

LSUHSC New Orleans Gene Therapy Program

EMERGENCY RESPONSE POLICY & PROCEDURES

- Please read and become familiar with the institutional policy regarding Hurricane Response: CM-51 (<http://www.lsuhs.edu/no/administration/cm/cm-51.aspx>)
- The Emergency Alert radio stations for the New Orleans area are:
 - AM 870/WWL and FM 101.9/WLMG
- The local TV stations are:
 - WWL TV- ch 4 WDSU TV- ch 6 WVUE TV- ch 8 WYES TV- ch 12
- **Lock-Down Team** (Red “E” indicator) – The Lock-Down Team is responsible to ensure that all systems and facilities are properly secured prior to landfall of a hurricane. Team members with a red “E” sticker will be allowed to remain on campus until final lock-down, 24 hours prior to the anticipated landfall of severe weather. Members include:

<u>Alistair Ramsay</u> Weitao Huang Matthew Auten Guixiang Dai <u>Yan Cui</u> Ryoko Kibe Yunping Huang	<u>Pamela Kozlowski</u> Bobby Wilson Arvind Viswanathan <u>Guoshun Wang</u> Richard Painter <u>Stephanie Laurent</u>	<u>Robert Kutner</u> <u>Luis Marrero</u> Hannah Tetreault Jennifer Simkin <u>Doan Nguyen</u> Patrick Byrne
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- **Go-Team** (Green “E” Indicator) – The Go-Team is responsible for the evaluation and restoration of the campus following a weather emergency. Team members with green “E” stickers will be requested by the Chancellor to return to campus at the appropriate time. This team is limited to 1-3 members per lab; this team will rally at a point to be designated with the intent of returning at the earliest possible time to the campus to assess the status of their research units and to affect evacuation of essential materials if warranted. These members should be physically fit and without medical restrictions and be able to return to the campus 12-24 hours after landfall under State Trooper/National Guard escort. Members include:

Dr Alistair Ramsay
 Robert Kutner
 Pat Byrne

- **Ultra Low Freezer for Evacuation/Backup**
 A -80 freezer has been placed at the LSU Vet School in Baton Rouge for storage of small amounts of back-up material and for evacuation of essential materials. Space is limited to a few essential freezer boxes. **DO NOT ATTEMPT TO TRANSFER YOUR ENTIRE FREEZER CONTENTS.** See additional details regarding freezer contents on page 3 of this policy.

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The **LSUHSC Gene Therapy Group** will be used to post notices, update evacuation contact information, and provide other important information. It is imperative that each person become familiar with the Google Group and become a member.

- **Gene Therapy Google Group -**

We have created Google Discussion Group that contains emergency information for the Program in the event of a natural disaster and mandatory evacuation. We have added your alternate non LSU e-mail address to the discussion group as a member. If you are not a member, you will not be able to access the discussion group page. The Google Group can be accessed at http://groups.google.com/group/lsuhsc_genetherapy

EMPLOYEE RESPONSIBILITIES:

- to update his/her contact information;
- to bring a copy of the Gene Therapy Program Emergency material with him/her when evacuating;
- to logon to the LSUHSC website to check for updates (www.lsuhs.edu);
- check the Gene Therapy Program website – Employees Only Section (on the right hand side) at <http://www.medschool.lsuhs.edu/genetherapy/>
- to log-on to the Google Group at http://groups.google.com/group/lsuhsc_genetherapy to reference the latest postings from the Director, communicate with your supervisor and lab colleagues, and update your contact information;
- to post a message to the discussion group, the email address is lsuhsc_genetherapy@googlegroups.com (please limit postings to essential information only)
- to return to work on the date and time specified and to work with your immediate supervisor to conduct work related activities in temporary locations (if necessary).

