

FACT SHEET: Emergency Preparedness

How to Prepare for Disaster



With the support and recommendation of campus partners, the University issues emergency declarations, such as a major storm threatening the New Orleans area. It is imperative that students, faculty, and staff are ready to implement a personal evacuation plan and remain informed about the University's announcements and instructions.

! NEED TO KNOW:

1. Verify insurance coverages with Enterprise Risk Services prior to impending disaster.
2. Review prepositioned contracts.
3. MSAs are acceptable.
4. Review university policies.

“The Emergency Operations Plan (EOP) is activated to coordinate response activities for a wide range of incident types and sizes.”

✓ ACCEPTABLE CONTRACT METHODS:

- Lump Sum
- Unit Price
- Cost plus Fixed Fee
- Time and Materials (T&M) (must have a ceiling clause & loaded rate)



✗ UNACCEPTABLE CONTRACT METHODS:

- SOW and Contract do not match.
- Work/Task orders go beyond SOW.
- Contracts do not contain federal regulations.
- Lack of monitoring.



📱 MORE INFO:



ADDITIONAL RESOURCES:

- Tulane Emergency Preparedness and Response:
 - [Preparing for Emergencies](#)
 - [Emergency Items to Keep in your Residence](#)
 - [Tulane Emergency Terms to Know](#)
 - [Hurricane Preparedness](#)
 - [Considerations for Your Personal Evacuation Plan](#)