

## HURRICANE-DISASTER PLAN

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*Responsible administrator: Dean*

*Last updated/reviewed: 8/21/2019*

This policy is intended to outline procedures for the Harrison School of Pharmacy for hurricane-disaster preparation and planning as well as procedures to be followed in the event of hurricane/disaster. The plan applies to both the Auburn and Mobile campuses. Although specific reference is made to the Mobile campus because of its proximity to the Gulf of Mexico.

### **Hurricane Emergency Plan**

The Atlantic Ocean and Gulf of Mexico annual hurricane season extends from June 1 to November 30 each year. Official information and advice on hurricane and severe weather safety preparedness can be found at a variety of federal, state and local web sites – some of which are listed below:

[www.noaa.gov/](http://www.noaa.gov/)

[www.weather.com](http://www.weather.com)

[www.mcema.net/shelter\\_locations.asp](http://www.mcema.net/shelter_locations.asp) - Mobile County specific web site

Local media including radio and television stations provide information on storm path, evacuation orders, as well as shelter locations.

For the purposes of this document and communication, the following definitions will be utilized.

- A **hurricane watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.
- A **hurricane warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours. When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

### **HSOP Hurricane Emergency Preparedness Team**

The following positions comprise the Hurricane Emergency Preparedness Team and are responsible for making decisions during the Pre-season Preparation, Threat Assessment, Class Cancellation, Campus Closure, and Aftermath stages:

- Dean HSOP
- Assistant Dean/Associate Department Head – Mobile Campus
- Associate Dean for Academic Programs
- Department Heads
- Executive Director of Experiential Programs
- HSOP Student Government President-(included to facilitate communication with the HSOP student council regarding emergency housing for students if required)

### **Emergency Information**

Messages of importance will be sent to all HSOP faculty, staff and students via school-wide e-mail. Email will be the official mode of communication both prior to a storm's landfall and after the storm. If the P1-P3 students, faculty or staff are unable to access email due to inclement conditions, information may be obtained by contacting the HSOP Auburn campus office number 334-844-8348. Preceptors and P4

students can also obtain information by contacting the Experiential Programs Office at 334- 844-4195 (this will change) or the Executive Director of Experiential Programs 334-844-4329.

### **Hurricane Emergency Plan**

The Hurricane Emergency Plan is divided into five 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.

1. Pre-Season Preparation
2. Threat Assessment Stage
3. Class Cancellation Stage — students enact personal evacuation plan
4. University Closure Stage - faculty and staff required to leave campus
5. Aftermath Stage

### **STAGE ONE: Pre-Season Preparation**

Students should not wait until a hurricane threatens the area to make personal plans. Each student is responsible for preparing a Personal Evacuation Plan.

To prepare a Personal Evacuation Plan, students should identify where they could go if they are told to evacuate. Students should choose several places – home (especially if home is within a 200 mile radius of the University and home is away from the storm’s path), a friend's home in another town, a colleague’s home on the Auburn campus, a motel, or a designated storm shelter. Generally, it is safer to evacuate to the north, further inland, than it is to evacuate to the east or west along the Gulf coast in case the storm turns just before landfall.

Students should attempt to evacuate to a location with internet access. Evacuation to the Auburn area, provided Auburn is not also in the path of the hurricane, would allow P1-P3 students to continue with course work in the event the Mobile Campus is closed after a storm. The pharmacy school student government and school administration will attempt to assist students who need temporary evacuation housing in Auburn.

A tropical weather situation in Mobile may not significantly impact classes in Auburn. Students and faculty should be prepared to continue with course work during a tropical weather event.

**Prior to evacuating – the anticipated location for evacuation as well as two contact phone numbers should be recorded in PharmAcademic in the section for emergency contact. If a student changes locations after the storm, they should update the information in PharmAcademic if possible – or notify the School of Pharmacy Auburn Campus at 334-844-8348**

- Keep a copy of this policy or of the school telephone list as well as a road map of the area. Students may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- Secure a full tank of gas for your vehicle as early as possible.
- Arrange for a ride with someone else if you do not have a vehicle.
- Obtain a supply of cash, food, and other necessities.
- **Take your personal laptop computer with you.**
- Back up data on your computer hard drives.

## **STAGE TWO: Threat Assessment**

Stage Two begins when a weather pattern is elevated to tropical storm status and poses possible danger. The University may be under Stage Two for several weeks or days before predicted storm landfall. Under Stage Two:

1. The Hurricane Emergency Preparedness Team will assess available factual information and begin implementation of the plan. Information is taken from the National Weather Service, the City of Mobile Office of Emergency Preparedness and the University of South Alabama Administration.
2. The team will determine the current USA University operating status, special instructions, and the next scheduled update.
3. All information is distributed via email.
4. Students are advised to begin researching available air, train, and bus schedules and fares if they are not evacuating by car.
5. Students are encouraged to identify an evacuation destination.
6. Students are reminded to notify their parents/family of their personal evacuation plan and location, especially if they are not going home.
7. Within 72 hours of predicted landfall, the team will make a decision whether or not to cancel classes.