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ACTION STEPS IN AN EMERGENCY

ALERT/WATCH (72-48 hours)

- Business Manager or designee will email all employees to reiterate the policy/procedures and also to ensure that contact information is up-to-date.
- **Go Team Actions**
 - Meet up with PI and lab managers to identify essentials items and their locations.
 - Organize Go Team and Business Manager to meet and review policies, and develop new action items as needed.
- **Individual Laboratory Actions:**
 - Back-up all data on a hard drive in the event of an evacuation.
 - Ensure that essential equipment, and -80 and/or -20 freezers are plugged into emergency power outlets (red outlets).
 - If you have freezer material that you would like to store at an alternative location PRIOR TO ANY EVACUATION, you should coordinate removal of this material to our ultralow freezer in Baton Rouge with Pat Byrne and/or Robert Kutner.
 - If you have essential freezer material that will remain in your lab after any evacuation, you should establish/update a list of such (which must be stored in plastic freezer boxes) and place a copy of the list on the outside of each lab door prior to evacuating. Each essential freezer box MUST BE CLEARLY TAGGED WITH REFLECTIVE TAPE (this tape will be provided). EACH LAB WILL BE LIMITED TO A MAXIMUM OF SIX TAGGED BOXES OF ESSENTIAL FREEZER ITEMS. (NOTE: In the event of an extended evacuation, GO Team members will be escorted back onto the campus to retrieve this material for safe storage elsewhere. It is necessary for the Go Team to be able to identify the needs of each lab and ensure that all essential items are handled properly). Information appearing on the list should therefore include:
 - The precise location of all tagged boxes in freezers.
 - A list of lab equipment that must be shut down properly.
 - The identity of responsible individual(s) for shutting down equipment within your laboratory.
 - Place essential freezer items in plastic boxes (not cardboard or paper boxes), preferably prior to hurricane season. No cardboard/paper boxes will be removed/transported from the campus by GO Team members. It is recommended that plastic boxes be used for all freezer storage of reagents.
- Pat Byrne will turn off the autoclaves, dishwasher and other GT shared use equipment.
- Robert Kutner will coordinate supplies of dry ice (machine in Vector Core) and also check freezer units equipped with CO₂ backup mechanisms.

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- **Administrative Office Actions:**

- Back-up all data on a flash drive to be taken in the event of an evacuation.
- Prepare reference materials and other essential items to be taken in the event of an evacuation.
- Administrative personnel will meet to discuss pending items that might be affected (i.e. forms in route, etc.)
- Update the emergency contact list and distribute to all.
- Provide members of the Call Tree with a form to use in collecting evacuation contact data.
- Each Administrative Employee should take laptop with them.

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WARNING (48 hours)

- Activate call tree once school is declared closed.
- Top off dewers with liquid nitrogen and transport dewers with essential items inside them to CSRB – 2nd floor. More specific instructions concerning the relocation of dewers to the centralized storage point will be disseminated by way of institutional email correspondence. Those faculty members having their own dewer are asked to share space with other departmental faculty members who do not have one, if additional capacity is available. *(Remember, dewers cannot be transported out of the building unless scheduled with an authorized vendor. It is extremely dangerous to put these containers in your vehicle for transportation.)*
- Place dry ice in -80 freezers.
- Power down all computers before leaving and any other non-essential electrical equipment.
- Pack Emergency Policy folder with items to be evacuated.
- Employees may not leave their work site until released by their supervisors

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AFTER EMERGENCY

- Call tree used to inform all faculty and staff of updates.
- Log-on to the internet and register at the LSU website for location and updates.
(www.lsuhs.edu)
- Log-on to the Google Emergency Group
http://groups.google.com/group/lsuhsc_genetherapy to receive updates and directions from the Program Director;
- Employees must return to work on the date and time that is provided, after the emergency condition has ended. It is the responsibility of all employees to monitor radio, television, telephone hot lines, or LSUHSC-NO Emergency Web site to receive instructions regarding the state of the emergency and return to work notice. *(NOTE: If an employee does not return to work on the date and time provided, employee may be looking at disciplinary action and/or leave deduction.)*
- Go Team will be contacted and brought to the New Orleans campus to evaluate and restore the campus.
- When the school opens, employees are expected to return at that time.
- **It is the responsibility of each employee to notify your immediate supervisor and/or administrative personnel of your contact information once evacuated.**

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ANIMAL CARE

In most cases, animal care will take care of the animals. However, check with them to make sure that irreplaceable animals are taken care of.

