

Tulane University
Hurricane Plan
Business School
2009

April, 2009

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

1. *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

1. Update the Business School Hurricane Plan each spring.
2. 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.
3. 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.

4. 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

1. Conduct a meeting of your Emergency Response Team in order to coordinate the department's preparation procedures.
2. 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

1. Normal business or academic activities are suspended.
2. Continue to monitor TULANE ALERT LINE, [Tulane Emergency website](#), emails and text messages.

Post-Event

1. 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.
2. Establish contact, if possible, with all department personnel using the predetermined procedure.
3. Determine the status of all personnel. Assess the ability of personnel to return to work. Utilize the Personnel Status Form (see [Appendix B](#)).
4. 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**
5. As personnel return to work, begin preliminary damage assessment of office areas and workstations.
6. Complete Property Loss Forms (see [Appendix E](#)). Fax or deliver completed forms to Risk Management.
7. 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.
8. 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

**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.

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

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

Angelo DeNisi, Dean
Primary e-mail: adenisi@tulane.edu

Jerry Hagebusch, Associate Dean
Primary e-mail: jerryh@tulane.edu

Peggy Babin, Associate Dean
Primary e-mail: pbabin@tulane.edu

Russ Robins, Associate Dean
Primary e-mail: russellr@tulane.edu

Michael Hogg, Associate Dean
Primary e-mail: mhogg@tulane.edu

John Howard, Associate Dean
Primary e-mail: jhoward@tulane.edu

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.

See Appendix F for personal contact information for faculty, staff, and PhD students.

Staff contact list

- I. DeNisi, Angelo
 - a. BABIN, PEGGY
 - i. HUGHES, EDMUND
 - 1. BARCLAY, DONN
 - 2. BERGERON, LINDSEY
 - 3. COXEN, JEANNINE
 - 4. FAZANDE-POWELL, SHANNON
 - 5. GUEDRY, LINDA
 - 6. O'NEILL, MARY ROSE
 - 7. SCHONBERG, KARA
 - 8. SCHWARTZ, LESLIE
 - 9. TAFFARO-BUSH, NICOLE
 - 10. TRITTIPO, MINDY LEE
 - ii. EARLES, RHONDA
 - iii. LEFEBVRE, JULIE
 - iv. MIESTER, MARK
 - v. PRICE, KENYA JOHNSON
 - vi. SANDEFER, BILL D.
 - 1. AHUMADA, MARGARITA
 - 2. ENOS, KATHERINE
 - 3. HUNTER, KATIE
 - 4. KREIGH, SETH
 - 5. LOSSI, SUZANNE
 - 6. MYSING, THERESA
 - 7. RICKS, LINDA
 - vii. SLAVICH, COURTNEY
 - viii. ELSTROTT, JOHN
 - 1. ALFIERI, SERAFINA
 - a. BUTLER, ROSALIND
 - b. MCGUCKIN, TERRY
 - b. HAGEBUSCH, JERRY W.
 - i. GERACE, THOMAS
 - 1. HYDRICK, WILLIAM
 - a. HAVA'VALLEY, SARA
 - b. OUGEL, MICHAEL

2. AMMENTORP, KEVIN
3. DOLESE, WAYNE
4. GILLENTINE, ALICIA
5. HARRISON, MICHAEL
6. LaBELLA, AMANDA
7. MCFARLAND, JASON
8. MOUTON, JEAN
- ii. HARRIS, ZINA
 1. BRICKLEY, CLARA A.
 2. DARENSBOURG, ANTONIO
 3. FALGOUST, MICHELLE
 4. MATSHIYA, ETHEL
 5. OLIVIER, SHANON
 6. STEVENSON, JANELL
 7. WRIGHT, CHARLA
- iii. STRICKLAND, BILL
 1. BRANDAO, JOHN
 2. MITCHELL, JESSICA LYNN
- c. MOORE, SHARON
- d. TRAPANI, JOHN
 - i. HUGHES, JANICE
 1. LUOMA, ASHLEY
 2. MASON, LENORE
 - ii. LEE, MARIA
 1. THIERS-SCHMIDT, DOMINIQUE
- e. HOWARD, JOHN
 - i. ARMSTRONG, LANEY
 - ii. DURDEN, TONYA
 - iii. ESTRADA, STEPHEN
 - iv. SILBERNAGEL III, JOHN C.
- f. MCFARLAND, JAMES
 - i. WILD, FRANCES
- g. HOGG, MICHAEL
 - i. ARCHER, KETURAH
 - ii. FRANSEN, CYNTHIA
 - iii. GOMEZ, JULIEANNE
 - iv. HARRIS, CATHERINE BENTLEY
 - v. MERRILL-TOWNLEY, ADRIA
 - vi. MOSER, SARAH
 - vii. O'DWYER, LISA
 - viii. STARCK, TAMAR (Tammy)
- h. RICCHIUTTI, PETER
 - i. DAIGLE, MARIE
 - ii. SMITH, JENNIFER
 - iii. SHAW, PAM
- i. ROBINS, RUSSELL

