

BUILDING COORDINATOR HURRICANE PREPAREDNESS CHECKLIST

STAGE 1 – PRESEASON PREPARATION

- 1.1 Identify materials around the outside of the building(s) that may need to be moved should a threat of hurricane arise.
- 1.2 Communicate with Department Heads in your building to remind them to perform STAGE 1 requirements for their areas.
- 1.3 Update contact information for strategic individuals, departmental representatives in your building.

STAGE 2 – THREAT ASSESSMENT

- 2.1 Identify any physically impaired persons in your building(s) that may need assistance.
- 2.2 Distribute flyer reminding departmental offices about equipment and departmental items that are on the exterior of the building (Flyer #1).
- 2.3 Survey the area in and around your building(s):
 - A. Note any items that may cause problems in high winds and could end up as projectiles.
 - B. Report these items to their proper custodian.
 - C. These items should be picked up and disposed of, or secured in a safe place, where they will no longer pose any danger.

STAGE 3 – REMOTE CLASSES OR CLASS CANCELLATION

If classes move to remote, no special instructions. If cancellation then:

- 3.1 Contact any physically impaired persons in your building who may need assistance and implement any required assistance as needed.
- 3.2 Close and lock all windows in the building.
- 3.3 Post warning signs on classroom doors (Flyer #2).
- 3.4 Survey the area in and around your building:
 - A. Note any items that may cause problems in high winds and could end up as projectiles.

- B. Report these items to their proper custodian.
- C. These items should be picked up and disposed of, or secured in a safe place, where they will no longer pose any danger.

STAGE 4 – UNIVERSITY CLOSING

- 4.1 Survey the area around your building(s):
 - A. Note items that you reported or any new items that still pose a danger.
 - B. Report these items to proper custodian and also to Facility Services at 280-6675.
- 4.2 On the day the University Administration issues the campus evacuation order:
 - A. If you are in your building, follow the campus evacuation closing procedures.
 - 1) Verify that everyone has left the building
 - 2) Notify the Department of Public Safety and Security (280-6666) that everyone is out of the building.
 - 3) Post Flyer #3 on all exterior entrance/exit doors.
 - B. If you are not in your building, call your backup building coordinator and ask them to complete the campus evacuation closing procedures.

STAGE 5 – AFTERMATH REOPENING

After the campus has been assessed and STAGE 4-Recovery Stage is over, the President or his designee will announce the reopening stage. At this point the Building Coordinators will be allowed back into their buildings.

Building Coordinator

- 5.1 Remove all posted flyers placed on building doors.
- 5.2 Reset all hallways, corridors, and common areas to pre-storm conditions.
- 5.3 Survey the building and report anything that is out of the ordinary to Facility Services at 280-4948 or University of New Orleans Department of Public Safety and Security at 280-6666.
- 5.4 Communicate with departments within the building(s) to obtain status updates of office conditions.
- 5.5 Once the building is deemed ready to open to the public, communicate this information to the appropriate Deans and Directors.

ATTENTION: ALL DEPARTMENTS IN THIS BUILDING

APPROACHING STORM !

Please remember to identify any files and equipment that may have to be **moved away from windows and off the floor.**

Also remember to secure all departmental items that your department may have around the exterior of the building.

Remember: Facility Services will dispose of unsecured items left outside of the building.

Flyer #1

Thank you,
Building Coordinator

STORM APPROACHING

**PLEASE
CLOSE AND LOCK
ALL DOORS
AND WINDOWS
when you leave
the room.**

THIS BUILDING IS CLOSED

**The University of New
Orleans
is under a
Mandatory
Evacuation Order.**

Flyer #3

Thank you,
Building Coordinator