



# Hurricane Emergency Plan

In accordance with the College’s [Emergency Planning, Response and Recovery](#) Policy, Delgado Community College has established this Delgado Community College Hurricane Emergency Plan. This plan is effective upon publication and supersedes all previous plans.

The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. Basic information regarding hurricanes can be found at the National Oceanic and Atmospheric Administration’s National Weather Service website <http://www.nws.noaa.gov>.

## I. Hurricane Emergency Teams

The Chancellor of the College has designated the Vice Chancellor for Business and Administrative Affairs as the College’s Emergency Coordinator. During the emergency period, the Emergency Coordinator has supervisory responsibility over departments and personnel who comprise the Hurricane Emergency *Preparedness* Team and the Hurricane Emergency *Implementation* Team. All recommendations of both teams must be relayed by the Emergency Coordinator to the Chancellor for his approval.

### Hurricane Emergency *Preparedness* Team

The following positions comprise Delgado’s Hurricane Emergency *Preparedness* Team and are responsible for making recommendations during the pre-season preparation, threat assessment, class cancellation and college closure stages:

TITLE	NAME	EMAIL
Vice Chancellor for Business and Administrative Affairs	Ronald Russo	<a href="mailto:russo@dcc.edu">russo@dcc.edu</a>
Vice Chancellor for Academic and Student Affairs and College Provost	Chery Myers	<a href="mailto:cmyers@dcc.edu">cmyers@dcc.edu</a>
Vice Chancellor for Workforce Development/ Executive Dean, River City Site	Arlanda Williams	<a href="mailto:awilli4@dcc.edu">awilli4@dcc.edu</a>
Executive Dean, West Bank Campus	Peter Cho	<a href="mailto:plcho@dcc.edu">plcho@dcc.edu</a>
Executive Dean, Sidney Collier Site	Theresa DeGruy	<a href="mailto:tdegru@dcc.edu">tdegru@dcc.edu</a>
Chief Information Officer	James Hobbs III	<a href="mailto:jhobbs@dcc.edu">jhobbs@dcc.edu</a>
Chief Communications, Advancement and Strategic Initiatives Officer	Barbara Waiters	<a href="mailto:bwaite@dcc.edu">bwaite@dcc.edu</a>
Safety and Risk Manager	Scott St. Pierre	<a href="mailto:sstpie@dcc.edu">sstpie@dcc.edu</a>

## Hurricane Emergency *Implementation* Team

The following positions comprise the Hurricane Emergency *Implementation* Team and are responsible for implementing specific detailed procedures for their area of responsibility. Each team member may require additional staff under his/her supervision to assist in the implementation of the Hurricane Emergency Plan.

TITLE	NAME	EMAIL
Vice Chancellor for Business and Administrative Affairs	Ronald Russo	<a href="mailto:russo@dcc.edu">russo@dcc.edu</a>
Vice Chancellor for Academic and Student Affairs and College Provost	Chery Myers	<a href="mailto:cmyers@dcc.edu">cmyers@dcc.edu</a>
Vice Chancellor for Workforce Development/ Executive Dean, River City Site	Arlanda Williams	<a href="mailto:awilli4@dcc.edu">awilli4@dcc.edu</a>
Executive Dean, West Bank Campus	Peter Cho	<a href="mailto:plcho@dcc.edu">plcho@dcc.edu</a>
Executive Dean, Sidney Collier Site	Theresa DeGruy	<a href="mailto:tdegru@dcc.edu">tdegru@dcc.edu</a>
Senior Director, Maritime and Industrial Training Center	Rick Schwab	<a href="mailto:rschwa@dcc.edu">rschwa@dcc.edu</a>
Chief Information Officer	James Hobbs III	<a href="mailto:jhobbs@dcc.edu">jhobbs@dcc.edu</a>
Safety and Risk Manager	Scott St. Pierre	<a href="mailto:sstpie@dcc.edu">sstpie@dcc.edu</a>
Assistant Vice Chancellor for Facilities Planning	James Royer	<a href="mailto:jroyer@dcc.edu">jroyer@dcc.edu</a>
Executive Director, Accounting Services/Associate Controller	Duriel Hayes	<a href="mailto:dhayes@dcc.edu">dhayes@dcc.edu</a>
Chief Human Resources Officer	Carla Major	<a href="mailto:cmajor@dcc.edu">cmajor@dcc.edu</a>
Chief of Police	Warren Riley	<a href="mailto:w Riley@dcc.edu">w Riley@dcc.edu</a>
Operating Engineer, Central Utilities	Dwayne LeBlanc	<a href="mailto:dlebla@dcc.edu">dlebla@dcc.edu</a>
Director, Maintenance	Heath Crespo	<a href="mailto:hcresp@dcc.edu">hcresp@dcc.edu</a>
Executive Director, Housekeeping	Dion Mays	<a href="mailto:dmays@dcc.edu">dmays@dcc.edu</a>
Director, Purchasing	Tracey Sheffield	<a href="mailto:tsheff@dcc.edu">tsheff@dcc.edu</a>
Payroll Manager	Inez Ball	<a href="mailto:iball@dcc.edu">iball@dcc.edu</a>
Chief Communications, Advancement and Strategic Initiatives Officer	Barbara Waiters	<a href="mailto:bwaite@dcc.edu">bwaite@dcc.edu</a>

## II. Emergency Information

The Chancellor has designated the Communications, Marketing and Public Relations Office as the official source of college announcements. This office will: post official information on the College's website ([www.dcc.edu](http://www.dcc.edu)); make announcements via the phone information line (504-671-5000) college-wide email, text messaging, voice mail to office phones, and any other means deemed necessary or appropriate; and communicate with local media.

