

College of Law Evacuation Plan
March 2008

Loyola University has an evacuation plan in the event of a hurricane or other catastrophic event. If an evacuation of the city is eminent, the university will make public announcements through the media, the on campus website and campus-wide emails. Normally, a decision regarding the length of the evacuation will be determined within 72 hours. The College of Law will adhere to and be consistent with the overall university emergency plan.

The College of Law will plan to institute the following:

Pre-Evacuation

- Coordinate college-wide evacuation policies for faculty, staff, and students
- Student enrollment will be maintained
- Advisories will be posted on the web and on the faculty, staff and student list serves
- Text messages will be sent to cell phones regarding closure
- All employees and students will have on file current alternative personal contact information
- To the extent possible, faculty and staff will be retained
- All law faculty and staff have an assigned g-mail account through Google
- All faculty and staff are required to check in with supervisors or the College of Law Dean
- All faculty and staff are to check for updates on the Human Resources web site
- All academic rules will remain in force during the evacuation
- Secure and remove server, equipment and any/all critical documents

Post-Evacuation

- Dean establishes immediate contact with President and Provost
- Dean communicates directly with faculty and critical staff
- Create a Blog to communicate with students and disseminate information
- Consider relocation site for evacuation lasting longer than three weeks.
- Develop plans for resumption of instruction on campus or at a remote site
- Communicate necessary changes in academic policy and procedures caused by the evacuation
- Activate alternative e-mail accounts for personnel and students
- Activate 1-800 number at remote site

Inform faculty, staff and students that additional information can be obtained through the following links:

- University Emergency Plan <http://www.loyno.edu/emergency>
- Emergency Announcements <http://www.loyno.edu/emergencyannouncement.php>
- Risk Management Emergency Evacuation Policies and Procedures
<Http://www.loyno.edu/riskmanagement/emergencyevac.html>