

## **Hurricane Preparedness Plan**

The NDS Hurricane Preparedness Plan (found below in its entirety) was revised in February 2015 to reflect all lessons learned through Hurricane Katrina and Hurricane Isaac. These two hurricanes required two very different responses: Hurricane Katrina required evacuation of the seminary, and Hurricane Isaac required a shelter in place response.

### Purpose And Introduction

Hurricanes and other powerful storms are a natural part of life for anyone living along the Gulf Coast of the United States of America. As was evident in the days following Hurricane Katrina (August 29, 2005), the Notre Dame Seminary community needs to be prepared to deal with any and all weather related challenges that might come our way. With this in mind, the following Emergency Preparedness Procedures have been adopted as official NDS policy beginning with the 2006-2007 academic year.

### Basic Hurricane Information

List of Terms from the National Hurricane Center <http://www.nhc.noaa.gov/aboutgloss.shtml>

#### **Eye:**

The roughly circular area of comparatively light winds that encompasses the center of a severe tropical cyclone. The eye is either completely or partially surrounded by the eyewall cloud.

#### **Eyewall / Wall Cloud:**

An organized band or ring of cumulonimbus clouds that surround the eye, or light-wind center of a tropical cyclone. Eyewall and wall cloud are used synonymously.

#### **Hurricane / Typhoon:**

A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

#### **Hurricane Season:**

The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

#### **Hurricane Warning:**

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *expected* somewhere within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.

#### **Hurricane Watch:**

An announcement that sustained winds of 64 knots (74 mph or 119 km/hr) or higher are *possible* within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds.

**Major Hurricane:**

A hurricane that is classified as Category 3 or higher.

**Saffir-Simpson Hurricane Wind Scale:**

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 129	Devastating damage will occur
4	130 - 156	Catastrophic damage will occur
5	> 156	Catastrophic damage will occur

A detailed description of the Saffir-Simpson Hurricane Wind Scale is available at <http://www.nhc.noaa.gov/aboutsshws.php>.

**Storm Surge:**

An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

**Tropical Depression:**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

**Tropical Disturbance:**

A discrete tropical weather system of apparently organized convection -- generally 100 to 300 nmi in diameter - - originating in the tropics or subtropics, having a non-frontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

**Tropical Storm:**

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

**Tropical Storm Warning:**

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *expected* somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone.

**Tropical Storm Watch:**

An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr) are *possible* within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone.

**Storm Preparation – Storm Entering Gulf of Mexico & Hurricane Watch**

To allow adequate time, all preparations should be made at the HURRICANE WATCH level. Since the

Seminary will be closed at the issuance of a Hurricane Warning, ALL preparations MUST be done at the Hurricane Watch level.

Once the order to close the Seminary has been issued by the Rector/President, the Director of Facilities will work with the facilities staff in installing shutters, powering down A/C units, placing trash and paper bins inside, securing buildings, placing sandbags, locking elevators and doing other duties related to storm preparation. Non-facility personnel should no longer be present on the campus during this phase of preparation.

In the event of a storm, the Rector/President, Vice Rector, and Director of Facilities serve as the campus Hurricane Administrators. The Director of Facilities serves as the on-site Hurricane Administrator at this phase.

The on-site Hurricane Administrator, the Rector/President, and the Vice Rector will remain on campus. The Director of Facilities and essential personnel will make arrangements to pack necessary documents and equipment. They will move to off-site location and establish a satellite office for continuity of Seminary operations and communications. The Seminary must be prepared to coordinate operations and communications for an extended period in the event that the main campus remains inaccessible for weeks or months.

### Decision To Close

The decision to close the Seminary will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center and the Office of Emergency Management will be considered in determining the implementation of emergency procedures. The Rector/President or Vice Rector may close the Seminary in advance of a hurricane warning depending on local conditions; however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. The Director of Facilities will keep the Rector/President posted of the storm developments and official announcements.