Until a closure of the college is deemed necessary, the Hurricane Emergency Control Center will be located on the City Park Campus in the College Provost's Conference Room (Rm. 220E), Isaac Delgado Hall (Building 1), 615 City Park Avenue, New Orleans, Louisiana, 70119. Phone: (504) 671-5055 or (504); Fax: (504) 483-4577.

## III. College-wide Recommendations

Delgado's primary concern is the safety, health and wellbeing of College community members. All decisions reflect this ethic. Evacuation outside the storm area is always recommended during a hurricane as the best possible way to ensure personal safety. Upon class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area. Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly. Faculty and staff choosing to evacuate prior to official closure of the college are responsible for using approved leave.

General guidelines in the event of an evacuation:

- Take critical common items (documents, procedures, class rosters, grade books, syllabi, catalogs, stationary, and/or other user specific items that may be needed in the event of displacement).
- Take a copy of the College-wide and the appropriate departmental emergency plans for reference.
- Take college identification card.
- Make a practice of storing important documents, equipment, supplies, and/or teaching supplies away from windows and off of the ground if located on a ground floor of a building (i.e. off the floor, in upper drawers and shelves; computer equipment should be placed on top of the desk, rather than on the floor).
- Change voicemail or answering machine messages to indicate the college will be closed, advise callers to monitor the website and phone information line for up-to-date information.

**NOTE:** Any State of Louisiana property or official college documents removed with an individual employee are the responsibility of that employee while away from the college. Employees should follow established guidelines in notifying property control of the removal of state property, if time permits.

## IV. Hurricane Emergency Plan Stages

The Hurricane Emergency Plan is divided into four stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the storm and time of day in which the stage occurs. In addition, the Emergency Coordinator may declare a change in stage at any time due to the unpredictable nature of hurricanes.

- Stage 1. Pre-Season Preparation
- Stage 2. Threat Assessment
- Stage 3. College Closure – classes cancelled; employees required to leave campus
- Stage 4. Aftermath – assessment, recovery, reopening, and return to classes

### STAGE ONE: Pre-Season Preparation

Pre-Season preparation includes the following steps.

- General hurricane preparedness information and emergency Delgado contact information are communicated to faculty, staff and students.
- Ensure that Emergency Team and other designees are equipped with cell phones and laptops with Banner capabilities and wireless service cards, as applicable.
- A designated, off-campus, pre-determined site to be used 72 hours after the initial evacuation is pre-arranged.
- All faculty and staff are notified via email that they are required to contact the College via the Delgado website ([www.dcc.edu](http://www.dcc.edu)) or phone information line (504-671-5000) as soon as possible after the event but no more than 5 to 7 calendar days post-catastrophic event.
- Specified units within the College are required to submit a Hurricane Plan for their areas. Each plan must include an arrangement for communication within the unit both before and after the event. All departmental plans are incorporated into the Delgado Hurricane Emergency Plan.
- The Delgado Hurricane Plan and all departmental hurricane emergency plans will be reviewed on an annual basis with yearly orientations.

## **STAGE TWO: Threat Assessment**

The Emergency Coordinator will monitor the weather reports. The Emergency Coordinator implements stage two when a weather pattern is elevated to tropical storm status and poses possible danger to Louisiana. The College may be under Stage Two for several weeks or days before predicted storm landfall. Under Stage Two:

1. Emergency Coordinator convenes the Hurricane Emergency Planning Team; the planning team may have daily meetings to discuss conditions that may be a possible threat to the Greater New Orleans area to assess available factual information, status, and debriefing. A designee(s) of the Emergency Coordinator will attend briefing sponsored by the local parish Emergency Operations Centers (EOC) in addition to monitoring local and national weather reports.
2. Emergency Coordinator provides the Emergency Information to the Chief Communications, Advancement and Strategic Initiatives Officer who in turn directs the Office of Communications, Marketing and Public Relations to update the website ([www.dcc.edu](http://www.dcc.edu)) and phone information line (504-671-5000) with the College's current operating status, special instructions, and the next scheduled general update. The Office of Communications, Marketing and Public Relations will be responsible for updating the message on the website and the phone information line and will send an e-mail to all department heads informing them of the change of status.
3. Information is also distributed to the Delgado community via the Delgado website ([www.dcc.edu](http://www.dcc.edu)), college-wide email and text messaging, voice mail to office phones, and any other means deemed necessary or appropriate.
4. Designated personnel shall test emergency equipment and re-check supplies. All Facility Services and Delgado Police vehicles should be gassed up and checked by Facility Services mechanic staff.
5. Within 4-6 days of predicted landfall, Emergency Coordinator directs Hurricane Emergency Planning Team to enact General Hurricane Preparedness Plans to ensure activities in Phase I have been accomplished specific to their areas of responsibility.
6. Within 72 hours of predicted landfall, the Hurricane Emergency Planning Team monitors the ongoing weather conditions and decides when to recommend to the Chancellor closure of the College.

