's primary responsibilities are as follows:

Identify a Department Emergency Response Team ([Section I](#)).

Develop a procedure to establish contact with department personnel after the hurricane ([Section I](#), [Appendix B](#), [Appendix C](#), [Appendix D](#)).

Develop a plan to secure department assets (office contents & research materials) ([Section II](#) & [Appendix F](#)).

Assess damage to work area and complete Property Loss Forms after a hurricane ([Appendix E](#)).

Develop a plan to restart Academic (or Business) activities ([Appendix G](#)).

## **Section I –Emergency Contact Information**

***Personnel, Chain-of-Command & Contact Information*** (include primary and alternate e-mail address, cell phones, home telephones, and office phones)

A list of who is responsible for executing the department’s plan in the order of authority is shown in [Appendix C](#).

### ***2. Faculty & Staff Contact***

Each Department head is responsible for their employees. Develop a procedure for the department to follow in order to establish contact with all personnel after the hurricane. The purpose of establishing contact is to assess the status of each employee and their ability to return to work. List all employees and their contact information is shown in [Appendix D](#).

## Section II – Preparation and Response Steps

### 1. Action Steps

#### **Continual**

Update the Business School Hurricane Plan each spring.

The Executive Operations Group monitors all storm threats and will provide information and instructions to faculty, staff, students and parents by posting periodic updates on:

The TULANE ALERT LINE (504) 862-8080

The Tulane emergency website: <http://emergency.tulane.edu/>

In emails and text messages from the Executive Operations Group.

Be certain department equipment inventory list is up-to-date. As necessary, verify the department inventory list with Moveable Property Management (Uptown, 865-5219) or Materials Management (TUHSC 988-5104).

Secure Purchase Orders or other documentation, if available, that may describe the equipment, demonstrate the purchase price and purchase date.

Update employee contact information regularly.

#### **Storm Threat**

*Note: Faculty and Staff will be advised by administration when the campus is under a hurricane threat and when departments should begin preparation*

Conduct a meeting of your Emergency Response Team in order to coordinate the department's preparation procedures.

Secure department assets (office contents & research assets).

- A. Obtain supplies such as plastic sheeting and tape or large plastic garbage bags from Materials Management.
  - B. Secure all offices & workstations (see [Appendix F](#)).
3. Meet with faculty & staff.
    - A. Confirm contact procedures and phone numbers.
    - B. Be sure that all offices are secure.
    - C. Monitor the TULANE ALERT LINE, the [Tulane emergency website](#), emails and text messages for important campus information.

## **Storm Impact**

Normal business or academic activities are suspended.

2. Continue to monitor TULANE ALERT LINE, [Tulane Emergency website](#), emails and text messages.

## **Post-Event**

Faculty & staff will return to campus as soon as travel and campus conditions are safe. Faculty and staff should monitor the TULANE ALERT LINE, the [Tulane emergency website](#), emails and text messages for important campus information and instructions.

Establish contact, if possible, with all department personnel using the predetermined procedure.

Determine the status of all personnel. Assess the ability of personnel to return to work. Utilize the Personnel Status Form (see [Appendix B](#)).

If the event results in a university closure of 5 days or longer ensure that all employees call the Tulane Employee Check-in Line at **877-TULANE8**

As personnel return to work, begin preliminary damage assessment of office areas and workstations.

Complete Property Loss Forms (see [Appendix E](#)). Fax or deliver completed forms to Risk Management.

Once damage assessment is complete, determine what essential supplies, equipment, space, personnel etc are needed in order to restart the department's business or academic activity.

Convene the department Emergency Response Team to review the effectiveness of the department's hurricane plan and update the plan as necessary.