In the event of a Mandatory Evacuation Order for the City of New Orleans (Category 2 hurricane or greater), Notre Dame Seminary will **not** be used as a shelter. Therefore, all NDS seminarians, resident priests, faculty, staff and guests will need to take personal responsibility for making individual arrangements for **both** his/her transportation out of the city as well as his/her housing outside of the path of the storm. It is imperative that each person's evacuation travel and housing plans are in place at the very beginning of the Fall semester. **Please, DO NOT WAIT for a storm to enter the Gulf to start your evacuation planning & preparation!**

It is important to remember that even "minor" storms can be dangerous and can hit with little or no warning. Although these storms might not require us to evacuate, they can knock out electrical power and might limit our water supply. All residents who require prescription medications are reminded to maintain at least a month's supply of these critical drugs. Reminder: Storm outages can last from as little as a few hours to as long as a few days - so PLEASE BE PREPARED! **Should power go off in Shaw Hall, no restroom facilities will be available in that building due to the electric sewer sump pump and all residents must use showers and restrooms in St. Joseph because it drains directly into city sewer.**

### Notification of Emergency Closing

The Rector/President will implement a notification plan to notify the administrators, faculty, staff and students relative to Seminary closing. The Vice Rector will contact the media and the web master for the seminary to add a message to the website.

The closing announcement information may be found in the following areas: web Site, news media, and on Facebook.

**NOTE:** Each Class President is charged with confirming the transportation and housing evacuation arrangements for his classmates by Friday of the first week of class. The SA Vice-President is charged with confirming the evacuation arrangements for the 1st Year and the Pre-Theology classes. Please do not be anxious if you are unsure about your evacuation plans - the Rector is prepared to help any member of the NDS community find safe shelter.

**CHECKLIST of personal belongings you might want to take with you if we are required to evacuated:**

- Clothes (enough for one week).
- Books and study materials (the #1 regret of students after Katrina: "I wish that I'd brought my books!").
- Bible, breviary, rosary, spiritual reading, etc.
- Computer (at least your flash/zip drive, backup disks, or CPU).
- Personal medicines, especially prescription medicines (bring the original bottle/prescription for easy refills).
- Eye glasses/contacts or other critical personal items (e.g. sleep apnea breathing machine, insulin pump, etc.)
- Important documents (e.g. drivers license, passport, visas, etc.) as well as credit/calling cards & cash.
- Copies of seminary contact information (e.g. emergency phone #'s and websites) and your NDS ID Card.
- YOUR CARS! Do not leave your vehicle here, and do not wait until the last minute to fill it up with gas!

**Other things to do before evacuating:**

- Move your bike or other belongings UP from the ground floor level, in either building, to your room.
- UNPLUG all electrical equipment (e.g. computer, TV, stereo, etc.).
- MOVE any sensitive equipment or non-waterproof furniture away from your windows.
- EMPTY and DEFROST your refrigerator. (Leave the door of the fridge propped open for air circulation.)
- Leave the lights OFF, the Air Conditioner ON, CLOSE your windows and LOCK your door upon departure.
- Leave your evacuation contact information (e.g. address, phone #'s) with the Rector's office before departure.

Post Storm Recovery

Authorized Seminary personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on campus during this damage assessment should monitor local media sources for information about re-opening. The Rector/President will issue a directive to reopen after conferring with the on-site Hurricane Administrator regarding damage assessment and debris removal.

Information regarding reopening will be available through the media but should be confirmed to employees within each department by utilizing the notification list. Upon returning to the Seminary, employees are to reverse preparations completed during the Hurricane Watch. Damage or requests for assistance should be reported to the Director of Facilities.

Storm Preparation Procedures – All Departments

**To be performed by all faculty, staff, and administration on June 1st**

Complete an emergency form to be held in the Rector/President's office that contains the following:

- Home Address
- An alternate email (non-NDS)

- An alternate telephone (non-NDS)
- Text messaging availability
- Contact information for an individual with whom you will be in contact

**To be performed by all Administrators on June 1st**

- Develop a systematic notification list of all personnel, particularly part-time staff and adjunct faculty.
- Be sure to have all contact information for those in your area.

