Facilities and Property Committee  
(Following the Legislative Affairs Committee)  
Friday, April 7, 2006  
Science Lecture Hall  
Southern University - Shreveport

AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

5. Informational Item(s)
   
   A. Disaster Preparedness Plan, System-wide
   
   B. Status Reports
      (1.) SUNO Buildings
      (2.) SUBR Dormitories
      (3.) 610 Texas Street, Shreveport

6. Other Business

7. Adjournment

Members
Mr. Walter Guidry, Jr. - Chairman
Mr. Louis Miller, Vice Chairman
Mr. Ramonte Hannon
Mr. Richard J. Caiton, Jr.
Atty. Tony M. Clayton
Mrs. Anne Z. Kiefer
Mr. Myron K. Lawson
Ms. Lea M. Polk
Mr. Johnny G. Anderson, Ex officio
“When the Levee Breaks - Lessons from Katrina, Rita for University Planning”

Developing Disaster Readiness, Management Processes and Plans

Southern University System

Dr. Michael Ralph
AVP Planning, Research, Academic & Student Affairs
“When the Levee Breaks: Katrina, Rita & University Planning”

Developing Disaster Readiness, Management Processes and Plans

Dr. Michael Ralph
AVP Planning & Research
Southern University System
Baton Rouge, Louisiana

Presenter
Southern University System

Approx 15,044 students

Southern University System

Southern University Agricultural Research & Extension Center
Non-instructional, research & extension facility

Southern University New Orleans
Approx 23% students

Southern University Baton Rouge
Approx 60% students

Southern University Shreveport
Approx 14% students

Southern University Law Center
Approx 3% students
Campus Safety and Emergency Preparedness

I. Actions Completed prior to Katrina

1. System VP for Administration, Dr. Ralph Slaughter directed a System-wide project that developed a Southern University System Safety Handbook and General Safety Manuals for each System campus with campus teams from each campus. Executive Associate to the President, Diane Craig coordinated this project.

2. These documents are revised annually by Executive Associate to the President, Diane Craig and campus safety teams.
Disaster Preparedness

II. Actions completed after Katrina and on going

I. Actions Completed

1. Reviewed of Southern University System Safety Handbook

2. Formed partnership for Southern University System disaster planning with local and national disaster planning entities

Partners

- LA Board of Regents
- FEMA
- Society for College and University Planning
- James Lee Witt Associates
- SREB
Disaster Preparedness

Roles of Partners

- LA Board of Regents
  - Establishing guidelines & standards for all colleges and universities in disaster planning and preparation
  - Reviewing and providing feedback for strengthening disaster planning
  - Providing access to disaster preparation and planning materials
  - Serving as a liaison to FEMA and other key parties
  - In the future providing access to funding for disaster preparation (no time-frames set)
Disaster Preparedness

Roles of Partners

- FEMA
  - Establishing guidelines & standards and statutory regulation for all colleges and universities in disaster planning and preparation
  - Reviewing and providing feedback for strengthening disaster planning
  - Providing access to disaster preparation and planning materials
  - In the future providing access to funding for disaster preparation (time-frames not yet set)
FY 2006 and FY 2007 Requirements for funding:

In order to receive FY 2006 preparedness funding, the minimum FY 2005 compliance requirements described above must be met.*

- Applicants will be required to certify as part of their FY 2006 grant applications that they have met the FY 2005 NIMS requirements.

- Additional information about NIMS compliance and resources for achieving compliance will be forthcoming from the NIC.

*Completing the NIMS Awareness Course: “National Incident Management System (NIMS), An Introduction” IS 700
Formally recognizing the NIMS and adopting the NIMS principles and policies
Disaster Preparedness

Roles of Partners

- Society for College & University Planning (SCUP)
  - Invited SU System AVP for Planning to join a group of other college planners to develop guidelines for college and university disaster planning
  - Hosted a Jan. 26, 2006 Webinar to have Southern Univ. System & LSU share their Katrina experience with other colleges and universities with recommendations for disaster planning
  - Invited SU System AVP for Planning to present a disaster planning process and plan at the SCUP Annual Conference in July, 2006
  - Joined with Southern to continue disaster planning
Disaster Preparedness

Roles of Partners

- James Lee Witt Associates
  - Agreed to partner with Southern and provide technical assistance in the development of appropriate disaster preparation plans

- SREB
  - Agreed to partner with LA Board of Regents and Southern and other state colleges and universities
  - Implemented a series of Webinars with the BOR in disaster preparedness – Completed Series I, March 16 Series II, March 23 and III March 30. Series IV is planned for April 13.
Disaster Preparedness

