Overview
Emergency Evacuation Plan

- Dillard University will begin monitoring weather conditions within 96 hours of a tropical storm or hurricane.
- Emergency Evacuation will be authorized by the President within 72 hours of anticipated landfall of a tropical storm/hurricane based on reports from national and local weather forecasts. Designated staff will evacuate to Shreveport, LA at hotel sites reserved in advance.
- Residential students will receive evacuation instructions from the Dean of Students.
- Text messaging is already available; students and university personnel need to sign-up to receive messages via their cell phones. Sign-up is available through a link on the University’s website at www.dillard.edu/emergency.
- A back-up website server has been established at a remote site.
- Emergency information will be updated continuously on the Dillard website: www.dillard.edu.
- Emergency Evacuation Plan will be placed on the Dillard website: www.dillard.edu.
- An Academic Plan has been developed to ensure no loss in instruction for students; students should consult instructors regarding individual class plan. Check Blackboard for details.
- Each division and department will have a Telephone Calling Tree with emergency contact numbers and a designated emergency coordinator.

8-Step Emergency Plan Summary (Weather Related)

DECLARATION OF EMERGENCY

1. The President authorizes the declaration of an emergency within 72 hours and immediately begins evacuation procedures once a tropical storm/hurricane has been forecasted to hit New Orleans.
2. The President will meet with the staff of the Emergency Operation Center (EOC) to review status and reports of weather conditions. EOC members include: Director of Risk Management, Director of Public Safety and Director of University Communications.
3. Decision is made to assemble full Emergency Response Team (President, EOC members, Senior Cabinet, AVP Facilities Management, Dillard Dining Services, ITT, Human Resources and University Nurse).
4. President (or designee) declares emergency/crisis status and gives instructions to ensure maximum coordination to members of the EOC.
5. Emergency response team begins implementation of plan based on the nature of the situation.
6. Emergency response team assembles as frequently as necessary to provide status updates.
7. During the emergency, members of the response team will handle tasks as assigned.
8. Recovery procedures will be implemented after the President declares “all clear” and return to business as usual.
Emergency Evacuation Preparation Checklist

STUDENTS

Non-Residential
☑ Check with local media regarding closure and evacuation.
☑ Check with nolready.com for the city of New Orleans’ evacuation pick-up sites.
☑ You will be informed of make-up days if necessary.

Residential
☑ Determine where you will evacuate.
☑ If you require evacuation assistance contact Student Affairs for information.
☑ Pack medicines, valuables, toiletry items, pillow and blanket or throw cover.
☑ Unplug all electronic devices. Move items away from windows and off the floor.
☑ Notify residential life staff of your destination and contact number.
☑ If instructed, you must evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
☑ Check in with residential staff upon your return to receive further instructions.
☑ Take photos if possible before you leave.
☑ Take important papers and research documents.
☑ Take CDs, DVDs and other electronic storage devices.
☑ Check with local media for further instructions.
☑ Persons with disabilities use the “buddy system” for assistance to the most appropriate exit route or nearest area of rescue.

☑ Evacuate as instructed. Be sure to inform President’s Office of your destinations and contact information.
☑ You will be notified regarding further instructions to return to campus.

For communications updates:
Information Line: (504) 816-4411
1 (877) 551-5581
Website: www.dillard.edu

Sign up for Campus Alerts at www.dillard.edu/emergency
Follow us on Twitter @du1869

Dillard University
2601 Gentilly Boulevard
New Orleans, Louisiana  70122

FACULTY
☑ Once notified of closure, dismiss classes if necessary.
☑ Move items from floor of your office.
☑ Turn off/unplug all electronic devices.
☑ Secure valuables and lock all doors.
☑ Check with local media for further instructions.

STAFF
☑ Once notified of closure, turn off and unplug all electrical equipment.
☑ Remove anything from the floor.
☑ Dispose of trash and food items.
☑ Clear items from desk and near windows.
☑ Secure valuables and lock all doors.
☑ Watch local media for further instructions.

EMERGENCY RESPONSE TEAM
Members:
President, President’s Cabinet, Public Safety Director, Director of Communications, AVP Facilities Management, Director of Risk Management

Others as designated by supervisor/vice president depending on situation.

☑ Report to president’s conference room when instructed for briefing and assignment prior to emergency and as instructed once implementation of plan begins.
☑ Secure personal work space.
☑ Direct employees as instructed.
☑ Implement tasks as determined by Emergency Response Team.