

# NDS CAMPUS SAFETY AND SECURITY

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## **History and Mission**

Notre Dame Seminary Graduate School of Theology (NDS), located in New Orleans, Louisiana, began functioning on September 18, 1923, with 25 students from the three Louisiana dioceses registering for philosophical and theological courses. As a graduate school and a seminary, NDS continues to be a center of theological studies and formation for the priesthood for many in and around the New Orleans area, in addition to neighboring dioceses.

The NDS mission statement is as follows:

From its establishment as a free-standing seminary in 1923 by the Archdiocese of New Orleans, Notre Dame Seminary has as its primary mission the preparation of men for the ministerial priesthood in the Roman Catholic Church. The seminary, through an integrated and balanced program of priestly formation, seeks to prepare competent pastors for the Church in the Spirit of Jesus Christ, the Good Shepherd. Additionally, in order to foster a broader outreach in service to the needs of the local Church, the seminary offers educational and formational opportunities to the lay faithful.

As a graduate school of theology, the seminary offers those preparing for the priesthood a Master of Divinity degree program of study. A pre-theology program is also offered to prepare seminarians for entry into this graduate theology program. Additional degree and formation programs are offered for those who aim to deepen their understanding of the Catholic intellectual tradition while preparing for leadership in the Church.

While primarily preparing men to serve as priests in the southern region of the United States, Notre Dame Seminary participates in the missionary activity of the Church by promoting a spirit of mission among its candidates for priesthood and lay leadership and by assisting certain missionary dioceses in other areas of the world.

To fulfill its mission, NDS offers three programs directed toward ordination in the Roman Catholic Church: a Master of Divinity (M.Div.), a Bachelor of Philosophy (Philosophy for Theological Studies) (B.Phil.) which enables seminarians to complete prerequisites in Philosophy and Theology before entrance into the M.Div. program, and a Master of Arts (Philosophy for Theological Studies) (M.A.Phil.) to those students who are academically qualified to complete the pre-theology work at the Master's level. In addition, NDS offers two programs primarily for lay students studying to increase their faith and prepare for work in a diocese. These programs are a Master of Arts (Theological Studies) (M.A.T.S.) and a Master of Arts in Pastoral Leadership (MAPL).

## **Location**

Notre Dame Seminary Graduate School of Theology (NDS) is located in the Carrollton section in the heart of New Orleans, Louisiana. The greater New Orleans metropolitan area offers many varied opportunities for intellectual and cultural enrichment, as well as for entertainment, shopping, sports and recreation. NDS students may take advantage of these offerings for personal growth and relaxation. However, living and attending school in an urban setting can bring

challenges to campus safety and security. The campus of NDS is relatively compact and consists of only three buildings. Two of these buildings contain residence rooms, classrooms, and offices. These two buildings are Shaw Hall and St. Joseph Hall, which also houses the Rev. Robert J. Stahl, S.M. Memorial Library, and the Schulte Auditorium. A third building, Lourdes House, has served as a house of discernment and currently serves as a residence for 4<sup>th</sup> year seminarians.

The immediate surroundings of NDS consist of buildings owned and operated by the Archdiocese of New Orleans. Immediately adjacent to Shaw Hall is the home of the Archbishop of New Orleans. Behind this home is the Chancery building for the archdiocese, and immediately behind Shaw Hall is the Chateau de Notre Dame Apartments and Nursing Home.

The safety and security of every person is the overriding consideration for all activities involving seminarians, lay students, faculty, staff, and any other person who enters upon the grounds of NDS; or any seminarian, student, or member of the faculty or staff who engages in authorized activities away from the campus. This concern outweighs every other factor including cost, budget, convenience or any other consideration. Safety and Security presentations will take place during annual orientation times for all students, and at the first meetings for faculty and staff each Fall to inform all of campus security procedures and to remind all to be responsible for their own security and the security of others.

### **Security and Access to Campus Facilities**

Notre Dame Seminary Graduate School of Theology (NDS) provides building security for persons and property through limited card access authorization and the control of key cards (or fobs) issued, as well as appropriate physical barriers to access. NDS assures appropriate access to areas necessary for the activities required of seminarians, students, faculty and staff, and, may from time to time, restrict the access of certain persons or categories of persons based upon the judgment of the Rector-President and those to whom he has delegated authority. Unrestricted access to all areas of the campus is generally granted to the Rector-President, Vice-Rector of Configuration Formation, Director of Facilities, and others with specific responsibility, as well as to public safety personnel of Orleans Parish, New Orleans, LA. Detailed practices, which are included in this document, outline specific circumstances, actions to be taken in those circumstances, and persons authorized to take those actions. It is clearly recognized that not all situations can be predicted, and the Rector-President relies on the prudence and good judgment of those to whom he has granted authority to act quickly and appropriately to insure the safety and security of individuals in these unusual circumstances as they may arise.

