

**Hurricane Preparedness Information
Information Technology
Freeman School of Business**

Information Technology Public Document

This document outlines hurricane preparations and timelines required by Information Technology in the threat of a hurricane landfall. Preparations will begin well before landfall, and appropriate timelines will ensure that they are completed before the time of University closing. This document serves as a guideline for all hurricane preparations; details may change and will be published depending on individual cases.

Decisions to shut down services, systems, and networks will be made based on emergency announcements from University administration and with the help of Impact Weather and National Weather Service information and probabilities for landfall. Timelines are based on the announced time of the closing of the University.

If landfall is imminent and the city has announced an evacuation time but no closing time has been announced for the University, the Freeman School's closing time will be calculated as the evacuation time of the city minus 12 hours. If landfall is imminent and no city evacuation is ordered and no closing time has been announced for the University, the Freeman School's closing time will be calculated as landfall minus 60 hours. These closing time calculations are contingencies designed to cover weekends and other non-standard times that the Freeman School has classes or activities.

Media Services will post hurricane-related news and information on the Freeman School video bulletin board system.

Timelines

1. Storm enters the Gulf

- 1.1. Offsite backups are started
- 1.2. Update emergency contact database and vendor contacts
- 1.3. Prepare cell phones
- 1.4. Backup System State of all servers

2. New Orleans in 3 day cone of uncertainty

- 2.1. Data sent to backup site
- 2.2. Inform web editors to exit content management system in 1 hour; then suspend web updates
- 2.3. Copy web files to offsite backup web site
- 2.4. Transfer FreemanDC1 and DC2 FSMO roles to offsite production DC

3. University announces closing time

- 3.1. E-mail notification to faculty, staff, PhDs
- 3.2. TargetVision notice regarding closing is posted

4. Closing minus 2 hours

4.1. Voicemail notification of closing sent to faculty, staff, PhDs

5. Closing minus 1 ½ hours

5.1. Shutdown of EVA and blade servers

5.2. Home folders and network printing becomes unavailable

6. Closing minus 1 hour

6.1. Secure media equipment and closets in all classrooms

6.2. Trading center servers and storage offline

7. Closing minus 30 minutes

7.1. Computers and printers in labs and classrooms are powered off

7.2. Labs & classrooms secured

8. University Closing

8.1. Secure building

Individual preparations

Freeman School faculty and staff should turn off and, if possible, unplug their individual workstations before leaving the University. Monitor the Tulane Alert Line and the Tulane emergency web site, emergency.tulane.edu, for important information.

After the threat

After the threat has passed, faculty and staff should check in with their supervisors, associate deans, or area coordinators as soon as possible. Faculty and staff should continue to monitor the Tulane emergency web site and the Tulane Alert Line to determine timelines to return to campus.

A conference call will be arranged with the staff to occur at a specific number of hours after the event.

Information technology staff will return to campus as soon as possible after the threat has passed in order to restart network operations.