- i. DEAL, IESHIA
- ii. LANG, CARYN WHATLEY
- iii. LEWIS, JESSICA
- iv. PHILLIPS, PAMELA
- v. RAHE, JAMES
- vi. SPANSEL, CAROL
- vii. WOODS, KIMBERLY SMITH

- j. BURKE, MICHAEL
- i. PAULI, SUSAN

Faculty contact list

ACCOUNTING AND TAXATION

Foust, Karen (Clinical Professor)
Kemsley, Deen (Associate Professor/Tenure)
Lee, Jevons (Jayne R. Cohen Chair/Tenure)
Page, John (Associate Professor/Tenure)
Parent, Beau (Instructor)
Riess, Kell (Clinical Professor)
Shaw, Pamela (Clinical Professor)
Smith, Christine (Professor of Practice)
Soliman, Soliman (Associate Professor/Tenure)
Zhou, Ling (Assistant Professor/Tenure Track)

CONSUMER BEHAVIOR/MARKETING

Bakamitsos, Yiorgos (Assistant Professor/Tenure Track)
Buhrau, Denise (Visiting Assistant Professor)
Cook, Victor (Professor of Practice)
Kacker, Manish (Assistant Professor/Tenure Track)
Gonzalez, Mauricio (Clinical Professor)
Howard, John (Clinical Professor)
Sujan, Harish (Freeman I Chair)/Tenure)
Sujan, Mita (Woldenberg Chair/Tenure)

FINANCE

Aguilar, Rodolfo (Clinical Professor)
Boudreaux, Kenneth (Full Professor/Tenure)
Cantale, Salvatore (Clinical Professor)
Han, Yufeng (Assistant Professor/Tenure Track)
Hansen, Robert (Francis Martin Chair/Tenure)
Hund, John (Visiting Assistant Professor)
Johnson, Mark (Clinical Professor)
LeBlanc, Joseph (Professor of Practice)
Lesmond, David (Associate Prof. /Tenure)
Li, Zhi (Assistant Professor/Tenure Track)
McFarland, James (Lawrence Chair/Tenure)
Noe, Thomas (Freeman Chair/Tenure)
Pang, Jiaren (Visiting Assistant Professor)
Reese, William (Clinical Professor)
Ricchiuti, Peter (Clinical Professor)
Robins, Russell (Associate Professor/Tenure)
Smith, Eric (Clinical Professor)

Spindt, Paul (Keehn Berry Chair/Tenure)
Subramaniam, Venkat (Associate Professor/Tenure)
Tice, Sheri (Associate Professor/Tenure)
Trapani, John (Schmidt Chair/Tenure)
Yest, Michael (Clinical Professor)

INFORMATION MANAGEMENT

Desman, Robin (Professor of Practice)
Hagebusch, Priscilla (Clinical Professor)
Jiang, Xiaoyue (Visiting Assistant Professor)
Parker, Geoffrey (Associate Professor/Tenure)
Roy, Urmi (Professor of Practice)
Shittu, Ekundayo, (Visiting Assistant Professor)

LEGAL STUDIES IN BUSINESS

Hogg, Michael (Clinical Professor)
Groome, Sanda (Professor of Practice)

MANAGEMENT

Biteman, James (Clinical Professor)
Burke, Michael (Lawrence Martin Chair/Tenure)
Cannella, Albert (Koerner Chair/Tenure)
Cannella, Gaile (Research Professor)
Cardinal, Laura (Associate Professor/Tenure)
Colella, Adrienne (Freeman II Chair/Tenure)
Cowen, Scott (Goodman Chair/Tenure)
DeNisi, Angelo (Albert Harry Cohen Chair/Tenure)
Elstrott, John (Clinical Professor)
Lai, Lei (Assistant Professor/Tenure Track)
McCusker, Christopher (Clinical Professor)
Oldham, Greg (Seinsheimer Chair/Tenure)
Roy, Raja (Assistant Professor/Tenure Track)
Sleptsov, Alexander (Assistant Professor/Tenure Track)
Watzke, Gerard (Associate Professor/Tenure)
Weigelt, Carmen (Assistant Professor/Tenure Track)
Wilson, Michael (Professor of Practice)

MANAGEMENT COMMUNICATION

Grant, Kelly (Professor of Practice)
Jaster, Frank (Clinical Professor)
Marvel, James (Clinical Professor)
Nelson, Ashley (Professor of Practice)

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, Ultimus, 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.