All doors accessible to the public (outside doors) are locked at all times. NDS instituted a key card controlling access to these doors. Key cards (or fobs) were distributed to all students, faculty, staff, and administration who have hour-appropriate access (i.e., Business, extended and 24 hour access). All residential students and priests have 24 hour access to these buildings. Security cameras are mounted throughout the campus and parking lot overlooking each entrance. The front door is monitored by a camera on the receptionist's computer and access to all visitors must be given by the receptionist. All members of the NDS community are advised to not open any of the doors on campus for unknown non-community members. All visitors must then check in with the receptionist before proceeding into the building. Access after curfew is monitored by the

Archdiocese of New Orleans Department of Informational Technology and the Rector-President is immediately notified by text message and email.

In addition to key cards for outer door access, each seminarian is given a room key at the beginning of the academic year. This key is to be returned when a seminarian graduates or if he departs from the formation program. All in the community are responsible for dealing with hospitality and security. Under no circumstances are any keys to be given to any outside party without the permission of the Rector- President. Lost keys or key cards (or fobs) are to be reported immediately to the Director of Facilities.

### Use of Facilities

Various Archdiocesan offices and departments make use of the facilities of the seminary throughout the year. Use of the facilities in this way is an example of the common endeavors of the entire community, as well as evidence of good stewardship of property. The use of the chapel, conference rooms, classrooms, and the auditorium by outside groups is strictly regulated. Requests for permission may be made to the Vice-Rector of Configuration Formation.

Seminarians are reminded that the use of seminary facilities including class rooms, auditorium, athletic facilities, and other public areas should consider the needs of all seminarians. Outside guests of seminarians may be received in the family life room or dining room. Non - seminarians are prohibited from going onto the residential floors. Family members are permitted when a seminarian has notified neighboring seminarians in order that residents are prepared.

Minors are never permitted on the residential floors unless accompanied by a parent (or the minor is a sibling to the seminarian). Communication with the other seminarians is required.

Non-seminarians are prohibited from using the restrooms and showers on the residential floors. Priest and seminarian guests who have been authorized as an official guest are permitted to use the restrooms and showers.

### Guest Policy

Hospitality is an essential element of any Christian community. “May all guests be received as Christ” (Rule of St. Benedict) is a manner of living for those who take discipleship seriously. Traditionally, Notre Dame Seminary has been a place of hospitality especially for seminarians and priests. It is important, however, that guests be received in a way that respects the legitimate rights of the seminarians, students, faculty, and residents. It is also important that sufficient notice is given so that a proper welcome is offered and sufficient food is available.

Notre Dame Seminary welcomes all guests in a spirit of Christian hospitality. Because of the demand for space, and the variety and diverse types of the guests that visit our seminary, a guest policy to guide this practice is essential. The guest policy of Notre Dame Seminary is administered by the Director of Facilities.

All guests must be personally sponsored by a member of the NDS community and resident hosts must be on campus for the duration of the visit of their guest(s). The host will be responsible

ultimately to arrange for guests to stay with the seminary receptionist, to acquire the room key, to welcome the guests, and to review with the guest the location of the major aspects of the campus. Other guests of the residents or of the faculty, staff and students who are visiting may stay at the seminary; these are asked to make a reasonable donation. The guestrooms are not to be used for those who are in town for business or for attendance at events in the New Orleans area, but only for those whose purpose is to visit the seminary or members of the seminary community. There may be exceptions to this guideline, but those exemptions need to be personally approved by the Rector-President. It is preferable that guest seminarians and priests to be housed in Shaw Hall and all other guests be housed in Saint Joseph Hall.

Upon the arrival of the guest, the host is responsible for them at all times. The guest packet will provide information about the campus, key to the building and room, time and location of Mass and public prayer, meal times, and a welcome letter from the Rector-President. It is advisable that seminarians check the guest room in advance to be sure it is clean, linens are provided, and everything is in working condition. Guests should be welcomed into a friendly environment.