Information provided by Animal Care:

72 hours before projected hurricane landfall

- All animals will be transferred to clean/autoclaved cages.
- Essential supplies and additional clean/sterile cages will be moved to the second floor of the CSRB and the ninth floor of Neuroscience.
- All animals will be provided with the maximum possible amount of food and water. Mice will be provided with a gel pack per cage designed specifically for emergency situations during interruptions of normal watering methods. Rats will be provided with one (1) gel pack per animal. Primates will be given automatic feeders and watering system that will last not less than 21 days.

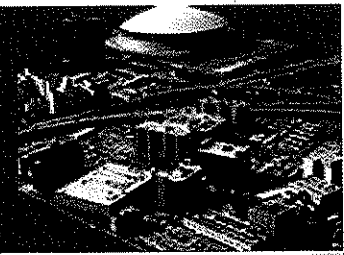
Extensive Flooding conditions

- If extensive flooding occurs and power and the other essential services are not available for an extended period (months), previously identified animals will be evacuated as soon as possible. Animals that for one reason or another cannot be evacuated will be humanely sacrificed and disposed of in a proper and appropriate manner.

Research investigators will be informed of the status of their animals as soon as possible after the hurricane. Information about animal facility will be posted on the LSUHSC web page.



Health Sciences Center
NEW ORLEANS



Quick Links

CM-51 Policy on Weather Related Emergency Procedures for LSUHSC-New Orleans

June 15, 2006
 Revised on September 20, 2007
 Revised on August 29, 2008
 Revised on June 3, 2009

To: Vice Chancellors, Deans, Administrative Staff, Department Heads

From: Dr. Larry H. Hollier Chancellor

**Louisiana State University Health Sciences Center – New Orleans
 Response Plan for Weather Related Emergencies**

Weather Related Emergency	
Purpose	The purpose of this section of the LSUHSC-NO <u>Emergency Situation Response Plan</u> is to document and to give guidance for response to weather related emergencies such as hurricanes, storms, and flooding.
Scope	<p>The information in this document is institutional, involving schools, clinical operations, business and administrative offices, centers of excellence, and institutes. Emergency plans specific to individual components or facilities are part of this plan by reference.</p> <p>Additional information related to hurricane and flood preparedness is available through the Louisiana Office of Homeland Security and Emergency Preparedness. http://www.loep.state.la.us/hurricanerelated/hurricaneindex.htm. This website contains information about disaster preparedness, including tips on developing a personal evacuation plan, maps describing the State Police contra-flow plan, and road closures. All employees and students are encouraged to familiarize themselves with the information provided in this website.</p>
Components	<p>Affiliated institutions and departments, including but not limited to, have individual plans:</p> <p>University Hospital (MCLNO-HCSD), University Medical Center (Lafayette-HCSD), Earl K. Long Hospital (Baton Rouge-HCSD), W.O. Moss (Lake Charles-HCSD), Washington-St. Tammany Medical Center (Bogalusa-HCSD), Children's Hospital of New Orleans, in accordance with the standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), has developed an <u>Emergency Preparedness Program</u>. This plan is incorporated by reference into the <u>LSUHSC-NO Emergency Situation Response Plan</u>. Each Hospital Administrator (or designee) is solely responsible for invoking a state of emergency and responding appropriately.</p> <p>Department of Animal Care, in accordance with the standards of AALAC International, has developed an <u>Emergency Situation Response Plan</u>. This plan is incorporated by reference into the <u>LSUHSC-NO Emergency Situation Response Plan</u>. The Vice-</p>

Chancellor for Academic Affairs (or designee) is responsible for activating the ESRP for animal care facilities once a state of emergency has been declared due to a weather related event (storm or flooding). A separate plan for protecting biological materials used in research has been developed by an ad hoc committee of basic science faculty. The goal of this latter plan is to provide guidance for faculty and staff who are charged with the responsibility of protecting the research enterprise of the LSUHSC-NO.

Office of the Vice-Chancellor for Administration and Finance, Information Technology Department has developed an Information Systems Disaster Recovery Plan. This plan is incorporated by reference into the LSUHSC-NO Emergency Situation Response Plan. The Assistant Vice Chancellor for Information Technology is responsible for responding appropriately to weather related emergencies.

Authority Under the Plan

Executive Decision

The Chancellor of LSUHSC-NO is the final authority to activate the Plan. The Associate Vice Chancellor for Property and Facilities has been designated as the Emergency Preparedness Officer (EPO). The EPO has the authority to implement the Emergency Weather Response Plan.

