



HURRICANE
plan [COASTAL
CAROLINA
UNIVERSITY]

COASTAL CAROLINA UNIVERSITY
Hurricane Plan

Table of Contents

SECTION I HURRICANE PLAN

A. Purpose..... 3

B. Scope.....3

C. Policy 3

 1. General Statement3

 2. General Principles3

D. Procedures5

 1. Hurricane Watch5

 2. Hurricane Warning 5

E. Emergency Procedures Plan 6

 1. Activation of the Hurricane Operations Center (HOC) 6

 2. Notification System..... 6

 3. Academic and Administrative Division(s) Responsibility – Equipment and
 Record Security8

 4. Explanation of Terms 9

 5. Hurricane/Tropical Storm Probabilities Supplement 10

Table of Contents (continued)

APPENDICES

APPENDIX A	Hurricane Action Time Line.....	11
APPENDIX B	Hurricane Categories	12
APPENDIX C	Coordinating Instructions	13
APPENDIX D	Hurricane Checklist – Office of Marketing Communications	14
APPENDIX E	Hurricane Checklist – If Residence Halls Remain Open	17
APPENDIX F	Hurricane Checklist – Department of Public Safety	23
APPENDIX G	Hurricane Checklist – Information Technology Services	26
APPENDIX H	Hurricane Checklist – Office of Facilities Management	27
APPENDIX I	Hurricane Checklist – Food Service	30
APPENDIX J	Hurricane Checklist – Essential Personnel	31

COASTAL CAROLINA UNIVERSITY
HURRICANE EMERGENCY PLAN

Effective: February 1, 1996*
REVISED 10/9/2008

Subject: Hurricane emergency procedure

Responsible
Official: Chief of public safety

A. Purpose

The purpose of this procedure is to provide guidance and specific duties for faculty, staff, and students in the event of a hurricane emergency.

B. Scope

These procedures apply to all personnel, buildings and grounds owned and operated by the University.

C. Policy

1. General Statement

It is the policy of the University to view each hurricane threat as an extremely hazardous condition and to minimize the risk to students, faculty and staff consistent with protecting University property. Please listen to emergency warnings on local television and radio stations and take such warnings seriously. The University website will also be used to provide information and important links to weather-related sites and can be found at www.coastal.edu.

2. General Principles

- a. If the University cancels classes or other activities (i.e., camps, conferences, workshops, etc.) due to severe weather or other emergency situations, local radio and television stations and the daily newspaper are notified immediately. All official announcements will be made in coordination with the president and the chief of public safety through the office of marketing communications. The University's decision to cancel classes or special events is made independent of decisions made by the Horry County Schools. Unless an announcement specifically says Coastal Carolina University has cancelled classes, students should assume classes will be held as scheduled.
- b. The University web site at www.coastal.edu will have the most current information available. Do not call the switchboard for information because a

large number of incoming calls will tie up telephone lines and hamper efforts to get accurate information to the University community

- c. Prior to a hurricane emergency, the chief of public safety, or his designee, will convene the hurricane committee for preparedness briefings and assignments.
- d. When classes are cancelled, the provost will notify all academic deans. Each dean is responsible for notifying the faculty of his or her school or area of class cancellations. If classes are cancelled, faculty and staff are expected to report to work. If employees are unable to report to work when classes are cancelled, they should contact their supervisors to make arrangements for taking annual leave or compensatory time. Employees are not expected to risk dangerous traveling conditions to report to work.
- e. When other activities (i.e. camps, conferences, workshops, etc.) are cancelled, the designated group representative will be notified by the University. Said representative is responsible for arranging for the departure of campers or other group members. If a hurricane warning is issued by the National Weather Service, said representative is responsible for arranging for departure of campers or other group members.
- f. If a hurricane warning is issued by the National Weather Service, students who reside in the residence halls will be advised to travel home or inland or directed to emergency Red Cross shelters, prior to the onset of adverse weather conditions. Students who live in the residence halls should communicate with their RA's as to where they will be going and a telephone number, if available, where they may be reached. For residence hall students whose options for travel are limited, the University will direct students to local Red Cross shelters, and also may designate areas in the residence halls where students will report.
 1. Even when classes are cancelled, the University will remain open unless the Governor closes the institution. Faculty and staff members are expected to report to work or make arrangements for annual leave or compensatory time until the Governor issues a closing declaration. Faculty and staff may also check the University web site (www.coastal.edu) for further information. In addition, faculty and staff may access the South Carolina Emergency Management Division website at <http://www.scemd.org/>. (Click on "State Employees Weather Alert".) If the threat of a hurricane exists, faculty and staff should unplug all computer and peripheral equipment, as directed by the information technology services, in their areas prior to leaving campus. **DO NOT UNPLUG TELEPHONES.**
 2. The University has not been designated as an emergency shelter by the American Red Cross, but we have been designated as an in-place protection site for some residence hall students. If an evacuation is ordered, the Red Cross will issue a list of available shelters. **ALL non-**