While visitors are welcome to tour the public areas of the seminary, the resident areas are to be strictly guarded for privacy. If the guest is a seminarian or a priest, please exercise prudence in what spaces they are to visit. Official guests of Notre Dame Seminary (i.e. Bishops, Vocation Directors, and prospective seminarians) are welcome to visit the Bib. Outside visitors and others who are not official guests of the seminary may not be brought to the Bib or other private residential areas. A donation from guests for meals served at the seminary is encouraged except for Bishops, Vocation Directors, trustees, alumni, family members, and visiting seminarians.

For purposes of propriety, non-family guests are never permitted in a seminarian room, unless they are a priest or seminarian. For overnight guests, please review all protocols, especially emergency procedures.

## **Crime Statistics**

NDS collects crime statistics on all reported crimes occurring on its campus. The collection of these statistics is the responsibility of the Director of Facilities who also serves as the Security Officer and the Fire Safety Officer.

### **Collection and Reporting**

The Director of Facilities keeps a Daily Crime Log of all reported crimes occurring on the NDS campus. This Daily Crime Log is composed of all crimes that have been reported to each Campus Security Authority on campus and includes: the nature of the crime; the date and time the crime occurred; the general location of the crime; and, the disposition of the complaint (if known). This record is in the form of an electronic log and these statistics are reported annually in the annual security report and the annual Web-based collection system. The Director of Facilities, working with the Registrar, is responsible for submitting these annual reports.

The Director of Facilities also monitors the New Orleans Crime Map on the first of each month to determine if crimes have occurred near the campus. The New Orleans Crime Map displays

information obtained or developed from received reports of criminal activity in Orleans Parish including: the apparent violation, the time period, and the general location. This Web-based crime map can be accessed at <http://www.nola.gov/nopd/crime-data/crime-maps/>. The Director of Facilities will discuss the crime map statistics with the Administrative Board that meets monthly. These findings will also be used to issue timely warnings when needed.

## **Campus Security Authorities**

NDS has identified four members of its administration to serve as Campus Security Authorities (CSAs). The CSAs are the Rector-President, the Vice-Rector of Configuration Formation of Configuration Formation, the Academic Dean, and the Director of Facilities. These administrators cover a cross section of the NDS community as two are members of the clergy, one is a lay man, and one is a lay woman. These Campus Security Authorities meet at the beginning of each semester to discuss and collect the information and materials needed to document reported crimes.

If a crime is reported to any of the CSAs, they are to follow the procedures for handling and reporting crime data distributed at the beginning of the semester. Once a crime has been reported, the CSA involved will call a meeting of all CSAs to review the reporting process and make any changes needed to streamline the process. The CSA involved must report the crime data to the Director of Facilities so it can be added to the campus crime log.

## **Emergency Response and Evacuation Procedures**

The safety and security of every person is the overriding consideration for all activities involving seminarians, lay students, faculty, staff, and any other person who enters upon the grounds of NDS; or any seminarian, student, or member of the faculty or staff who engages in authorized activities away from the campus. This concern outweighs every other factor including cost, budget, convenience or any other consideration.

## **Emergency Alerts**

An emergency alert will be issued when the NDS leadership determines there is a danger or threat to the campus community. That decision can be made by the Rector-President, Director of Facilities, or any of their designees. The process of alerting the seminary community of a danger or threat may be through the use of campus-wide emails, text messaging, and/or emergency postings on the NDS homepage and official NDS Facebook page. Based on the type of emergency and who it will affect, the Rector-President will determine the appropriate audience for notification, method of communication and he, or his designee, will issue the emergency alert. Among those to be considered for communication in an emergency situation are: students, faculty/staff, law enforcement agencies, Board of Trustees, alumni, donors, media, and/or the general public.

The Rector-President will determine the appropriate content for the emergency notification based on the specific situation, the confirmed information provided by key stakeholders, and will incorporate pre-approved messages if necessary. If the media needs to be contacted, the Rector-President, or his designee, will contact the Archdiocese of New Orleans Office of

Communications. The Archdiocesan Communications Officer is the official spokesperson for the archdiocese, and as such, will be the one to interact with the media on behalf of the seminary.

### **Process for Notification**

The process that NDS will follow in the event of an emerging situation is as follows.