Activation is based solely on an executive decision as described above. For example, declaration of a hurricane watch by the National Weather Service does not automatically activate any part of the Plan. LSUHSC-NO personnel or students should not begin implementing the Plan before official notification of the executive decision.

Each **Hospital Administrator**, or designee, is solely responsible for activating the hospital's Emergency Preparedness Program.

Essential Employees

The LSUHSC-NO campus will not function as an evacuation site for LSUHSC-NO faculty, staff, and students, or for the general public during a weather event that requires closure of the LSUHSC-NO campus. Only essential employees will be allowed access to the campus once a state of emergency has been declared.

Essential employees are those designated by their department heads as essential to the continued performance of their department or the protection of LSUHSC-NO assets during an external emergency. Each Vice-Chancellor and Dean shall forward the current list of essential employees to the Chancellor's Office not later than May 1 of the calendar year. Any changes or additions to the list of essential personnel must be forwarded to the Chancellor immediately upon announcement of a state of emergency. Essential employees will receive special emergency identification which must be worn at all times while on campus once a state of emergency has been declared. Essential employees will be required to report to their designated work site when the institution has declared a state of emergency due to adverse conditions.

Non-essential employees are not required during an external emergency. They may not however, leave their work site until released by their supervisors, and they must return to work as usual, after the emergency condition has ended. It is the responsibility of all employees to monitor radio, television, telephone hot lines, or LSUHSC-NO Emergency Web site to receive instructions regarding the state of the emergency and return to work notice.

Communications

The Director of Information Services in cooperation with the Assistant Vice-Chancellor for Information Technology shall be responsible for managing all external and internal communications before, during, and immediately after an emergency. This Office of

Information Services will be responsible for drafting the Activation Notices and updates on the LSUHSC-NO Emergency Web site, the **Emergency Information Hot Line (866-957-8472)**, and statewide radio and television.

Administrative and academic units (i.e., Schools, Departments, Centers, and Institutes) are required to maintain updated emergency plans including phone trees for notifying faculty, staff, and students in their respective schools and areas. Copies of these plans must be submitted to the Chancellor's Office not later than May 1 of each calendar year.

Campus Closure Only the Chancellor, or his designee, may order closure of the campus or any portion thereof.

Shutdown Team A specifically designated group of personnel from Campus Police, Facility Services, Auxiliary Enterprises, I.T., and Animal Care is charged with the orderly shutdown of mechanical and electrical systems, elevators, I.T. systems and networks, access control systems, parking systems, care of animals, and securing property and facilities associated with a mandated campus closure.

Startup Team A specifically designated group of personnel from Campus Police, Facility Services, Auxiliary Enterprises, I.T., and Animal Care is charged with the orderly startup of mechanical and electrical systems, elevators, I.T. systems and networks, access control systems, parking systems, care of animals, and startup of property and facilities associated with a campus reopening.

Emergency Response Team A small designated group of personnel from Campus Police, Facility Services, I.T., and Animal Care who come to campus during a mandated closure to assess property and facilities, I.T. systems, animals, and refuel emergency generators.

Personnel Policy Guidelines

Personnel Availability All employees and students are required to update their personal contact information on the LSUHSC-NO registry. The registry will become available online via the LSUHSC-NO website once a state of emergency has been declared by the Chancellor. Faculty, staff and students failing to update their contact information on the registry will be subjected to disciplinary action up to and including being charged with an unauthorized absence.

All faculty and staff with clinical duties have a professional obligation and commitment to be available for work during periods of adverse weather conditions. Essential employees are also required to report to their designated work site during their appointed work schedule even if the institution has been closed due to adverse weather conditions.

Essential employees are not authorized to leave their work duties due to weather conditions or the activation of any phase of this Plan without specific approval of their department head or supervisor. Likewise, all essential employees at home have an obligation to make every effort to report to work for their scheduled shift.

Essential personnel who fail to report for scheduled work because of weather conditions without approval of their department head or supervisor will be taking an unauthorized absence.

During an emergency, the following guidelines apply:

- Employees leaving without official release will be denied any administrative leave and will be docked (leave without pay) or charged earned time (annual leave) for all workdays until their return.
- For the first two workdays of an emergency declared by LSUHSC, employees will be granted paid, administrative leave in-lieu of scheduled workdays.