## **Appendix A – Emergency Telephone Numbers**

### **Tulane Emergency Numbers:**

#### **Tulane Alert Line:**

504-862-8080 or toll free 877-862-8080

**Tulane Employee Check-in Number** (call if the university is closed for 5 days or longer):  
877-TULANE8

#### **Uptown Campus Contact Numbers:**

Emergency 865-5200 or 5200 (on campus)

Emergency Operations Center: 865-4111 (Power Plant)

Emergency Operations Center: 247-1209 (fax)

#### **Health Sciences Center (TUHSC) Contact Numbers:**

Medical, Police, or Fire 988-5555 or 55555 (on campus)

Hospital Operator 988-5263

Command Center 988-5424

#### **Primate Center (TNPRC) Contact Numbers:**

Medical, Police, or Fire Emergency 985-871-6411 or 6411 (on campus)

## **Appendix B – Employee Hurricane Survey Form**

Faculty and staff emergency contact information is collected using an online form associated with the Freeman Directory. Faculty and staff are also required to update emergency contact information into a University-level database associated with their e-mail account. The online input of emergency contact information has replaced the use of this form.

**TULANE UNIVERSITY  
EMPLOYEE HURRICANE EVACUATION SURVEY**

Please complete the below survey so that your needs can be addressed in the event that essential staff members are required to evacuate for a severe weather emergency. Completed surveys must be submitted to your Department Head.

<b>NAME:</b>	<b>DEPARTMENT:</b>	
<b>HOME ADDRESS:</b>	<b>E-MAIL ADDRESS (Primary, Alternate):</b>	<b>PHONE NUMBERS (Office, cell, alternate cell):</b>

CURRENT PROJECTS IN PROGRESS	PROJECT SPONSOR	GRANT FUNDED (Y or N)	SPECIAL REQUIREMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**ADDITIONAL COMMENTS REGARDING PROJECTS:**

**DATE EMPLOYEE RETURNED TO WORK POST EVENT:**  
(To be completed by Department Head)

## **Appendix C – Department Emergency Response Team Contact Information**

Ira Solomon, Dean  
Primary e-mail: [isolomon@tulane.edu](mailto:isolomon@tulane.edu)  
Office: 504-865-5407

Peggy Babin, Associate Dean  
Primary e-mail: [pbabin@tulane.edu](mailto:pbabin@tulane.edu)  
Office: 504-865-5412

Tsetsa N. Rosensteel, Associate Dean  
Primary e-mail: [tdankova@tulane.edu](mailto:tdankova@tulane.edu)  
Office: 504-865-5403

Michael Hogg, Associate Dean  
Primary e-mail: [mhogg@tulane.edu](mailto:mhogg@tulane.edu)  
Office: 504-862-8495; 504-314-2852

John Howard, Associate Dean  
Primary e-mail: [jhoward@tulane.edu](mailto:jhoward@tulane.edu)  
Office: 504-865-5343

## Appendix D – Department Personnel Contact Information

Each Department head is responsible for their employees. The following represents a contact structure for staff and faculty to be used to establish contact with all personnel after the hurricane. The purpose of establishing contact is to assess the status of each employee and their ability to return to work.

### Staff and Faculty contact list 2011 – “Call Tree”

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1. Ira Solomon; Dean's Office
  - a. Sharon Moore; Dean's Office
    - i. Thais Green; Dean's Office
  - b. Tsetsa Dankova; Administration & Finance Office
    - i. Zina Eugene; Administration & Finance Office
      1. Shanon Olivier; Administration & Finance Office
      2. Janell Stevenson; Administration & Finance Office
      3. Clara Brickley; Academic Services Group
      4. Tony Darenbourg; Academic Services Group
      5. Michelle Falgoust; Academic Services Group
      6. Edith Martinez; Academic Services Group
      7. Charla Wright; Academic Services Group
    - ii. Tom Gerace; Information Technology
      1. Kevin Ammentorp; Information Technology
      2. Wayne Dolese; Information Technology
      3. Alicia Gillentine; Information Technology
      4. Michael Harrison; Information Technology
      5. Amanda LeBella; Information Technology
      6. Jason McFarland; Information Technology
      7. Jean Mouton; Information Technology
    - iii. William Hydrick; Information Technology - Media Services
      1. Sarah Hava'Valley; Information Technology - Media Services
      2. Mike Ougel; Information Technology - Media Services
  - c. Georgios Bakamitsos; Faculty - Marketing
  - d. Peggy Babin; Development & External Relations
    - i. Miriam Martinez; Dean's Office
    - ii. Courtney Slavich; Dean's Office
    - iii. Rhonda Brown; Development & External Relations
    - iv. Tiffany Graham; Development & External Relations
    - v. Meriel Hughes; Development & External Relations
    - vi. Mark Miester; Development & External Relations
    - vii. Bill Sandefer; Admissions
      1. Margarita Ahumada; Admissions
      2. Katherine Enos; Admissions
      3. Katie Hunter; Admissions
      4. Lorraine Landry; Admissions
      5. Suzanne Lossi; Admissions
      6. Theresa Mysing; Admissions
      7. Linda Ricks; Admissions

