

PREPARE YOURSELF. KNOW WHAT TO DO!

When severe weather or other emergencies threaten New Orleans, the Tulane community needs information fast. The university's emergency website, **tulane.edu/emergency**, will have up-to-date details on university closings, re-openings, and other vital information.



FLOOD PROCEDURE



TORNADO PROCEDURE



HAZARDOUS MATERIAL PROCEDURE



FIRE PROCEDURE



CRIME PREVENTION



HURRICANE PROCEDURE



BOMB THREAT PROCEDURE



ACTIVE SHOOTER/
VIOLENT INTRUDER
PROCEDURE

Dear Colleagues:

Tulane University prepares for emergency situations through our Office of Emergency Preparedness & Response. Comprehensive procedures are in place to ensure effective and well-managed actions in the event of university emergencies. While our office manages threats and emergency situations year-round, we want to share a few best practices and reminders as we prepare for the 2023-24 academic year.

EMERGENCY ALERTS

Should the need arise for us to send an emergency alert (called TU Alerts), you will receive it via text message, phone call, email, and/or Everbridge app. To receive emergency text alerts (the most common way we send alerts):

- Make sure **your cell phone number** is listed in your portal in Gibson.

Download the Everbridge app, available for free in the App Store and Google Play store and select Tulane University as your organization, then log in with your Tulane credentials.

HURRICANE PREPAREDNESS

When a tropical storm or hurricane threatens the New Orleans area, the university will notify employees about cancellations, closures, and if the university will shelter in place or evacuate via email, text message, and the university's emergency website (**tulane.edu/emergency**).

If a university closure order is given, **employees will not be allowed to remain on any of the university's campuses or use Tulane University buildings as storm shelters, unless designated as essential personnel by the Office of Emergency Preparedness & Response.** Additionally, no employees except designated essential personnel will be allowed to seek shelter with Tulane students who are evacuated by the university. As you create your personal plan, please make accommodations for working and/or teaching remotely for at least a week.

POST-CLOSURE ACTIONS

Following a university closure, the university will provide updated information, including when you may return to the university's facilities, via email, text message, and on the university's emergency website, **tulane.edu/emergency**. Do **NOT** return to any of the university's campus facilities until university leadership has communicated that it is safe to do so.

ADDITIONAL INFORMATION

Additional information regarding emergency preparedness can be found on our website, **emergencyprep.tulane.edu**. You should familiarize yourself with your department's emergency plan to ensure you know your roles and responsibilities in the event of an emergency. If you have any questions, please email us at **emergencyprep@tulane.edu**.



Use this QR code to learn more about downloading and using Everbridge as well as hurricane preparedness.

Sincerely,

Jason Ferguson
Jason Ferguson, MPH
Executive Director
Emergency Management

Meredith Beers
Meredith Beers, PhD, MPH
Associate Director
Business Continuity

Donald Veals
Donald Veals, LEM
Assistant Director
Emergency Response

Develop and be prepared to implement your personal evacuation plan.

Check with Tulane for the latest emergency information.

Tulane AlertLine: (504) 862.8080 Toll-Free: (877) 862.8080

Tulane Emergency Website: **tulane.edu/emergency**

Save this document for future use.

ALERTLINE

In An Emergency... **tulane.edu/emergency**

In New Orleans: 504.862.8080
Toll Free: 877.862.8080

@TulaneEmergency @TulaneEmergency @TulaneEmergency