- If the emergency exceeds two workdays, and the employee was not designated as an essential employee, excess time may be charged to the employee's earned time (annual leave).
- Essential employees, who are required to work through the emergency period, will be granted their paid administrative leave at a time approved by their supervisor following resumption of normal operations.
- Essential employees on vacation, sick leave or other approved leave, at the time of the emergency, are expected to return to work to fulfill their roles unless otherwise approved by the person who would supervise them during an emergency. Non-essential employees who volunteer and are accepted by formal process will not be paid for services rendered and will not receive any other form of compensation.

Activation of Hurricane Plan

Introduction Hurricanes are low barometric tropical storms typified by a circular counter-clockwise movement of winds. The National Weather Service ranks their size and intensity according to the Saffir-Simpson scale:

- Category One - winds of 74-95 mph, minimal damage
- Category Two - winds of 96-110 mph, moderate damage
- Category Three - winds of 111-130 mph, extensive damage
- Category Four - winds of 131-155 mph, extreme damage
- Category Five - winds greater than 155 mph, catastrophic

The weather reporting agencies provide at least 72 hours of advanced notice allowing for preparation.

Executive Decision The Associate Vice Chancellor for Property and Facilities will determine the possible adverse impact of the weather situation on the operations of the institution and may implement the Plan after approval by the Chancellor.

The Associate Vice Chancellor for Property and Facilities will contact all of the people listed in the Emergency Management Team.

Emergency Management Team The following individuals will be contacted by the Office of Information Services employing the most effective method including telephone, pager, cell telephone, and email:

- Chancellor
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Administration and Finance
- Vice Chancellor for Community and Security Affairs
- Vice Chancellor for Clinical Affairs
- Deans of Schools

The Emergency Management Team members are responsible for notifying the organizations they represent, including department chairpersons and directors.

Feedback The Associate Vice Chancellor for Property and Facilities will report back to the Chancellor and Vice Chancellor for Administration and Finance within **60 minutes** the results of the Emergency Management Team notification.

Institutional Checklist

What to do at the beginning of Hurricane Season

- Update Business Continuity & Disaster Recovery Plan.
- Assign essential personnel.

- Conduct list of critical supplies/equipment and location and persons responsible for restocking supplies.
- Review internal departmental call down list, including updating procedure for paging employees.
- Provide departmental hurricane preparedness training.
- Develop procedure for backing up computer systems and protecting critical equipment within your department.
- Develop a departmental communications plan and hierarchy of department decision makers.
- Develop procedures for moving essential equipment away from windows and covering critical equipment.
- Designate a location for employees to gather during storm/watch/warnings and essential personnel to report for recovery operations.

Alert (72 hours out)

- Staff reports for duty.
- Inform both on-site and essential off-duty staff of Alert Status and Preparedness Plan.
- Verify the availability of phone numbers for essential personnel.
- Check supplies and verify inventory list and location.
- Make arrangements for delivery of critical supplies from vendors.
- Verify critical utility system operations procedures from the Associate Vice Chancellor of Property and Facilities.
- Ensure fuel tanks and water tanks are topped off.
- Verify all storm drains are free from debris and obstruction; building perimeter is secured.
- Verify high volume water pumps, generators, and other flood equipment is available.
- Remove all perishable materials and deactivate non-research refrigerators/freezers.

Watch (48-72 hours out)

- Inform staff of warning via call down list.
- Deliver hurricane supplies to designated areas.
- Personnel will remain on duty as instructed by supervisor or designee.
- Supervisor will notify Associate Vice Chancellor for Property and Facilities or their designee with names of essential personnel available for storm preparations and post-storm recovery.
- Charge batteries and radios.
- Assemble toolbox and equipment for use during hurricane.
- Conduct final review with staff and essential personnel of work assignments.
- Ensure that all construction sites are secured, tied down, and cleaned up.

