

**THE UNIVERSITY OF NEW ORLEANS  
FACILITY SERVICES  
BUILDINGS AND GROUNDS EMERGENCY PLAN**

1. **HOUSEKEEPING** – Secure buildings:
  - A. Secure upper entrances and classroom doors in Liberal Arts Building.
  - B. Move exterior trash receptacles into buildings.
    - i. Remove trash bags and dump them into dumpster.
    - ii. Cover trash can with clean bag.
  - C. Close covers on all large trash containers.
  - D. Close louvers at Human Performance Center.
  
2. **CARPENTER SHOP:**
  - A. Help secure objects that may be carried off by the wind.
  - B. Secure all roof access doors and hatches.
  
3. **AUTO SHOP** – Fill and PM equipment including fuel storage containers:
  - A. Portable pumps.
  - B. Portable generators.
  - C. All service vehicles.
  - D. Put designated equipment into emergency trailer.
  
4. **CENTRAL PLANT** – Secure and prepare the Utility Plant:
  - A. Board up windows at Central Plant Tower.
  - B. Provide schedule of Plant personnel 24 hours for next 72 hours.
  - C. Secure all loose objects at Central Plant.
  
5. **STOCKROOM** – Verify sufficient supplies:
  - A. List of trade specific supplies will be provided by each trade supervisor:
    - i. Grounds.
    - ii. Electrical.
    - iii. Carpentry.
    - iv. Mechanic Shop.
    - v. Plumbing.
    - vi. Central Plant.
  
6. **GROUNDS** – Clear campus of loose objects:
  - A. Relocate unanchored benches, tables and chairs to the Carpentry Shop.
  - B. Secure other loose objects and stow away all flags and banners.
  
7. **ALL EMPLOYEES** – Park all Facility Services vehicles in the shell area West of Campus Police Building on Levee Road.