- viii. Peter Ricchiuti; Faculty - Finance & Economics
  - 1. Marie Daigle; Burkenroad Reports
  - 2. Edwardo Pablo; Burkenroad Reports
  - 3. Pamela Shaw; Burkenroad Reports
  - 4. Margaret Wille; Burkenroad Reports
- ix. Donn Barclay; Career Management Center
- x. Nicole Bush; Career Management Center
- xi. Shannon Fazande-Powell; Career Management Center
- xii. Linda Guedry-Babst; Career Management Center
- xiii. Fadi Kordahi; Career Management Center
- xiv. Mary Rose; Career Management Center
- xv. Kara Schonberg; Career Management Center
- xvi. Rachael Unger; Career Management Center
- xvii. Leonard Williams; Career Management Center
- xviii. Lina Alfieri; Levy Rosenblum Institute
  - 1. Rosalind Butler; Levy Rosenblum Institute
  - 2. John Elstrott; Levy Rosenblum Institute
  - 3. Terry McGuckin; Levy Rosenblum Institute
  - 4. Levy Rosenblum; Levy Rosenblum Institute
- e. Russ Robins; Executive Education, Stewart Center For
  - i. Ieshia Deal; Executive Education, Stewart Center For
  - ii. Caryn Lang; Executive Education, Stewart Center For
  - iii. Katie Oliver; Executive Education, Stewart Center For
  - iv. Katie Oliver; Executive Education, Stewart Center For
  - v. James Rahe; Executive Education, Stewart Center For
  - vi. Kimberly Smith; Executive Education, Stewart Center For
  - vii. Carol Spansel; Executive Education, Stewart Center For
- f. John Trapani; Faculty - Finance & Economics
  - i. Mauricio Gonzalez; Goldring Institute For International Business
  - ii. Janice Hughes; Goldring Institute For International Business
    - 1. Ashley Luoma; Goldring Institute For International Business
    - 2. Lenore Mason; Goldring Institute For International Business
    - 3. Robin Aldridge; Ph. D. Student
    - 4. Vadim Balashov; Ph. D. Student
    - 5. Denise Buhrau; Ph. D. Student
    - 6. Mehmet Cihan; Ph. D. Student
    - 7. Shanna Daniels; Ph. D. Student
    - 8. Chase Edwards; Ph. D. Student
    - 9. Julie Gee; Ph. D. Student
  - iii. Maria Lee; Goldring Institute For International Business
    - 1. Angelique Ngandu; Goldring Institute For International Business
    - 2. Dominique Thiers-Schmidt; Goldring Institute For International Business
    - 3. Fran Wild; Goldring Institute For International Business
- g. John Howard; Faculty - Marketing
  - i. Laney Armstrong; Graduate Education, Office Of
  - ii. Tonya Durden; Graduate Education, Office Of
  - iii. Stephen Estrada; Graduate Education, Office Of
  - iv. Graduate Programs; Graduate Education, Office Of
  - v. John Silbernagel; Graduate Education, Office Of
- h. Michael Hogg; Faculty - Business & Law
  - i. Cynthia Fransen; Management Communications Center