## **STAGE THREE: College Closed**

Once the Hurricane Emergency Plan, Stage Three is reached, all required personnel must remain on campus until discharged by their supervisor.

1. Upon approval from the Chancellor, the Emergency Coordinator informs the Chief Communications, Advancement and Strategic Initiatives Officer of the College's closure. As directed by the Chief Communications, Advancement and Strategic Initiatives Officer, the Office of Communications, Marketing and Public Relations announces the closure via the College's website ([www.dcc.edu](http://www.dcc.edu)), phone information line (504-671-5000), college-wide email and text message, voice mail to office phones and any other means deemed necessary or appropriate, and also informs the local media of the closure.
2. All essential facilities and police personnel double-check emergency preparations as final preparations for an impending disaster.
3. Emergency Coordinator directs the Hurricane Emergency Implementation Team to implement evacuation plan.
4. Everyone is required to leave campus immediately and is not permitted to remain in any campus building for any reason, with the exception of critical emergency personnel specifically designated by the Chancellor to maintain campus security and physical plant operations.
5. Delgado Police officers check all buildings for compliance with this requirement. All interior and exterior doors are locked.
6. The College will remain closed for at least twenty-four (24) hours or until assessment of damages is complete and a reopen notice is communicated by information on the website, information lone, local news media, and any other means deemed necessary or appropriate.

During the storm remember to stay calm and constantly remain attentive to the news.

## STAGE FOUR: Aftermath — Damage Assessment, Recovery, Reopening and Return to Classes

After hurricane threat leaves the area, key personnel from the Emergency Response Team assess all facilities to determine which, if any, may be reopened. The Emergency Response Team consists of the following.

TITLE	NAME	EMAIL
Assistant Vice Chancellor for Facilities Planning	James Royer	<a href="mailto:jroyer@dcc.edu">jroyer@dcc.edu</a>
Operating Engineer, Central Utilities	Dwayne LeBlanc	<a href="mailto:dlebla@dcc.edu">dlebla@dcc.edu</a>
Director, Maintenance	Heath Crespo	<a href="mailto:hcresp@dcc.edu">hcresp@dcc.edu</a>
Executive Director, Housekeeping	Dion Mays	<a href="mailto:dmays@dcc.edu">dmays@dcc.edu</a>
Chief of Police	Warren Riley	<a href="mailto:wriley@dcc.edu">wriley@dcc.edu</a>

The emergency leadership team, which includes the Chancellor, Vice Chancellor for Business and Administrative Affairs; Vice Chancellor for Academic and Student Affairs/ College Provost; Vice Chancellor for Workforce Development/ Executive Dean, River City Site; Executive Dean, West Bank Campus; Executive Dean, Sidney Collier Site; Chief Information Officer; Safety and Risk Manager; Chief Communications, Advancement and Strategic Initiatives Officer, Chief Human Resources Officer; Assistant Vice Chancellor for Facilities Planning; and the Executive Assistant to the Chancellor, assembles at a command location:

- 1 – College campuses/sites not harmed by storm; or
- 2 – Command Center at LCTCS sister institution through established prior agreement with sites located in Monroe, Shreveport or Baton Rouge; or
- 3 - Out-of-State Location.

Determinations are made to reopen operations (Student, Financial and Human Resources Systems, Distance Learning, etc.) and when employees and students may return to some, or all, campuses and sites. The phone information line (504-671-5000), website ([www.dcc.edu](http://www.dcc.edu)), college-wide email, text messaging, and any other means deemed necessary or appropriate will provide information of operable campuses and sites and will direct staff, faculty, and students where and when to report for work or classes. In the event of catastrophic damage to the Greater New Orleans area preventing the return of residents in a reasonable timeframe, website and phone information line will indicate the College is closed for the foreseeable future.

Non-essential employees, as determined by each employee's respective departmental hurricane plan, are notified via the website, phone information line, college-wide email, text messaging and any other means deemed necessary or appropriate, that they must report their temporary location to their supervisor within five (5) to seven (7) calendar days of the post-catastrophe message posting. Supervisors determine assignments for individual staff and faculty members. As areas in the Greater New Orleans area are opened for residential and business occupation, the College leadership team designates which campuses and sites will be used for instruction and administrative purposes.

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