The NDS Rector-President, the Director of Facilities, or their designee, will:

1. Confirm there is a significant emergency,
2. Determine the appropriate segment or segments of the NDS community to receive notification,
3. Determine the method, or methods, of notification that are appropriate to the situation, and
4. Determine the appropriate content of the emergency message.

Once the following steps have been followed, the Rector-President, or his designee, will initiate the notification system.

### **Designated Personnel**

The following personnel are responsible for the emergency notification process:

1. Rector-President
2. Director of Facilities
3. Vice-Rector of Configuration Formation
4. Receptionist

### **How to Report Criminal Actions or Emergencies**

Each student, seminarian, faculty or staff member must immediately notify either the Rector-President, Vice-Rector of Configuration Formation, Director of Facilities, or any other senior member of the faculty or staff should he or she perceive a situation which, in his or her best and prudent judgment, has the potential to negatively affect the safety or security of any person at the seminary. In case of uncertainty, question or doubt, inform immediately. No penalty, opprobrium or criticism will ever be leveled upon any person who, exercising prudent concern or judgment, brings a questionable circumstance to the attention of the administration.

If a student, seminarian, faculty or staff member becomes aware of a crime in progress or an emergency on or near campus, they must immediately call 911 and notify the Rector-President, Vice-Rector of Configuration Formation, Director of Facilities, or any other senior member of the faculty or staff as soon as possible.

If non-emergency assistance is needed outside the buildings, on the grounds of the seminary, students, seminarians, faculty, and staff should call the Director of Facilities or the Rector-President.



## **For an Immediate Threat on Campus**

If a member of the NDS community becomes aware of an immediate threat on campus, like a hostile intruder in the building, the person should immediately dial 911 and then report to the Rector-President, Vice-Rector of Configuration Formation, or Director of Facilities who will then assess the situation and initiate the notification system as needed.

If the campus would have to be closed for any reason, the community will be notified by email or text, and updated information will be posted on the website.

## **Medical Emergencies**

For life-threatening emergencies, (e.g. severe injury, heart attack, etc.), dial 911 to summon help from professional emergency medical personnel. Then, contact the Vice-Rector of Configuration Formation or Rector- President. For less urgent cases, contact the Vice-Rector of Configuration Formation, the Director of Facilities or another faculty member for immediate assistance.

## **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 of Configuration Formation, 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 of Configuration Formation 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 of Configuration Formation 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!

### 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 of Configuration Formation 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: NDS website, 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**

Payroll will be processed remotely at the satellite location, following emergency response payroll policy established as needed by Rector-President. If for any reason it cannot be processed using the website system, the payroll service provider will be contacted and instructed as to processing the payroll for the College.

Invoices will be remotely processed using a Seminary card or check. Each invoice will be reviewed individually and paid as instructed by the Rector-President. Funds available and the extent of the storm damage will dictate what can be paid at that time.

The Director of Facilities will contact the appropriate department at the City of New Orleans to obtain entrance passes for essential employees required to return to campus.

### NDS And Media Contacts For Storm Related Information:

#### **Television**

WWL-TV 4 (CBS)

WDSU-TV 6 (NBC)

WVUE-TV 8 (FOX)

WGNO-TV 26 (ABC)

Louisiana Public Broadcasting

#### **Radio**

WWL-AM 870

#### **Newspapers**



The Advocate (online) / [www.nola.com](http://www.nola.com)  
The Advocate / <http://theadvocate.com/>

## **Emergency Response and Evacuation Testing**

Annual testing of the emergency response and evacuation procedures will be conducted each fall. This testing may be announced or unannounced and the description of the test will be documented by the Director of Facilities. In addition, seminarians, students, administration, faculty, and staff will be notified of all security and safety policies and procedures during orientation each fall. All security and safety information can be found on the NDS website.

## **Timely Warnings Policy**

The NDS policy is that Timely Warning Notices will be issued to notify members of the NDS community about serious crimes that occur on or off campus where it is determined that the incident may pose an ongoing threat to members of the university community. The Director of Facilities, or designee, will develop and distribute timely warning notices after reviewing crime reports from Campus Security Authorities and the New Orleans Crime Map.

Timely warnings can be issued for threats to persons or to property and are not limited to violent crimes as determined necessary by the Rector-President, the Director of Facilities or his or her designee. A Timely Warning may be issued for both on and off-campus crime reported to Campus Security Authorities (CSAs) and/or any other source and shall be decided on a case by case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the seminary community, and the possible risk of compromising law enforcements efforts.