I. Actions Completed (Cont’d)

- Prepared guidelines and recommendations for manual on disaster planning, consistent with BOR, FEMA and SCUP recommendations (this information will be used to update and replace existing manuals and documentation)
- Collaborated with SCUP planners and served as the lead presenter for a Webinar held on Jan. 26 2006, on the topic of the Katrina experience of Southern University System. The audience comprised 500 colleges and universities nationwide.
- Attended and participated in the first 3 SREB/BOR Webinars on disaster preparedness. This information will be shared with Southern University Disaster Management Council as soon as it is established
Disaster Preparedness

II. Actions to be Completed

Implementing 7 Components of a Disaster Preparedness Planning Program

7. Simulations, Assessment, Evaluations and Refinement
Scope of an Effective Disaster Management program

Critical Project Milestones:

**Phase 1. - Risk Reduction**
Conduct system-wide and campus-wide vulnerability and hazard risk assessments

**Phase 2.- Prevention**
Form a system-wide or campus-wide Disaster Mgmt Advisory Council (DMAC) and charge the council with specific disaster readiness tasks and responsibilities
Scope of an Effective Disaster Management program

Critical Project Milestones:

Phase 3.- Preparedness

Developing a disaster management process Time-Task-Schedule with tasks and schedules for completion
Planning approaches for Formulating and implementing a comprehensive institutional plan & specific components

Phase 4. - Response

Implementing a timely and adequate response

Phase 5 – Recovery – timely and adequate
Implementing effective approaches for mission continuity. Establishing temporary or rebuilt infrastructure
Scope of an Effective Disaster Management program

Critical Project Milestones:

Phase 6 - Mitigation
Technical assistance in reducing loss of equipment and structures

Phase 7.- Simulations, Assessment, Evaluations and Refinement
Conduct practice scenarios, drills, assessment and evaluation and use the results of these to continuously refine the disaster process and plans
Key components & actions steps for a campus-wide Disaster Management Plan

II. Actions to be Completed

Stage 1 – Risk Reduction: (BIG “C”)

Do the research first (collect FEMA, Red Cross, local DCP maps & identify other resources & information)

1) Identify key core group to form a Disaster Management Advisory Council (DMAC)
2) Obtain a charge letter to the DMAC from the System President
3) Educate the campus about prevention & protective actions
4) Formulate procedures for issuing campus-wide alerts, mobilizing first responders & other key emergency responders - BIG “C”
5) Implement emergency powers; line of succession & continuity actions
Key components & actions steps for a campus-wide Disaster Management Plan

Stage 2 – The Prevention stage: BIG “C”

1) Develop Vision, mission and goals statements
2) Identify varying levels of disasters and the changes in response appropriate for each
3) Identify Roles: an emergency/disaster director, campus executive leadership, department/unit heads, faculty, student government, other students, staff all other constituent groups
4) Establish an Emergency Operations Center (EOC)

- the BIG “C” is critical here. After the declaration of an emergency/disaster, all emergency operations will be directed from the EOC
Key components & actions steps for a campus-wide Disaster Management Plan

Stage 3. - Preparedness

Conduct campus vulnerability assessment with hazard and risk assessments

2) Develop a campus map that identifies potential hazardous sites

3) Estimate losses and replacement costs for various events

4) Identify and map evacuation routes and their connection to local & regional routes and alternate routes

5) Determine signs and directions to be posted on campus
Interface with local, city, state, regional & federal emergency planning authorities

1) Identify and ensure the interface with local, city, state, regional & federal emergency planning authorities and ensure a smooth path of transfer of powers & responsibility from campus to other authorities when this becomes necessary

2) Postsecondary Education must become part of the national Emergency Management Assistance Compact (EMAC) program to be effective in the management of disasters

3) Work with EMAC to develop a predictive “Vulnerability Index” in GIS based on inputs of socio-economic factors such as income and housing tenure to create an Index that maps the geographic concentrations of human vulnerability and risks to the social infrastructure. Vulnerability indicators are usually selected, and weighted for predictive value
Key components & actions steps for a campus-wide Disaster Management Plan

Stage 4. –Response
(The BIG “C”)

1) Chancellor/Pres declares emergency – Campus emergency/Disaster Director is now responsible for overall direction of operations

2) All emergency operations now directed from the EOC

3) All announcements now originate or coordinated through the EOC as EOC solicits reports from the epi-center

4) As directed by the EOC, building evacuations or shelter in place directives are triggered

5) As the impacts are analyzed by EOC other emergency & component plans are triggered – information tech, library & facilities plans
Key components & actions steps for a campus-wide Disaster Management Plan

Stage 5. –Recovery – Timely and Accurate

☐ Access back-up Technology files and systems from remote sites

☐ Implement instruction using on-line technology and contingency campus compact partners

☐ Access and utilize temporary housing through prior arrangements
Structure of an Incident Command Center

