

# **VPAA Office Hurricane Preparedness Plan**

The Atlantic hurricane season extends from June 1 to November 30. The location of Xavier University of LA in New Orleans requires that the Vice President for Academic Affairs (VPAA) Office maintain a current hurricane preparedness plan. This plan will be reviewed and updated each year in February. The VPAA Hurricane Preparedness Plan consists of the following:

1. **VPAA Hurricane Preparedness Procedures** which describes the procedures used by the VPAA Office in the event of a hurricane threat and potential shutdown of the University;
2. **VPAA Extended Evacuation Plan** which outlines how the VPAA Office will operate if the evacuation period lasts more than one week; and
3. **VPAA Office Shutdown and Start-Up Procedures** which outlines the steps taken by VPAA Office personnel to close and then re-open the Office in the event of a campus closure.

These documents will be located in the Academic Affairs shared directory on 'ncf-fss-01\dept\$' with portions also on the University web site.

## **Hurricane Preparedness Procedures**

The Office of the Vice President for Academic Affairs hurricane preparedness procedures will commence when one or more of the following conditions occur:

1. A tropical disturbance is within three (3) days or less of the New Orleans area and expected to become a hurricane;
2. A hurricane warning is issued for the New Orleans area;
3. A campus closure announcement is issued.

### **Academic Emergency Response Team**

The Academic Emergency Response Team (AERT) will be responsible with assisting the Vice President for Academic Affairs in decisions related to the University during the hurricane threat and/or evacuation. The team consists of the following:

1. Chair, Vice President for Academic Affairs
2. Associate Vice President for Academic Affairs
3. Dean, College of Arts and Sciences
4. Dean, College of Pharmacy
5. Dean, Graduate School
6. Dean, Admissions
7. University Registrar
8. Director, University Library

### **Prior to Campus Closure**

Early preparation is critical to ensure the readiness of the campus in the event of an evacuation. This preparation is outlined below:

1. By May 1<sup>st</sup> of each year:
  - a. All deans, department chairs, and managers of academic staff offices will verify the accuracy of the VPAA Office Contact List.
  - b. All deans, department chairs, and managers of academic staff offices will verify the accuracy of their own area's Contact List.
  - c. Email accounts for the faculty registry and the student registry are established.
  
2. At the beginning of each semester, the Potential Online Courses Database is compiled. This database will consist of courses that extensively use Blackboard or some other internet tool that can be taught online during an evacuation.
  
3. If a tropical disturbance is within three (3) days or less of the New Orleans area and is expected to become a hurricane, or if a hurricane warning is issued for the New Orleans area, the Chair of the AERT will convene a meeting. Discussion issues include the:
  - a. Back up of all academic offices data;
  - b. Activation of all academic departments and offices emergency plans;
  - c. Reporting to all academic departments and offices of AERT meeting outcomes;
  - d. Status of Office of Technology Administration key applications (Banner, Email, Banner Web, and Blackboard) during potential evacuation;
  - e. Final check of VPAA Office Contact List; and
  - f. VPAA Office Contact List distributed to all academic department chairs and managers.

After the initial meeting, the AERT members will report emergency preparation progress in each of the academic areas to the Vice President for Academic Affairs until the threat has passed or the President has announced a campus closure.

### **Campus Closure Announcement**

Within forty-eight (48) hours of the closure of the campus, the AERT members will inform all academic departments and offices to activate their emergency plans.

### **Emergency Information**

Official emergency information can be obtained from Xavier's emergency phone number, 1-800-520-XULA, and will be posted on the University Emergency website ([www.xulaemergency.com](http://www.xulaemergency.com)). The Associate Vice President of University and Media Relations has been designated as the official source for all University announcements.

## **During Campus Closure**

Many factors will determine the length of time that the campus will be closed. The following details the plan for various closure time periods.

### **Campus Closed for Three Days or Less**

On the second day of closure, members of the AERT will discuss via conference call (or email) possible changes to the Academic Calendar. Academic department chairs and managers will be informed of any changes.

All academic department chairs and managers should report their current location to their immediate supervisor **by the second day of evacuation.**

### **Campus Closed for More Than Three Days**

By the fourth day of closure, the faculty registry will be activated on the University Emergency website. **All faculty are expected to register their information on this registry by the fourth day of closure.**

On and after the fourth day of closure, the following activities will take place:

- AERT members will prepare for the implementation of online courses;
- The OTA will be consulted regarding the availability of key software applications to prepare for an extended evacuation period.
- Faculty who will teach online courses will be contacted. Announcements will be made on the University Emergency website concerning the commencement of online courses. The University Librarian and the Distance Learning Coordinator will also be contacted.
- Separate Faculty and Student web pages will be activated on the University Emergency website with pertinent announcements.

### **Campus closed for More than One Week**

If the campus is closed for more than one week, the VPAA Extended Evacuation Plan will be activated.

## **Post-Campus Closure**

Once an announcement has been made regarding the campus reopening, all AERT members, associate deans, all academic department chairs and managers, and other designated individuals will be required to make plans to arrive on campus one day prior to campus reopening in order to begin individual office start-up procedures. Each academic area should have detailed start-up procedures in their emergency plans.

## **VPAA Extended Evacuation Plan**

If the University is closed for more than one week, the following plan will be activated.

### **Academic Extended Evacuation Team**

The Academic Extended Evacuation Team (AEET) will be charged with assisting the Vice President for Academic Affairs in the event of an extended evacuation. If the need for a central office for the AEET arises during the extended evacuation, then all members of the team will be **expected** to relocate, if need be, to the designated location. The team will meet daily to discuss issues associated with the evacuation. The team consists of the following:

1. Chair, Vice President for Academic Affairs
2. Associate Vice President for Academic Affairs
3. Dean, College of Arts and Sciences
4. Dean, College of Pharmacy
5. Dean, Graduate School
6. Associate Dean, College of Arts and Sciences
7. Associate Dean, College of Pharmacy
8. Dean, Admissions
9. University Registrar
10. Director, University Library
11. Scholarship Coordinator

### **Activation of Student Registry**

At the beginning of the second week of evacuation, the student registry will be activated on the University Emergency website.

### **Online Courses Activation**

Online courses will begin once all necessary online software systems are working. The Distance Learning Coordinator (DLC) will be in contact remotely with faculty who are teaching online on a daily basis. The DLC will report to the Associate Vice President for Academic Affairs daily.