1. Lesley Baker; Management Communications Center
2. Marlene Farrell; Management Communications Center
3. Kelly Grant; Management Communications Center
4. Jim Marvel; Management Communications Center
5. Ashley Nelson; Management Communications Center
- ii. Rudy Aguilar; Faculty - Business & Law
- iii. Tina Boudreaux; Faculty - Business & Law
- iv. Frank Jaster; Faculty - Business & Law
- v. Kell Riess; Faculty - Business & Law
- vi. Jeff Salzer; Faculty - Business & Law
- vii. Reed Smith; Faculty - Business & Law
- viii. David Waguespack; Faculty - Business & Law
- ix. Jason Waguespack; Faculty - Business & Law
- x. Mike Wilson; Faculty - Business & Law
- i. Paul Spindt; Faculty - Finance & Economics
  - i. Linda Baynham; Faculty - Finance & Economics
  - ii. Salvatore Cantale; Faculty - Finance & Economics
  - iii. Robert Hansen; Faculty - Finance & Economics
  - iv. Mark Johnson; Faculty - Finance & Economics
  - v. Joe LeBlanc; Faculty - Finance & Economics
  - vi. Zhi Li; Faculty - Finance & Economics
  - vii. James McFarland; Faculty - Finance & Economics
  - viii. Donald Monk; Faculty - Finance & Economics
  - ix. Greg Oldham; Faculty - Finance & Economics
  - x. Jairen Pang; Faculty - Finance & Economics
  - xi. William Reese; Faculty - Finance & Economics
  - xii. Peter Ricchiuti; Faculty - Finance & Economics
  - xiii. Jaideep Shenoy; Faculty - Finance & Economics
  - xiv. Venkat Subramaniam; Faculty - Finance & Economics
  - xv. Greg Thurnher; Faculty - Finance & Economics
  - xvi. Sheri Tice; Faculty - Finance & Economics
  - xvii. Lingling Wang; Faculty - Finance & Economics
  - xviii. Myke Yest; Faculty - Finance & Economics
  - xix. Robin Desman; Faculty - Information Management
  - xx. Sherif Ebrahim; Faculty - Information Management
  - xxi. Xiaoyue Jiang; Faculty - Information Management
  - xxii. Emily Mitchell; Faculty - Information Management
  - xxiii. Geoffrey Parker; Faculty - Information Management
  - xxiv. Urmi Roy; Faculty - Information Management
  - xxv. Anjali Sheffrin; Faculty - Information Management
  - xxvi. Ekundaya Shittu; Faculty - Information Management
  - xxvii. Burcu Tan; Faculty - Information Management
  - xxviii. Greg Woolverton; Faculty - Information Management
  - xxix. Karen Foust; Faculty - Accounting & Taxation
  - xxx. Sanda Groome; Faculty - Accounting & Taxation
  - xxxi. Deen Kemsley; Faculty - Accounting & Taxation
  - xxxii. Lei Lai; Faculty - Accounting & Taxation
  - xxxiii. Jevons Lee; Faculty - Accounting & Taxation
  - xxxiv. David Lesmond; Faculty - Accounting & Taxation
  - xxxv. John Page; Faculty - Accounting & Taxation
  - xxxvi. Beau Parent; Faculty - Accounting & Taxation

- xxxvii. Christine Smith; Faculty - Accounting & Taxation
- xxxviii. Soliman Soliman; Faculty - Accounting & Taxation
- xxxix. Ling Zhou; Faculty - Accounting & Taxation
- j. Victor Cook; Faculty - Marketing
  - i. Jonathan Graas; Aacsb Bridge Program
- k. Adrienne Colella; Faculty - Organizational Behavior
  - i. Christian Galvin; Burkenroad Institute
  - ii. Alex Forst; Faculty - Marketing
  - iii. Roland Gau; Faculty - Marketing
  - iv. Eric Hamerman; Faculty - Marketing
  - v. Tiffany Palermo; Faculty - Marketing
  - vi. Harish Sujjan; Faculty - Marketing
  - vii. M'ita Sujjan; Faculty - Marketing
  - viii. Mike Burke; Faculty - Organizational Behavior
  - ix. Christopher McCusker; Faculty - Organizational Behavior
  - x. Jim Biteman; Faculty - Strategy & Entrepreneurship
  - xi. Bert Cannella; Faculty - Strategy & Entrepreneurship
  - xii. Scott Cowen; Faculty - Strategy & Entrepreneurship
  - xiii. Cynthia Devers; Faculty - Strategy & Entrepreneurship
  - xiv. Ana Iglesias; Faculty - Strategy & Entrepreneurship
  - xv. Ralph Maurer; Faculty - Strategy & Entrepreneurship
  - xvi. Sidney Pulitzer; Faculty - Strategy & Entrepreneurship
  - xvii. Carmen Weigelt; Faculty - Strategy & Entrepreneurship