Incident Commander

Liaison Officer

Safety Officer

Public Information Officer

Operations

Planning

Logistics

Finance / Administration

Command Staff

General Staff
Key components & actions steps for a campus-wide Disaster Management Plan

Stage 6. - Mitigation and Recovery – The BIG “C”

1) Agreements and memoranda of understanding to share and borrow resources and resource persons from the local, state, regional and national partners in disaster management are now triggered

2) Agreements with partner colleges & universities are now activated (campus compact/volunteers/service providers)

1) Agreements with partner institutions in and out of state to host students & faculty, provide services and continue instruction, & associated services activated

2) E-learning capabilities with a network of other institutions to provide on-line courses for evacuated and displaced students activated
Key components & actions steps for a campus-wide Disaster Management Plan

Stage 7. Training, Simulations, Assessment, Evaluations and Refinement –(the BIG “C”)

Pre-requisites for conducting training exercises and drills
Consider real-time, table-top and computer simulations

Phase I
- Determine scope and participation
- Determine objectives and extent of the exercises
- Plan and schedule your event
- Choose and modify a scenario package to fit your needs
- Develop a safety plan
- Develop a media plan
- Coordinate administration/logistics
Continuous Training & Professional Development

Example: Training offered through the FEMA National Incident Management System (NIMS)

Mitigation for Emergency Managers
Mitigation & Recovery Exercise for Local Officials
Flood Mitigation & Recovery Exercise for Local Officials
Hurricane Mitigation & Recovery Exercise for Local Officials
Incident Command System, ICS, Advanced, I-400
Homeland Security Planning Course
Disaster-Resistant Jobs Training
Chemical Awareness
Personal Protective Equipment
Agent Characterization/Toxicity First Aid/Special Treatment
Technical Planning and Evaluation

Go to the NIMS Website http://training.fema.gov/EMIWeb/is/is700.asp
Key components & actions steps for a campus-wide Disaster Management Plan

Simulations, Assessment, Evaluations and Refinement –(the BIG “C”)

Phase II
☐ Perform the drill or the exercise
☐ Document and record the performance

Phase III
☐ Conduct an evaluation
☐ Review the scenario objectives and the extent of the exercises
☐ Review appropriate emergency response plans, procedures, checklists
☐ Review appropriate plans (e.g., safety, security, communications, logistical) developed for the conduct of the event
☐ Attend required training, briefing and debriefing sessions
☐ Observe the performance of responders during the event and document their actions using their evaluation modules or checklists
Key components & actions steps for a campus-wide Disaster Management Plan

Phase 7.- Simulations, Assessment, Evaluations and Refinement – (the BIG “C”)

☐ Evaluate responder performance and the adequacy of procedures, facilities and equipment based on event-specific evaluation criteria and evaluation checklists
☐ Document errors and problem areas in the scenario or conduct of the event
☐ Present their evaluations and recommendations in a formal critique
☐ Implement actions to correct the errors identified
☐ Remember the purpose of this exercise is to revise and refine your disaster planning process and plan

(Remember the lessons lost from the federal DHS exercise called “Hurricane PAM”)
10 Key Summary Recommendations

1. Form a disaster management planning council to develop / implement a campus vulnerability assessment, DM planning process and disaster response, mitigation & recovery plan

2. Establish clear policies to ensure critical campus and supplementary resources for disaster management preparation, response, mitigation & recovery

3. Establish clear, well publicized guidelines for all campus constituents that are triggered by impending and actual disasters
4. Identify a Disaster Management or coordinator/director
Delineate clear responsibilities for campus leaders, student leaders, first responders, other campus personnel and their interface with local, city, and regional responders and disaster management and mitigation planners.

5. Establish and strengthen their basic communications network and establish an alternate fail-safe communications system to be triggered by impending and actual disasters (phone trees are an invaluable resource) -The BIG “C”

6. Establish a central point of communication for public relations during a disaster response, mitigation & recovery (activate campus compact with other campuses nationwide)
7. Map, identify and maintain campus evacuation disaster and alternate routes (collaborate with, city, regional, state and federal emergency authorities. Acquire protocols, maps and contingencies for medical treatment, evacuation shelter etc)

8. Convene regular disaster response, mitigation & recovery workshops and seminars with campus law enforcement, safety, public health, other key responders and all campus department heads

9. Convene training drills, and practice scenarios with the entire campus, volunteers, and in partnership with local, city, regional and federal personnel

10. Back-up and store key campus electronic databases at remote sites, bank emergency supplies, and establish an emergency and disaster campus fund or endowment

10 Key Summary Recommendations
Thank you for your attention!

“When the Levee Breaks: Katrina, Rita & University Planning”

Developing Disaster Readiness, Management

Processes and Plans

Michael Ralph
ORAL REPORT
Oral Report
Oral Report