

	Emergency Disaster and Preparedness Policy for SOM Student Affairs (LCME Element 5.7: Security, Student Safety, and Disaster Preparedness)	Effective Date:	August 18, 2018
		Current Date:	August 7, 2018
		Contact:	Office of Admissions
Approved By: SOM Executive Faculty		Date Approved:	August 14, 2018

1) GENERAL POLICY STATEMENT

Tulane University’s Office of Emergency Preparedness and Response (OEP) is charged with preparation, prevention, and response to all-hazards events at the University through comprehensive risk assessment, training, planning, mitigation and response. OEP 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 Emergency Management 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.

- a) **Scope:** Applies to School of Medicine students, faculty, and staff.
- b) **Responsible Department/Party/Parties:**
 - i. **Policy Owner:** Office of Student Affairs
 - ii. **Procedure:** Office of Student Affairs; Office of Emergency Preparedness and Response
 - iii. **Supervision:** Dean’s Office

2) DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

- **Dean’s Staff** = Deans for Academic Affairs, Student Affairs, Faculty Affairs, Graduate Medical Education, Finance, Clinical Affairs, Operations, and the TU Medical Group CEO.

3) POLICY GUIDELINES

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 provide updated information on the Emergency Notices website and activate the Tulane Alert Line to provide faculty, staff, students, and parents with up-to-date information regarding campus preparations, announcements about 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.

4) REVIEW/REVISION/IMPLEMENTATION

- a) Review Cycle: This policy shall be reviewed by the Dean's Staff at least annually from the effective date.
- b) Office of Record: After authorization, the Dean's Office shall be the office of record for this policy.

5) RELATED POLICIES

Tulane University Emergency Operations All Hazards Plan

6) GOVERNING LAW OR REGULATIONS

Not applicable

7) ATTACHMENTS

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