**Appendix E – Property Loss Forms (Office Contents)**

## Property Loss Form – Office & Scientific Equipment

Building:

Room/Office Number:

Contact Person & Phone Number:

Department Incurring Loss:

Department Account Number:

Date of Report:

Category	Make/Model/Manufacturer	Tulane Decal No.	Age	Purchase Price	Condition/Damage	Repairable or Replace
Electrical Equip.						
Computers						
Printers						
Monitors						
Peripherals						
Calculators						
Copiers						
Typewriter						
Dictaphone						
Other						
Communications						
Telephones						
Cellular Phones						
Fax Machines						
E-Mail						
Other						
Scientific Equip.						

Fax (862-8766) or deliver (300 Gibson Hall) this form to Risk Management.

**Attach all repair estimates to this form.**

## Property Loss Form – General Office Structure & Contents

Building:

Room/Office Number:

Contact Person & Phone Number:

Department Incurring Loss:

Department Account Number:

Date of Report:

Category	Make/Model/Manufacturer (if known)	Tulane Decal No.	Age	Purchase Price	Condition/Damage	Repairable or Replace
Structure						
Interior Walls						
Floors & Carpet						
Ceiling						
Doors						
Shelves/Racks						
Windows						
Other						
Furniture						
Chairs						
Desks						
Credenzas						
Tables						
Lamps						
Artwork						
File Cabinets						
Other						
Supplies						
Paper						
Forms						
Pens & Paper						
Other						

Fax (862-8766) or deliver (300 Gibson Hall) this form to Risk Management.

**Attach all repair estimates to this form.**

## **Appendix F – Work Area Preparation Checklist**

- Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
- Back up computer hard drives. Make two copies. Use CD's flash drives, etc. Secure one in your office and take the other with you.
- Unplug all electrical equipment. When unplugging cables for computer equipment, be sure to label the cables to allow for rapid installation after the emergency.
- Move items away from outside windows to an interior area or against an interior wall especially if a tree, bush, or unsecured items are located near the outside windows.
- Pick equipment up off the floor if possible.
- Cover with plastic and secure with tape or place in a large plastic garbage bag all office equipment, scientific instruments, fine art, antiques and computers, if possible, especially if an outside tree, large bush, or movable items are near the window.
- Close and lock (or secure with tape) all filing cabinets.
- Close and lock all windows, if needed.
- Turn off any natural gas.
- Stow telephone in desk, closet or cabinet.
- Take personal items and backup disks home with you.
- Before leaving, meet with your supervisor; confirm telephone numbers and when you are expected to call your supervisor after the storm. Assist other departments as necessary.
- Take a copy of the Hurricane Guide for Faculty/Staff with you.

## Appendix G – Business Resumption Planning

### **Hazard Mitigation & Business Resumption Questions for Departments:**

Every department should think through how it may continue its essential operations after a major disaster. Developing a plan and thinking through these items before a disaster will help your department recover quickly. An effective plan and documentation will also assist in effective communication with university administration as important resource decisions are made to assist university departments in recovery activities. At a minimum the following items should be considered. *Space after each critical item has been provided to document your departments plan.*

1. Identify the essential activities of your department. Is your department's primary activity teaching students, conducting research, or providing a specific administrative or business function? Is there a combination of essential activities your department performs?

