

BUILDING COORDINATOR & DEPARTMENT HEAD HURRICANE PREPAREDNESS CHECKLIST

STAGE 1 – PRESEASON PREPARATION

Building Coordinator

- 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 departments in your building to remind them to perform STAGE 1 requirements for their areas.

Department Head

- 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

Building Coordinator

- 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.

Department Head

- 2.1 Identify any physically impaired persons in your department who may need assistance. Alert the Building Coordinator as to those people being in your office.
- 2.2 Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.
- 2.3 Survey the area in and around your department:
 - A. Note any items that may cause problems in high winds and could end up as projectiles.
 - B. 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 – CLASS CANCELLATION

Building Coordinator

- 3.1 Contact any physically impaired persons in your building who may need assistance.
- 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.

Department Head

- 3.1 Remind your Essential Personnel of their duties in case an evacuation is called.
- 3.2 Contact any physically impaired persons in your department and see if they need assistance.
- 3.3 Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.
- 3.4 Back up your files onto the “I” drive. If UCC does not back up your computers through its server, back up your computers onto transportable media (i.e. floppy disks, zip disks, tapes, etc.).
- 3.5 Survey the area in and around your department.
 - A. Note any items that may cause problems in high winds and could end up as projectiles.
 - B. If your department stores items outside of the building, they should be picked up at this time and disposed of, or secured in a safe place, where they will not pose any danger.

Note: Facility Services will dispose of unsecured items

STAGE 4 – UNIVERSITY CLOSING

Building Coordinator

- 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.
- 4.2 On the day the Administration issues the campus evacuation order:
 - A. If you are in your building, follow the General Guidelines for Building Evacuations for your building.
 - B. If you are not in your building, call UNOPD and let them know you are not on campus so that they can secure your building.

STAGE 4 – UNIVERSITY CLOSING (CONTINUED)

Department Head

4.1 Survey the area around your department 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 List below.

SHUTDOWN PREPARATION LIST		
A	Verify employee emergency phone numbers and update as needed. Add temporary contact information if staying at a different location.	<input type="checkbox"/>
B	Protect valuable files and documents. Move files and equipment away from windows. Place items onto a high location.	<input type="checkbox"/>
C	Close and latch (or secure with tape) filing cabinets and cupboards.	<input type="checkbox"/>
D	Protect Notebook Computers. Move to a safe location.	<input type="checkbox"/>
E	Back up computer files. Make more than one copy and store in several different safe locations.	<input type="checkbox"/>
F	Unplug computers, printers, and all other electrical equipment (except freezers and refrigerators).	<input type="checkbox"/>
G	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.	<input type="checkbox"/>
H	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>	<input type="checkbox"/>
I	Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.	<input type="checkbox"/>
J	Fuel and move state vehicles to a safe location.	<input type="checkbox"/>
K	Shut off all lights, unplug all appliances/equipment, close and lock all doors.	<input type="checkbox"/>
LABS & CHEMICAL STORAGE AREAS		
L	Protect lab notebooks and secure samples/data as necessary for colleagues unable to reach the lab.	<input type="checkbox"/>
M	Make sure arrangements have been made for the care of laboratory animals.	<input type="checkbox"/>
N	Fill dewars and cryogen reservoirs for sample storage and critical equipment.	<input type="checkbox"/>
O	Securely store all select agents within approved facilities with double containment.	<input type="checkbox"/>
P	Remove regulators and cap gas cylinders. Ensure all cylinders are secure.	<input type="checkbox"/>
Q	Use plastic waterproof containers to “over pack” reactive chemicals.	<input type="checkbox"/>
R	Secure radioactive isotopes, bio-hazardous agents, recombinant materials, and hazardous chemicals to prevent breakage and release.	<input type="checkbox"/>
S	Cover and secure or seal vulnerable equipment with plastic.	<input type="checkbox"/>
T	Remove equipment, chemicals, wastes and supplies from the floor in areas that may flood.	<input type="checkbox"/>
U	Update emergency notification lists on lab doors. Add temporary contact information if staying at a different location.	<input type="checkbox"/>

Note: Once buildings have been evacuated, they will be secured by University of New Orleans Police Department (UNOPD).

STAGE 5 – AFTERMATH REOPENING

After the campus has been assessed and STAGE 4-Recovery Stage is over, the Chancellor or his designee will announce the reopening stage. At this point the Building Coordinators and Department Heads 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 280-6675 or University of New Orleans Police Department (UNOPD) 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.

Department Head

- 5.1 Remove all posted flyers within department.
 - 5.2 Reset all offices and departmental areas to pre-storm conditions.
 - 5.3 Survey the department and report anything that is out of the ordinary to Facility Services at 280-6675 or University of New Orleans Police Department (UNOPD) at 280-6666.
 - 5.4 Once the department is deemed ready to open to employees, communicate this information to the appropriate departmental employees.
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NOTE: To 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.**