Warning (24-48 hours out)

- Keep getting Ready!!!
- Deactivate any operational systems that would be affected by the uncontrolled shutdown of LSUHSC-NO electrical power.
- Inform your area of any operational systems that have been deactivated.
- By this time there should be a team of two essential personnel at each building.
- Place the appropriate flood barriers at designated points and position emergency pumps.
- Notify essential personnel of procedures for reporting to work following the storm, for recovery operations.
- Order Securing of Facilities.
- Ensure Evacuation and Closure of buildings.
- Secure boilers that will result in loss of steam for autoclaves and cage washers at the Medical Education Building and Clinical Sciences Research Building.
- Commence securing elevators (at 36 hours) and relocating to upper floors. Last elevator in each building will be secured as close as possible to the 24th hour.
- ALL STUDENTS AND PERSONNEL (OTHER THAN MEMBERS OF THE SHUTDOWN TEAM) MUST VACATE CAMPUS NOT LATER THAN 6 HOURS IN ADVANCE OF THE MANDATED

CLOSURE TIME.

Weather Condition	Responsible Person(s)	Action
Hurricane - Alert 72 Hours	Chancellor	Activate ESRP
	Director of Information Services	<ol style="list-style-type: none"> 1. Activate Cascade Call Down List for Emergency Management Team. 2. Activate Weather Emergency Communications Plan. 3. Advise department heads and others to start preparation steps in accordance with facility or departmental plans.
Hurricane - Watch 48-72 Hours	Chancellor	Declare Watch condition.
	Vice Chancellor for Academic Affairs	Activate Emergency Plan for Protecting Research Enterprise.
	Director of Information Services	Update communications.
	Deans, Department heads and Administrative heads.	Activate call-down list. Complete most preparation steps.
Hurricane / Flood - Warning 36-48 Hours or Less	Chancellor	Declare Closure. ALL STUDENTS AND PERSONNEL (OTHER THAN MEMBERS OF THE SHUTDOWN TEAM) MUST VACATE CAMPUS NOT LATER THAN 6 HOURS IN ADVANCE OF THE MANDATED CLOSURE TIME
	Director of Information Services	Update Communications
	Deans, Department heads and others.	<ol style="list-style-type: none"> 1. Release non-essential employees. 2. Secure work areas.
	Essential Employees	Report to assigned workstations.
	Non-essential Employees and Students	<ol style="list-style-type: none"> 1. Leave facilities. 2. Monitor LSUHSC Emergency Web site, emergency information phones and radio and TV stations for announcements.
Hurricane / Flood - Warning 30-36 Hours	Essential Employees and Shutdown Team	Prepare for closure.
Hurricane / Flood - Warning 24-30 Hours	Campus Police and Shutdown Team	Shutdown and prepare facilities for closure.

Hurricane / Flood - Imminent 24 Hours or Less	Associate Vice Chancellor for Property and Facilities LSUHSC Police Department	1. Complete closure and securing buildings. 2. Leave campus.
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Louisiana State University Health Sciences Center Flooding Response Plan	
Purpose	Flash floods can strike any time and any place with little or no warning. The purpose of this plan is to provide guidance for LSUHSC-NO faculty, staff, and students in the event of a weather related event that could result in flooding of the LSUHSC-NO campus.
Executive Decision	The Associate Vice Chancellor for Property and Facilities will determine possible adverse impact of the weather situation on the operations of the institution and may decide to activate the Plan. The Associate Vice Chancellor for Property and Facilities will contact all of the people listed in the <u>Emergency Management Team</u> .
Emergency Management Team	The following people will be contacted by the Office of Information Services employing the most effective method including telephone, pager, cell telephone, and email. <ul style="list-style-type: none"> • Chancellor • Vice Chancellor for Academic Affairs • Vice Chancellor for Administration and Finance • Vice Chancellor for Community and Security Affairs • Vice Chancellor for Clinical Affairs • Deans of Schools <p>The Emergency Management Team members are responsible for notifying the organizations they represent, including department chairpersons and directors.</p>
Feedback	The Associate Vice Chancellor for Property and Facilities will report back to the Chancellor and Vice Chancellor for Administration and Finance within 60 minutes the results of the Emergency Management Team notification.

