

Loyola University New Orleans

Supervisor Emergency Preparation Guide

- Complete all staff and student timesheets as soon as possible, as instructed by Payroll.
- Ensure that you have an updated copy of your department's call tree/roster and have instructed your staff regarding follow up communications.
- If an employee notifies you of a recent change to their contact information and/or home address, instruct them to update their information in LORA Self Service immediately.
- Secure all confidential paperwork and systems prior to leaving the office.
- Remove all items that are close to windows that could be damaged due to water intrusion.
- Remove all perishable foods from refrigerators and dispose of it outside of the office; unplug any appliances (coffee maker, microwave, toaster, etc.).
- Ensure all employees remove personal items that they consider valuable/sentimental.
- Set office phones up to forward to a cell phone, if possible and appropriate.
- Ensure all office spaces are secured/locked upon leaving.
- Ensure that all interior doors are closed within office suites.

Additional Department Specific Tasks:

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