

## HURRICANE AND TROPICAL STORM LCWA ACTION PLAN

*School of Languages, Cultures, and World Affairs*

This document summarizes current procedures for coping with hurricanes and tropical storms. Information about College of Charleston procedures for all emergencies, including those caused by hurricanes and tropical storms, is available at [www.cofc.edu/emergency](http://www.cofc.edu/emergency). All LCWA employees should give careful attention to the *College of Charleston Hurricane and Tropical Storm Preparedness Plan*, available at the previously listed URL. Should any procedure described or statement made in this document conflict with institutional policies or directives of institutional or school administrators, those policies or directives shall supersede the procedures and statements contained in this LCWA document. This document is designed for faculty and staff of LCWA.

### 1.0 Priorities for Hurricane and Tropical Storm Preparation

The following statements shall provide general guidance for LCWA faculty and staff in preparing for possible hurricane and tropical storm events affecting the Charleston region.

1.1 No faculty or staff member of LCWA is “essential personnel” as defined in the *College of Charleston Hurricane and Tropical Storm Preparedness Plan*. Faculty and staff members should not remain on campus if campus is closed.

1.2 LCWA faculty and staff should always supply current home telephone and cellular telephone numbers to department chairs, program directors, and other supervisory personnel. They should review this information for accuracy before a critical weather event and should supply LCWA supervisory personnel with any non-institutional e-mail addresses that might be used during or after a weather event. Faculty and staff members are reminded that a severe weather event might make cellular telephones with 843 area codes unusable in the days following the storm. Institutional e-mail and Web sites also might be compromised following a severe weather event.

1.3 In preparing for weather incidents, all LCWA faculty and staff who are on campus during normal business hours are expected to assist with weather preparations if the campus has not been closed or an evacuation notice given. Weather preparation is NOT the sole responsibility of the chair and the office staff.

1.4 LCWA is not responsible for the protection of the private property of individual faculty and staff members when such property has been left in LCWA offices, storage rooms, closets, conference rooms, or institutional classrooms. Faculty and staff members are responsible for the removal or protection of their private property. Private property is left in LCWA offices at the risk of the individual faculty or staff member.

1.5 LCWA has offices and facilities in nineteenth- and twentieth-century buildings in flood-prone areas of Charleston. Faculty and staff should assume that roofs, windows, and exterior doors will leak during any significant weather event. During a severe weather event, faculty and staff with ground-level offices should expect flooding to at least three feet in their offices and should plan accordingly in moving equipment and belongings to more secure areas.

1.6 If the Charleston region experiences a voluntary or mandatory evacuation, faculty and staff are encouraged, but not required, to take their laptop computers and/or data storage devices with them as they evacuate. Reasonable steps must be taken to maintain the security of all campus property taken from campus. Vital student data or records should not be removed from campus without consulting their chair on privacy and security issues.

1.7 If the Charleston region experiences a voluntary or mandatory evacuation, LCWA faculty and staff should supply information about their evacuation plans to supervisory personnel prior to evacuation.

1.8 Prior to leaving campus, faculty and staff should attempt to back up their data to the College of Charleston data network and/or to other suitable media. Following any weather event, faculty and staff should not assume they will have remote access to any campus network, including access to stored data.

1.9 When a hurricane or tropical storm is anticipated, LCWA will make available plastic trash bags and/or plastic sheeting, which should be used to protect office contents.

## **2.0 During the Weather Event**

LCWA faculty and staff members should not remain on or come to campus during any hurricane or tropical storm or when the campus has been closed for weather-related reasons or an evacuation order given.

## **3.0 Following a Hurricane or Tropical Storm**

3.1 Once the campus has been closed, LCWA employees should return to campus following a hurricane or tropical storm only when the campus has been re-opened and all employees given permission to come to work. No LCWA faculty or staff member is considered “essential personnel” as defined by the *College of Charleston Hurricane and Tropical Storm Preparedness Plan*.

3.2 Following the return to campus, LCWA faculty and staff should notify the chair (or other supervisory personnel) of any weather-related problems or damage in LCWA offices, conference rooms, storage areas, or institutional classrooms.

## **4.0 Emergency Contact Information**

4.1 To the fullest extent possible, faculty and staff are encouraged to check e-mail accounts and cellular telephone voicemail on a regular basis during and after any weather event. Following a severe hurricane, text messaging may be more reliable than other cellular telephone features.

4.2 If evacuation schedules permit, the College of Charleston will activate and announce the URL for an emergency Web site prior to the hurricane or tropical storm event.

## **5.0 Procedure Review and Revision**

This document shall be reviewed and, if necessary, updated on an annual basis. This document is subject to change without notice. The Dean is responsible for the interpretation and application of this document.

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