In an effort to provide timely notice to the seminary community, and in the event of a serious incident which may pose an on-going threat to members of the community, a blast email Timely Warning is sent to all students and employees on campus. Every attempt is made to distribute this warning as soon as possible after the crime is reported, however, the release of the warning is subject to the availability of facts concerning the incident. The alerts are generally written and distributed by the Director of Facilities and the Receptionist.

## **Web-based Data Collection**

The Director of Facilities is responsible for collecting all security and safety information on the NDS campus. The Director of Facilities will work with the Director of Institutional Effectiveness to assure timely submission of the annual online data reporting.

## **Policies Concerning Drug and Alcohol Use Use and Sale of Alcoholic Beverages**

Within our society as a whole, alcoholic beverages have become both commonplace and, unfortunately, a problem for many individuals. Learning to deal appropriately and discreetly with alcohol is an important part of the life of the seminarian. The proper and discreet use of alcoholic beverages is expected. The use of alcoholic beverages at community functions is at the discretion of the Rector-President. This usage will be limited to special occasions and normally within the context of the event itself. In all cases, the seminary will adhere to the laws of the State of Louisiana. In every instance when alcoholic beverages are available at community events, non-alcoholic refreshments will also be available. Beer will be served in the Biblicum on a limited basis and only during scheduled times, as the Vice-Rector of Configuration Formation deems appropriate. Hard liquor will not be served in the pub.

One of the goals of a priestly formation program is to encourage mature, responsible attitudes toward the moderate use or non-use of alcoholic beverages. Any abuse of alcohol by a seminarian will be dealt with on an individual basis. Fraternal concern for a seminarian who abuses alcohol should prompt fellow seminarians to express this concern to the abuser and the Rector-President or other faculty member.

## **Possession Use and Sale of Illegal Drugs**

If a student or seminarian learns that a fellow student or seminarian is currently using illegal drugs or has become addicted to prescription drugs, then he should inform formation personnel and seek appropriate medical assistance. If civil laws have been violated, law enforcement officials will be informed. For more information on the use and abuse of alcohol and drugs, please see the document linked under the Safety and Security tab on the NDS website, <http://nds.edu/campus-safety-and-security-documents/>

## **Missing Student Notification Policy and Procedures**

The purpose of the NDS Missing Student Policy is to comply with the Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j). This act requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to establish both a Missing Student Notification Policy and an Official Notification procedure for handling missing persons. The NDS policy and procedure applies to missing student reports of seminarians who reside on campus and students who are enrolled but are not residents. As NDS only offers programs to post-baccalaureate and graduate students, all enrolled students will be over 18 years of age.

### **NDS Missing Student Policy**

For purposes of this policy, a seminarian or student will be considered missing, if a classmate, faculty member, or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding

the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Upon enrollment at NDS each student (resident or non-resident) will have the option to identify an individual to be contacted by the Seminary in the event that the student is determined missing. The Rector-President's Administrative Assistant will maintain a confidential record of the students' submission of contact information. This information will be accessible only to authorized campus officials and will not be used or disclosed except in the furtherance of a missing person investigation.

### **NDS Official Notification Procedure**

If a member of the Seminary Community has reason to believe that a student is missing, they should immediately notify the Rector-President, the Vice-Rector of Configuration Formation, or the Director of Facilities whether or not the student resides on campus. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the offices of the Rector-President, Vice-Rector of Configuration Formation and Director of Facilities. If none of the listed parties is available to receive the missing student report, the report must be given to the local law enforcement agency.

If located, verification of the student's state of health and intention of returning to the campus will try to be determined. When and where appropriate, a referral will be made to the proper mental and/or physical health authorities.

If not located, no later than 24 hours after the seminarian is determined missing, the Vice-Rector of Configuration Formation will notify the person identified as the student's contact person, the seminarian's Vocation Director, and local law enforcement. In the event the student does not reside at the Seminary, the contact person and/or family of the student will be encouraged to notify the appropriate local police authorities.

The Seminary will initiate an investigation when notified that a student who resides at the seminary is missing, with no reasonable explanation for his absence. The investigation will include gathering of all information including: discussions with friends, mentors, advisors, and if possible, contacting them by phone or text.