Teaching – undergraduate and graduate programs, including executive education and part-time (night) MBA programs.

Research – faculty and PhD research.

Administrative – academic support services for graduate and undergraduate programs.

2. Identify the resources that these essential activities need at a bare minimum in order to be performed. Consider:

#### **Minimum Staffing Requirements**

During disaster recovery some of your staff may be unavailable. What staffing level do you need at a bare minimum to operate?

Academic support personnel are required for continuing support of the graduate and undergraduate students.

Multiple off-site programs will continue to function and will require full support.

### Critical Support Systems

Is your department dependent on other critical support departments such as TIS for administrative computing (TAMS, SIS, etc.) or Facilities Services for electrical power? Do you know what the plans are for your building or department for the continued or restored provision of these critical support services?

Academic support services requires access to SIS. Administrative support services requires access to TAMS, Discoverer, Ultimius, BDS.

All areas require access to the University web site and to Blackboard.

We do not know the plans for the continued or restored provision of these services, but it is our understanding that access to these services will be available from a backup site.

### Necessary Supplies

What supplies do you need to operate?

General office supplies.

### Critical Equipment

What vital equipment does your department possess and rely on to perform its essential activities? Are there certain computers or pieces of research equipment that are critical to your operation?

### Space

How much space and what kind would your department need if your primary location for operations is unavailable?

Multiple staff will work from home or other off-site locations.

Multiple staff will work at the Houston office (20,000 sq ft) at 1700 W Loop South, Houston, Texas.

3. Identify the measures your department will take to secure, protect, and later access its important data, documents, equipment, and other resources. For example:

a. Offsite storage of copies of your important electronic data.

Full backups are performed weekly and incremental backups are performed daily. Weekly backups are stored on the Uptown campus and full backups are stored offsite.

Full backups are sent offsite during the preparations for each hurricane event.

b. Electronic imaging and storage of vital paper documents.

Vital paper documents are stored above grade.

c. Move vulnerable equipment and vital documents to secure locations out of a potential flood hazard area.

Vital paper documents are stored above grade.

4. Identify and document current arrangements for services or products from primary vendors. Your department should secure arrangements for these resources should they become unavailable after a disaster. (For instance, identify out of town vendors in case local vendors are unavailable.) Consider:

a. Repair and maintenance of lab/research equipment.

N/A

b. Acquisition of drugs/chemicals for research studies.

N/A

- c. Restoration of books, documents etc which become damaged.
5. Document procedures for shutdown and startup of essential activities. These should be written down in case the primary owner of the activity is unavailable. Consider:
- a. Specialized research equipment may require special shut down or start up procedures, or special procedures for calibration. Also if shutting down equipment could destroy or disrupt significant research work, this should be documented as well.

N/A

- b. Computer/administrative systems.

Freeman School information technology staff have documented and keep updated (on an continual basis) the emergency procedures for the Business School. Emergency procedures include informing faculty, staff, and students of the impending threat, beginning backup procedures, protecting assets in the buildings, data backups, and server shutdown procedures.

An outline of the emergency plan can be found at:  
<http://www.freeman.tulane.edu/facultystaff/default.php>

The detailed information technology emergency plan is retained by the Freeman School staff and is not posted to the web site for security reasons. Each staff member has a copy of the complete documentation.

6. In the event of a disaster you may have to perform some essential electronic processes manually or via an alternate electronic process. Document how your department may perform its essential electronic processes manually and the resources and information that will be needed to perform them. Document:
- a. The information that should be printed out (before the disaster) from your electronic system in order to be able to use and access the information manually after a disaster occurs.

Each program (graduate programs, executive education programs, etc.) defines its needs for manual access to information.

- b. How the process will be performed manually or via an alternate electronic process and how information will be later integrated into the electronic process and system.

Each program defines its needs for alternate electronic processing and integration of data.

- c. Increase in human resource needs required to perform a manual process currently done electronically.

None.

- d. Paper and other supplies that may be required.

These supplies are required but are minimal and readily available.