**To be performed by all faculty, staff, and administration at the time of a Hurricane Watch**

- Relocate personal, privacy sensitive, perishable, and critical items from offices/work areas to predetermined alternate location
- Back up computer files
- Remove food from offices and refrigerators and place in dumpsters
- DO NOT UNPLUG REFRIGERATORS
- Relocate items placed near windows
- Ensure evacuating personnel make note to bring standard and car cell phone chargers

**To be performed by all faculty and administration at the time of a Hurricane Warning**

- Upon closure directive from the Rector/President or designee, execute notification list.
- Verify that all items listed under Hurricane Watch have been completed.
- Turn off and unplug computers, offices machines, electrical appliances (except refrigerators) and lights. DO NOT UNPLUG REFRIGERATORS.
- Close and lock windows and doors.
- Leave campus (except for on-site Hurricane Administrator and designated personnel).

**Post Storm Recovery**

- Follow public broadcast instructions regarding passing of the storm.
- Activate notification list.
- Reverse preparations completed during Hurricane Watch.
- Report damage to building or building contents to Director of Facilities.

**Hurricane Watch**

Upon the announcement of a Hurricane Watch by the National Weather Service, Facilities personnel are to make arrangements for protection of their families and personal property in case employees are needed at the Seminary. The issuing of a Hurricane Watch automatically places facilities employees on 24- hour call to duty. The on-site Hurricane Administrator assumes responsibility as the duty coordinator for all Facilities personnel on the campus. Under the direction of the on-site Hurricane Administrator, personnel will begin preparation for the expected storm event in accordance with the prepared plan. Staff will remain on site, continuing these preparations until they are complete at which time they will be discharged by the Supervisor.

- Suspend what is not necessary and begin to secure identified areas with minimal disruption to students.
- Remove debris from campus grounds and building roofs.
- Check trees for necessary trimming.
- Remove banners, signs, etc.
- Check gutters, remove obstructions.
- Remove wind screens and inspect light poles for tightness.
- Place trash and trash receptacles and newspaper bins in secure area.
- Verify generators as well as vehicle fuel tanks are full.
- Install shutters on designated areas.

- Secure moveable benches, etc.

## **Hurricane Warning**

Upon the announcement of a Hurricane Warning by the National Weather Service, the Seminary is officially closed, full-time Facilities personnel requested by the Rector/President and the Director of Facilities to report to duty will perform the following:

- Verify that all items listed under the Hurricane Watch have been completed.
- Coordinate with Security and check all buildings to confirm evacuation has occurred.
- Move trash from buildings to dumpster.
- Relocate loose/portable items from outside to inside buildings.
- Stage Seminary vehicles in a safe zone.
- Unplug computers from electrical outlet only.
- Complete tour of building exteriors.
- Lock elevators at top floor with door closed.
- Secure building doors.
- Sandbag identified areas.
- Secure the Information Technology area

## **Post Storm Recovery**

- Assess and video or photograph damage to both grounds and buildings.
- Contact employees for repair and start-up effort.
- Assist Information Technology in changing web site to indicate Seminary closed/re-open status.
- Remove debris and perform general clean-up.
- Develop accessible staging and storage areas outside damage zone.
- Reverse preparations completed during Hurricane Watch.

## Faculty/Staff Preparations - Hurricane Watch

All faculty and staff should prepare for potential closing of the Seminary by:

- Saving all work to the U: drive for back up
- Identify paper files required to be taken to perform work remotely, if needed.

The Finance Office staff should have in possession at time of evacuation the Hurricane Preparedness binder which includes at a minimum:

- College information and federal taxpayer identification number
- Basic insurance information: policy numbers, declarations page, contact information
- Bank account numbers and bank routing numbers
- Telephone numbers and email addresses for banking liaisons
- Login information and key fobs for remote banking
- Login info. and procedures for accessing governmental funds via website for draw downs
- Login information for payroll processing via web
- Policies and procedures for emergency events regarding handling cash, draw downs of federal funds, payments to vendors, student receivables and billing, and payroll
- Printer and keys for check printing
- Check stock

## **Post Storm Recovery**