

HURRICANE PREPAREDNESS PLAN 2020

AGENDA:

- Emergency Response Team (ERT)
- Netchex System / Payroll Systems
- Citrix Remote Desktop
- Employee Communication 888#
- Evacuation Timeline
- Shelter in Place
- Updated Contact List
- What's New to Your Disaster Supply Kit!!
- Additional Resources

Emergency Response Team (ERT)

➤ The Emergency Response team is made up of the following:

- President / CEO
- Management Team
- Director of Facilities and Risk
- Director of IT
- Director of Human Resources



Netchex System and Payroll Systems

1. All Staff can continue to connect to Netchex at <https://netchexonline.net> to continue entering time sheet information.
2. The accounting department will continue to generate and process payroll regardless of **Evacuation** or **Shelter-in-Place** circumstances



Citrix Desktop Systems:

1. Access can be made from any computer at <https://voa.primecloud.com>
2. The connecting PC or MAC will require the installation of the Citrix Receiver download at <https://www.citrix.com/go/receiver.html>.
3. Email only access can be made at <https://webmail.voa.org/owa>.



Agency's Hurricane Information Number

*Management Team will maintain
communication with staff through*

(888)286-9335

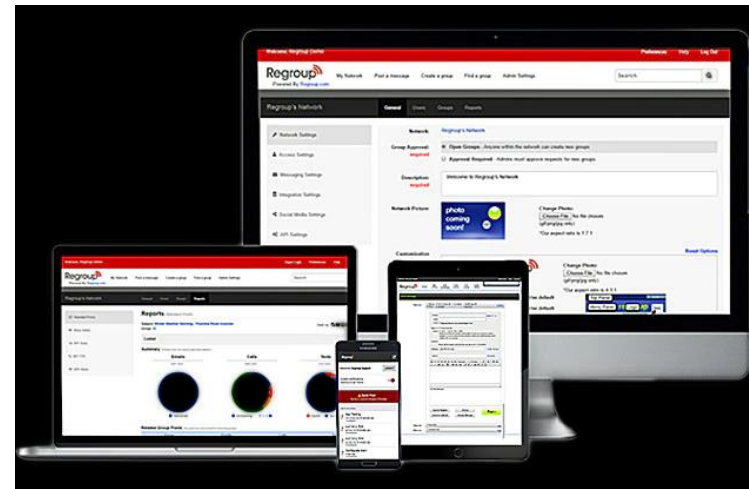




Agency's Communication Texting Alert System

*Management Team will also maintain
communication with staff through*

Regroup
Mass Notification



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Volunteers of America®

SOUTHEAST LOUISIANA

Evacuation Timeline

72 Hours (prior to estimated land fall)

- Evacuation timeline begins.
- ERT meet to discuss evacuation or shelter in place.
- Reserved buses for the evacuation of CLS and RRC are decided upon.

56 Hours

- ERT decides whether to evacuate or shelter in place
- Staff are notified via email and Supervisor. Hurricane line will be updated

Evacuation Timeline

48 Hours

- Evacuation or Shelter in Place begins
- All offices are closed, locked and secured
- All curtains/blinds are closed
- Ground level offices elevated items on top of desk.
- Items near or on windows are removed
- Office with windows-Plastic covering on monitors/ desk.
- Sandbags /water barriers in place for ground level offices
- If evacuation is called, Re-Entry placards will be issued

Evacuation Timeline

24 Hours

- All staff & consumers have arrived to their designated location or all shelter in place procedures are completed.

During Storm

- ERT will monitor the storm to determine feasibility to return.

After the Storm / Tier Level Return

- ERT will stay turned to City announcements to allow Re-Entry access by “Tier Level”
- The Management Team, Facilities Team and additional Leaders will return to physically inspect facilities for damages.
- Once next Tier Level of Re-Entry has been issued, tier staff will be notified
- Return to work updates will be placed on communication line and the texting alert system.

Shelter in Place

- Administrative staff will be informed of office closures.
- Return to work information will be on phone line 888-286-9335 and texting alert system.
- Housing programs will remain in doors and follow their program specific shelter in place procedures.
- Each program has procedures to govern responses to hurricane situations based on licensing, contracts and other requirements.
- Each Program Director is responsible for designating their emergency staff.

Updated Contact List

- It is recommended that each program/facility ensure they have an updated contact list of all staff members on their team.
- Staff are to annually update their contact information in Netchex.

Phone Number

Alternate Phone Number

Additional Resources:

- ✓ Emergency Contact Information List- *page 32*
- ✓ Critical Vendor List- *page 31*
- ✓ Additional Emergency Radio Frequencies- *page 30*
- ✓ Contra Flow- *page 33*

All of this information can be located in the 2020 Emergency Preparedness Plan.

What's New to Your Disaster Supply Kits??

Due to COVID-19 Please make sure you add these essential items to your evacuation supply kits:





THANK YOU

Dalean Brooks Forest

**Director of
Facilities and Risk**