## **Fire Safety Statistics and Annual Safety Report**

### **Fire Safety Log**

The Director of Facilities is responsible for maintaining a written fire log that records any fires that have occurred on-campus. This log includes the date the fire was reported, the nature of the fire, the date and time of the fire, and its general location. The information contained in this log will be accessible to the public on the NDS website in the Annual Fire Safety Report.

## **Annual Fire Safety Report**

The Director of Facilities is responsible to publish and distribute an annual fire safety report during orientation each fall to all enrolled students and employees. In addition, the Director of Facilities will post this annual fire safety report on the NDS website. This annual report will contain all fire statistics gathered from the previous year in addition to all NDS policies pertaining to fire safety.

### **Fire Safety System**

Fire alarm pull stations (red boxes) are located at each stairwell exit on each floor of both buildings.

Each residential room has a smoke alarm that is connected to a central monitoring system located on the second floor and in the main lobby. There are also back-up smoke alarms in main corridors of the residential areas that trigger strobes, horns, and the fire alarm system in both buildings. The fire alarm system is connected to a 24 hour monitoring service with the New Orleans Fire Department.

Fire extinguishers are visible in residential halls, main floors, and maintenance areas and are inspected annually.

### Fire System Improvements

The fire suppression system in the kitchen has been replaced and the fire lane has been opened up and clearly marked access in front of building. The NDS campus has been cleared of trip hazards, the canopies on all trees have been lifted which improves visibility and enhances security lighting. Updated structural design (i.e. railings installed in outdated stairwells, handicapped elevator and ramps were added, and push button door installed) have been applied to new construction or the retrofitting of existing structures.

Smoke alarms were installed in all HVAC ducts and dampers for automatic shutdown. In addition, stand pipe systems are located in each stairwell in Shaw Hall for access to water. At completion of the scheduled renovation, St. Joseph will have a sprinkler system in every dorm room and public space, including Schulte Auditorium.

### Electrical Appliances

Any appliance that produces heat (e.g., hot plates, coffee makers with hot plates, toasters, toaster ovens, non-electric space heaters, etc.) is a fire hazard and is prohibited in a seminarian's room.

Items such as exterior antennae or other external implements may not be installed. Permission for small refrigerators or other larger appliances may be sought from the Director of Facilities.

Every allowable appliance must be plugged directly into a power strip or into the wall itself. Absolutely prohibited are the use of extension cords and the practice of plugging one power strip into another. Surge protectors are supplied for students' rooms as well as other offices and seminarian use areas. If additional surge protectors are needed, contact the Director of Facilities.

“Daisy chaining” of surge protectors together is strictly prohibited.

### Tobacco Use and Open Flames

Notre Dame Seminary recognizing the deleterious effects of tobacco use on fostering the good health necessary in undertaking the demands of priestly ministry, strongly discourages its use by seminarians.

Notre Dame Seminary is located within the City of New Orleans, Orleans Parish, State of Louisiana: therefore, all the city, parish, and state regulations regarding the matter of smoking must be observed. It is required that some reasonable, posted, and observed policy regarding smoking be provided.

Smoking [of any tobacco] is prohibited in any building on the campus. Smoking of tobacco is only permitted outside at the designated places. The Director of Facilities will review each year the location of designated places and will distribute this information at orientation each year. Open flames, the use of candles, or other fire hazards are not permitted in individual seminarian rooms.

### **Reporting a Fire**

In the event of a controllable fire, fire extinguishers are provided at various locations throughout the seminary buildings. A more serious fire should activate the installed fire detection system and it, in turn, should inform the fire department. Water should never be used on electrical fires.

If a fire is detected, and no alarm is sounding, immediately call 911 and alert others to the emergency.

### **Fire Evacuation Procedure**

Should the fire alarm sound in any building, proceed immediately to the place designated for assembly outside that building. The Vice-Rector of Configuration Formation will review at the beginning of each year the exact location seminarians are to report as well as the location and proper operation of fire equipment.

If the fire alarm sounds, evacuation of the buildings is *required* for all. As seminarians depart their room, all lights and electrical items are to be turned off and doors are to be closed to prevent drafts. Once outside of the building, seminarians are to stay out of the way of firefighters.

### **Fire Drills**

Regular tests are conducted on the mechanical system by which fires are detected within the buildings. Periodic fire drills may also be conducted at the discretion of the Rector-President and the Director of Facilities. Fire drills are meant to protect the lives of all. The sound of the drill is the same as that of an actual alarm. During the drill, all are to proceed to areas designated for gathering.