## **STAGE THREE and FOUR: Class Cancellation/University Closure**

The Hurricane Emergency Preparation team will announce the effective time and predicted length of class cancellation. This decision will take into account information from the National Hurricane Center, storm intensity, University of South Alabama status, and evacuation orders issued by the governor.

**Under no circumstances will students or staff be allowed to stay on campus once a decision has been made to evacuate and close the campus.**

### **Faculty and Staff Responsibilities:**

For the Mobile campus, the Assistant Dean for the HSOP Mobile Campus should exchange contact information and a proposed contact schedule with USA Campus Security. Auburn-based faculty & staff should follow the Auburn campus emergency policy at [http://www.auburn.edu/administration/campus-safety/emergency/severe\\_weather.html](http://www.auburn.edu/administration/campus-safety/emergency/severe_weather.html).

Faculty and staff should take the following precautions prior to leaving:

- Provide evacuation information to the Assistant Dean of the HSOP Mobile Campus
- Move office items away from office windows;
- All computer and electronic equipment should be turned off, unplugged, and covered with plastic sheeting;
- All skills laboratory equipment should be secured in the exam rooms or closet; and
- Faculty should communicate with their clinical departments evacuation information and plans for individual rotation students.

### **Student Responsibilities:**

P1, P2, P3

- Students should take their laptop, notes, and other course materials with them during an evacuation and plan to continue course work if possible.

- Students should update their destination information in PharmAcademic prior to evacuating.
- Classes in Auburn may continue during a class cancellation for the Mobile Campus.
- Instructors for individual courses will post information for students regarding course requirements during evacuation.

P4

- In the event of an evacuation order, rotation students are considered non-essential personnel. Students are encouraged to follow the advice of state and local officials. The decision to evacuate is left up to each student's discretion. Students are encouraged to monitor the local media and emergency management system warnings.
- Students should provide destination information in the emergency contact section of PharmAcademic prior to evacuating. Students staying in the region should also enter that information into PharmAcademic.
- Students should discuss evacuation plans with their rotation preceptor and obtain contact information for that preceptor for the evacuation period.
- Students are expected to return to the area as soon as possible after the storm to resume rotation activities.
- Make up days and or work may be required to complete rotations interrupted by tropical weather. Students may not receive 40 hours of credit for weeks involving evacuations unless the work is made up.
- If other critical learning activities are impacted, these activities will be rescheduled as soon as possible after the storm.

#### **STAGE FIVE: Aftermath**

No one is permitted to enter the campus until the campus has been deemed safe. Once the storm has passed and if the campus is accessible, Physical Plant and Campus Police inspect for damages to all buildings, grounds, and utilities. Emergency repairs are made if practical. In Mobile, the University of South Alabama facilities department will determine the availability of utilities and level of damages in individual buildings. USA will determine when access to the building will be available.

Under Stage Five:

1. The Associate Dean for Academic Programs and the Assistant Dean of the Mobile campus will communicate available factual information to the team, including flooding, road closures, curfews, etc.
2. The Hurricane Emergency Preparedness Team will determine a plan for continuation of student coursework as well as evaluating any damage to facilities, etc.

#### **Faculty and Staff Responsibilities:**

When the University of reopens, faculty and staff are expected to return to work or communicate with their direct supervisor regarding their plans to return.

#### **Student Responsibilities**

P1, P2, P3

- Students should attempt to maintain coursework during and after an evacuation. Students who are unable to do so should communicate with individual instructors and the Office of Academic Programs.

- Students should monitor email (if possible) and local media outlets for information regarding evacuation status, availability of utilities, and school status.
- Evacuations lasting more than a week may result in students being unable to complete the semester and possibly not progressing within the program, if the student is not able to continue with course work during the evacuation. HSOP will make every attempt to assist students with course continuation during an evacuation through technology.

P4

- Rotation students should attempt to contact their rotation preceptors as soon as possible and create a plan for resuming rotation activities.
- An interruption of rotation activities for more than 5 days may result in an incomplete or possibly require that the student complete that rotation at a later date. This may result in changes in rotation schedules subject to preceptor and site availability. Graduation may be delayed in the case of significant interruptions in rotations and will be decided on a case by case basis by the Experiential Programs Office.
- Students should monitor email (if possible) and local media outlets for information regarding lifting of evacuation orders, availability of utilities, and school status.