



Policy Title: Emergency & Disaster Preparedness

Accountable Dean(s) or Director(s):

Associate Dean of Admissions & Student Affairs
Associate Director of Emergency Preparedness & Response

Reviewed By:

Office of Emergency Preparedness and Response

Approval Body:

Executive Faculty

RELEVANT LCME STANDARD:

5.7 Security, Student Safety, and Disaster Preparedness

POLICY STATEMENT AND PURPOSE:

The LCME states: A medical school ensures that adequate security systems are in place at all locations and publishes policies and procedures to ensure student safety and to address emergency and disaster preparedness.

POLICY GUIDELINES:

Tulane University's **Office of Emergency Preparedness and Response (OEPR)** is charged with preparation, prevention, and response to all-hazards events at the University through comprehensive risk assessment, training, planning, mitigation and response. OEPR coordinates the University's response in a variety of emergency situations, activating Tulane's Incident Command team, issuing mass emergency communications, and coordinating with the City of New Orleans' Office of Homeland Security and Emergency Preparedness (NOHSEP) and with parishes (counties) in the Greater New Orleans Metropolitan area where Tulane has business operations.

In case of an emergency, students enrolled in the School of Medicine (all years) are to follow the University's instructions for responding to the situation. Students rotating at facilities outside the New Orleans area should follow local emergency response policies and procedures. However, regardless of location, Tulane medical students are never part of an emergency team and should always evacuate according to Tulane University directions.

General Requirements

- In the event of an emergency or impending threat, Tulane will send critical email, voice, and text messages to medical students, faculty, and staff at multiple telephone and e-mail addresses.

- To ensure that Tulane has accurate and current contact information in the Office of the Registrar records, medical students, faculty, and staff should update their information through Gibson Online or the Registrar's Office.
- Following an emergency that displaces students from campus, the University will utilize the Emergency Notices website to provide faculty, staff, students, and parents with up-to-date information regarding campus preparations, closing and reopening of University offices, and other relevant instructions.
- If the School of Medicine is closed due to a city-wide evacuation notice, students are asked to finish their work and follow the University's evacuation procedures.
- Medical students, faculty and staff and their families should develop their own personal emergency plans in the event New Orleans is threatened by a hurricane. Personal plans should include destination and transportation arrangements.

Relevant Websites and Links

- [Tulane's Emergency Website](#)
- [Tulane Emergency Communications System Website](#)
- [Emergency Numbers](#)
- [Evacuation Policy](#)
- [Office of Homeland Security and Emergency Preparedness, City of New Orleans](#)

LAST REVIEW DATE/APPROVAL:

Office of Emergency Preparedness & Response: 08/26/24

Executive Faculty: 10/15/24

REVIEW CYCLE:

Annually