

## Campus Safety Monthly Newsletter May 2023 – Hurricane Season Edition

**Risk Management**  
**Environmental Health & Safety**  
**Emergency Management**  
**Ergonomics**  
**Continuity of Operations**  
**Campus Security**

**E-mails**  
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- Backup all computer files on a network drive or approved cloud-based storage program
- Remove and/or surplus any unnecessary items from office, workspace, hallways, exterior storage
- Ensure needed emergency/disaster supplies are available
- Verify all emergency or back-up equipment is operational and create/update list of emergency items and include in COOP
- Review specific roles and responsibilities with employees
- For insurance claims and FEMA reimbursement, photograph all workspaces and high-value equipment

Contact Emergency Management (409-882-3902) with any questions.

### 2 Hurricane Monitoring

During the Atlantic Hurricane Season – June 1 to November 30 – Emergency Management constantly monitors numerous sources for the latest in tropical storm activity that could affect the LSCO, LSCPA, & LIT Communities.

Emergency Management also has working relationships with the Texas Department of Emergency Management, Texas Department of Public Safety, Jefferson & Orange County Emergency Management Departments, and Beaumont, Orange, and Port Arthur Emergency Management Departments and receives updates from these organizations during an active tropical storm event.

### 3 Pre-Storm Action Steps

Pre-Storm Action Steps are guidelines to use during a potential impact from a tropical system. Based on predicted impact, some action steps may

require completion at varying times or may not be required at all.

Phase I: 120 – 72 Hours Before Arrival of Tropical Storm Winds

- All Department Heads review list of essential personnel and make updates as needed. Update COOP plan if any changes
- Conduct a review of existing emergency response plans with employees and ensure they can accomplish assigned roles and responsibilities

Phase II: 72-48 Hours Before Arrival of Tropical Storm Winds

- All Department Heads ensure photo-documentation of all offices, laboratories, and equipment has been completed and stored
- All Department Heads provide situation status to [Emergency Management](#)

Phase III: 48-24 Hours Before Arrival of Tropical Storm Winds

- Department Heads provide employees with post-storm instructions
- Department Heads ensure all emergency operation tasks have been completed

### 4 Post-Storm Action Steps

Immediately following the storm, all employees should evaluate their personal status and then follow their department contact procedures. Employees should monitor their college website and other information sources for updates on when to return to work.

**Important!**

**Campus will remain closed until the Safety Evaluation Unit determines campus is safe for re-entry. Designated essential employees will be notified when to return to campus and must not return until notified. Any**

### 1 Hurricane Season Planning Checklist

Every Department Head should ensure the following preparatory actions have been completed before June 1<sup>st</sup>.

- Update Continuity of Operations Plan (COOP)
- Review and update the personnel who perform the unit’s critical functions and designate them as essential personnel
- Have all employees update contact and evacuation information
- Update contact/notification list and distribute list to all unit employees
- Have employees enter important unit and college phone numbers into cell phone

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employee returning to campus early will be asked to leave.

An employee who has a need to return to campus before it opens can email [Emergency Management](#) and make a request.

## 5 2023 Atlantic Hurricane Forecast

Atlantic seasonal hurricane forecast from Colorado State University calls for a slightly below-normal season: 13 named storms, 6 hurricanes, and 2 major hurricanes.

Forecast Parameter	CSU Forecast	1991–2020 Average
Named Storms (NS)	13	14.4
Named Storm Days (NSD)	55	69.4
Hurricanes (H)	6	7.2
Hurricane Days (HD)	25	27.0
Major Hurricanes (MH)	2	3.2
Major Hurricane Days (MHD)	5	7.4
Accumulated Cyclone Energy (ACE)	100	123
ACE West of 60°W	55	73
Net Tropical Cyclone Activity (NTC)	105	135