Emergency Response for Flooding		
Alert System*	Facilities Planning & Engineering Personnel	Dean's Office
Yellow	<ol style="list-style-type: none"> 1. Check Supplies 2. Check & Test pumps 3. Check generators 4. Check Sand bags 5. Review call down lists & personnel rosters 6. Implement the Center for Animal Care Plan 	<ol style="list-style-type: none"> 1. Advise Dept. Chairs 2. Review building / class schedule
Orange	<ol style="list-style-type: none"> 1. Set up Emergency Operations Center (EOC) 2. Place Sand bags and close flood doors 3. Check roof and storm drains 4. Coordinate with LSUHSC Police Department, and schools specific preparedness activities 	<ol style="list-style-type: none"> 1. Secure laboratories and offices. 2. Release non-essential personnel 3. Implement specific Departmental Plans

	5. Remove all LSUHSC vehicles from ground level garage.	
Red	<ol style="list-style-type: none"> 1. Close building 2. Place remainder of sand bags at exit. 3. Shut down and secure non-essential equipment 4. Review start-up procedures with building operations personnel 	<ol style="list-style-type: none"> 1. Deans are updated by Information Services on condition of their building

* The ALERT system is as follows:

- Yellow – “Flood Caution” Flooding conditions possible. Heavy storms expected and could produce 10-20% chance of flooding
- Orange – “Flooding Possible” - 40-50% chance of flooding if storms persist. Stay in touch with emergency personnel.
- Red – “Flooding Probable” - 80-90% chance of flooding.

Emergency Response Plan for Protection of the Research Enterprise

1. Inventory and prioritization of equipment. Each Department or Center will generate an inventory of critical equipment to be placed on emergency circuits and their locations. Equipment should be further prioritized as “essential” and “expendable” so that in a situation where there is a shortage of emergency circuits available lines can be shifted to the former equipment.

2. Reliance on liquid nitrogen Dewar Containers. All LSUHSC-NO buildings are subject to power loss due to flooding; however, the Trail Clinical Science Research Building (CSRB), Lions, and Medical Education Building (MEB) will continue to be particularly vulnerable to loss of emergency power in the short term. We have a minimum of 24 hours of emergency power available at the CSRB, Lions, and MEB. After 24 hours, generator fuel tanks will exhaust fuel capacity. Facilities personnel will return to campus to refuel the generators using fuel stored in tanks positioned on campus. NOTE: The Dental Campus does not have emergency power to support research. To supplement the above, portable liquid nitrogen Dewars equipped with casters will be used as a means of cryostorage of critical reagents and specimens. Departments and Centers should be prepared to provide for adequate liquid nitrogen to keep these Dewars charged. It is recommended that a reserve supply of 7-14 days of liquid nitrogen is available in case of a weather-related emergency. Dewars should be inventoried as to their location for ease of access in emergencies.

3. Emergency procedures for survivability of Dewar Containers. When an emergency is declared, all Dewars should be moved to assigned secure and protected rally points on the second floor of each building (or floor directly accessible to the walkways). Liquid nitrogen storage tanks to maintain these Dewars should also be moved to the rally points. In addition, liquid nitrogen storage tanks should be sited near those cryopreservation Dewars too large to be reasonably moved. This procedure will facilitate locating and filling (or evacuating if necessary) the Dewars following a sustained power outage or flood. Reliance on small portable Dewars presents several potential safety concerns that must be addressed: (a) personnel must be reminded of OSHA guidelines regarding not riding on elevators that are transporting Dewars and (b) personnel must be cautioned about the dangers of and Department of Transportation (DOT) regulations against transporting liquid nitrogen Dewars in their personal cars as an evacuation strategy.

4. Rescue and recovery of research materials during a prolonged evacuation. Even with the above measures in place, no plan can cover every contingency in an emergency. Therefore, the plan for rescue and recovery of research materials from the LSUHSC-NO in the event of a prolonged evacuation of the

facility will involve a two tiered approach: (a) An immediate rescue mission of limited scope as soon as is practical to stabilize the situation in the LSUHSC-NO and (b) a more comprehensive recovery mission soon thereafter to remove critical samples and resources. The timing of these efforts will be made to minimize loss to the research enterprise but consistent with safety and priorities of civil and military authorities. An appropriately trained team comprised of two individuals from each Department/Center who are knowledgeable about the locations and nature of critical research resources and are physically able to carry out such duties will participate in the aforementioned immediate rescue mission. A more comprehensive recovery of research materials will be performed by individual investigators and will involve a security checkpoint and sign out procedure.

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