

LSUHSC New Orleans Department of Genetics EMERGENCY RESPONSE POLICY & PROCEDURES

- Tropical Storm/Hurricane Watches and Warnings: Tropical Storm/Hurricane Watches and Warnings are issued when a storm may, or is expected to affect a land mass. A Watch is generally issued when a storm might affect an area within 36 hours, while a Warning is issued when a storm is expected to affect an area within 24 hours.
- In order to better communicate emergency information to the campus community, LSUHSC-NO has implemented the LSUHSC-NO Text Alerting System. Please visit <http://www.lsuhs.edu/alerts/> for more information and be sure to sign up to receive text alerts.
- 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:

Jay Kolls Neeraj Abarwal Amit Adhikari Karen Capiello Kong Chen Kevin Dietz Scott Ditch Angela Flynn Edward Grabczyk Paula Gregory Andrew Hollenbach Tomoo Iwakuma Stephanie Laurent Wanguo Liu Diptasri Mandal Patrick Miller Mimi Sammarco Fern Tsien
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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. Jay Kolls
Dr. Ed Grabczyk
Dr. Andrew Hollenbach
Dr. Tomoo Iwakuma

- **Ultra Low Freezer for Evacuation/Backup**
A -80°C 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.**
- **Genetics 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/lsugenetics>

The **LSUHSC Genetics Google 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.

EMPLOYEE RESPONSIBILITIES:

- Update his/her contact information for the emergency calling tree.
- Bring a copy of the Genetics Department Emergency material, which includes the departmental emergency calling tree, and the CM-51 Policy on Weather Related Emergency Procedures for LSUHSC-New Orleans with him/her when evacuating.
- Logon to the LSUHSC website to check for updates (www.lsuhs.edu);

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- Logon to the Google Group at <http://groups.google.com/group/lsugenetics> to reference the latest postings from the Director, communicate with your supervisor and lab colleagues, and update your contact information.

- 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)

- At the first predictions of a LA landfall, Business Manager or designee will email all employees to reiterate the policy and procedures and to ensure that contact information is up-to-date.
- **Go Team Actions**
 - Meet up with PI and lab managers to identify essential 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 to be taken in the event of an evacuation.
 - Ensure that essential equipment, and -80°C and/or -20°C freezers are plugged into emergency power outlets (red outlets).
 - Confirm that any essential laboratory equipment is unplugged to protect them against damage from post-storm power surges.
 - Establish/update the list of essential items to be posted outside of each lab door prior to evacuating. (NOTE: This list is necessary for the Go Team to identify the needs of each lab and ensure that all essential items are properly taken care of.) This information should include:
 - All items that **cannot be** commercially replaced.
 - List equipment that must be shut down properly.
 - Identify responsible individual(s) for shutting down equipment within your laboratory.
 - Place essential items in plastic freezer boxes instead of card-board or paper boxes (preferably prior to hurricane season). Coordinate removal of essential material to ultralow freezer in Baton Rouge with Go Team members.
- **Departmental Equipment and Supplies Actions:**
 - Pat Byrne will turn off the autoclaves, dishwasher.
 - Andrew Hollenbach will turn off Genetics shared use equipment located on the 6th floor of the CSRB.
 - Tomoo Iwakuma will turn off Genetics shared use equipment located on the 4th floor of the CSSRB.
 - Ed Grabczyk will shut down the 6th floor film developer.
 - Ed Grabczyk will coordinate orders of liquid nitrogen for the 6th floor.
 - Each individual lab will be responsible for obtaining their own supplies of dry ice to prepare samples for evacuation or shipping.

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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.
 - Confirm that all Genetics employees have subscribed to the Departmental Google group.
 - 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 dewars with liquid nitrogen and bring dewars to 2nd floor with essential items inside. Faculty who has his/her own dewar are asked to share space with others who do not have their own dewar, if available.
(Remember, dewars 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°C 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

LOCK DOWN (24 hours)

- Twenty-four hours before landfall, all personnel on the Lock-Down team will be asked to leave the premises and all entrances to LSUHSC will be chained and locked.
- No employees or personnel will be permitted to enter LSUHSC until further notice.
- Security personnel will be on the premises until approximately 12 – 20 hours prior to landfall. However, they ARE NOT PERMITTED to allow personnel into LSUHSC nor will they have a key.
- Although listed as 24 hours before landfall, lock down may occur earlier.

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AFTER EMERGENCY

- Call tree used to inform all faculty and staff of updates.
- In the event of wide ranging phone outages, continue to monitor the Department of Genetics Google Group for updates.
- Log-on to the internet and register at the LSU website for location, updates, and text messaging alerts. (www.lsuhs.edu).
- Log-on to the Google Emergency Group <http://groups.google.com/group/lsugenetics> 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.)*
- If necessary, the 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.

Actions to be taken by the investigator:

Obtain hurricane stickers:

- At the first predictions of hurricane landfall in LA obtain hurricane stickers from Dr. Leslie Birke of the animal care office (lbirke@cox.net).
- Each investigator will be provided with at most five hurricane stickers. If more are needed, you can discuss your situation with Dr. Birke.
- Use these stickers to identify your essential animal cages. Please be aware of maximum animal allowance for each cage. These cages will be evacuated if necessary.

Inform Dr. Birke:

- At the first predictions of hurricane landfall in LA, email your contact information to Dr. Birke at lbirke@cox.net.
- Include an alternate email address and contact information for where you will be evacuating. If you have a blackberry send the PIN to her.
- 72 hours before potential landfall, contact Dr. Birke at the above e-mail address to inform her of any special food, water, or housing conditions for your animals.

Actions to be taken 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.