

DEPARTMENT HEAD HURRICANE PREPAREDNESS CHECKLIST

STAGE 1 – PRESEASON PREPARATION

- 1.1 Meet with pre-identified Essential Personnel and remind them of their responsibilities during a Hurricane Emergency.
- 1.2 Update all pertinent information for communication purposes with Essential Personnel (phone numbers, pagers, etc).

STAGE 2 – THREAT ASSESSMENT

- 2.1 Identify and alert Building Coordinators of any physically impaired persons in your department who may need assistance.
- 2.2 Remind employees to identify files and equipment that may need to be moved away from windows and/or picked up off of the floor. (See checklist on next page)
- 2.3 Survey the area in and around your building:
 - Note any items that may cause problems in high winds and could end up as projectiles.
 - If your department stores items outside of the building, be prepared to pick them up and dispose of them, or secure them in a safe place, where they will not pose any danger.

STAGE 3 – REMOTE CLASSES OR CLASS CANCELLATION

- 3.1 If classes move online, notify faculty and staff in your unit.
- 3.2 For class cancellation, remind your Essential Personnel of their duties in case an evacuation is called.
- 3.3 Have someone contact any physically impaired persons in your department and inquire if they need assistance.
- 3.4 Remind faculty and staff to be ready to move files and equipment that are near windows and/or picked then off of the floor.
- 3.5 Back up your files onto the “I” or “S” drive or SharePoint. If the Office of Information Technology does not back up your computers through its server, back up your computers onto transportable media (i.e. USB drives, flash memory, DVD disks etc.).
- 3.6 Survey the area in and around your building.

STAGE 4 – UNIVERSITY CLOSING

- 4.1 Survey the area around your building and pick up any last minute items that are stored outside of the building. *Note: Facility Services will dispose of unsecured items.*
- 4.2 Complete all applicable items on the Shutdown Preparation Checklist on the next page.

DEPARTMENT SHUTDOWN PREPARATION LIST		
A	Read and verify checklist	3
B	Verify employee emergency phone numbers and update as needed. Add temporary contact information if staying at a different location.	
C	Protect valuable files and documents. Move files and equipment away from windows. Place items onto a high location.	
D	Close and latch (or secure with tape) filing cabinets and cupboards.	
E	Protect Notebook Computers. Have employees (equipment custodians) take computers with them during evacuation. OR Move to a secure (locked) location.	
F	Back up computer files. Make more than one copy and store in several different secure locations.	
G	Unplug computers, printers, and all other electrical equipment (except freezers and refrigerators).	
H	Empty all refrigerators of food and other items that will spoil. Please dispose of these materials in the dumpster outside of the building and not in your office trashcan.	
I	Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. <i>Note: Red outlets are typically connected to emergency power.</i>	
J	Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.	
K	Fuel and move state vehicles to a safe location.	
L	Shut off all lights, unplug as many appliances/equipment as possible, close and lock all doors.	
LABS & CHEMICAL STORAGE AREAS		
M	Protect lab notebooks and secure samples/data as necessary for colleagues unable to reach the lab.	
N	Make sure arrangements have been made for the care of laboratory animals.	
O	Fill dewars and cryogen reservoirs for sample storage and critical equipment.	
P	Remove regulators and cap gas cylinders. Ensure all cylinders are secure.	
Q	Use plastic waterproof containers to "over pack" reactive chemicals.	
R	Secure recombinant materials, and hazardous chemicals to prevent breakage and release.	
S	Cover and secure or seal vulnerable equipment with plastic.	
T	Remove equipment, chemicals, wastes and supplies from the floor in areas that may flood and also away from windows that can break.	
U	Update emergency notification lists on lab doors. Add temporary contact information if staying at a different location.	