resident students, faculty and staff must leave campus when such an evacuation is ordered, except essential personnel. The University cannot provide basic necessities for non-residence hall students, faculty and staff during or in the aftermath of a hurricane. When University buildings have been secured, all personnel are restricted from re-entering a building until that building has been determined to be safe for re-entry. Any University personnel seeking to return to the campus after said securing of the campus must contact/notify the hurricane operations center/Department of Public Safety.

3. Following a hurricane, movement to and from the campus may be restricted. Essential personnel who must be available following a hurricane, to protect University property, must be on campus prior to the arrival of the storm.
4. Hurricane-related tasks will take precedence over all other tasks during the emergency and recovery period.

D. Procedures

The procedures for dealing with a hurricane are based upon certain events that occur as a hurricane approaches. These are as follows:

1. Hurricane Watch

Areas of coastal South Carolina will be placed under a hurricane watch by the National Weather Service when there is a threat of a hurricane. Normally this will be at least 36 hours in advance of the hurricane and will generally mean that the forecast movement of the hurricane may place the area in jeopardy.

2. Hurricane Warning

The National Weather Service will place coastal South Carolina under a hurricane warning when there is a high probability that a hurricane will strike this area within 24 hours.

E. Emergency Procedures Plan

1. Activation of the hurricane operations center (HOC):

Upon notification that a hurricane watch has been issued, the hurricane operations committee will meet and decide upon actions to be implemented. All departmental heads, when advised of conditions, will notify those persons whom they need to complete their assigned duties. The hurricane operations committee will recommend a hurricane action timeline to the president. This timeline will include: a) when to initiate voluntary evacuation with class attendance amnesty for students who check out of residence halls and/or leave the area. b) when to cancel classes and initiate mandatory evacuation of residence halls. c) closing of the campus by the governor.

In the event of a campus hurricane alert by the president of the University (or designee), the hurricane operations center may be activated as a command post. The HOC will be located in Atheneum Hall.

The chief of public safety will be in the information/communications center. In the event of activation, preparations and emergency operations will be coordinated by the chief of public safety in consultation with the president.

2. Notification System

a. Rationale

Communication is a key factor in the University's response to an emergency. Good communications policy and practice can assist in the actual management of the crisis; provide direction to students and their families, faculty and staff; and disseminate information to interested constituencies and the public.

b. General

The University will make every attempt to be forthright and timely in its communications with the University community, the media, and the public during an emergency. Decisions regarding communications will be guided by concern for the right to privacy, personal security, legal liability, and the public's legitimate right to be informed. All media and public inquiries will be referred, without comment, to the office of marketing communications. Only the official spokesperson or their designee will articulate the University's position upon receiving the authorization and direction of the president or his designee.

c. Emergency Communication Plan

During a declared emergency, communications — both internal and external — will be under the direction of the president and the chief of public safety, as prescribed by the hurricane emergency plan.

Following the notification of a weather emergency, responsibility to communicate further action becomes that of the respective departments. Department heads shall have a plan to quickly notify their staff and take appropriate action during an emergency situation. To prepare for an emergency, every department should:

1. create a cc-mail or e-mail distribution list of the people in the department;
2. have all cellular telephone numbers for every member of the department;
3. use the regular distribution system;
4. in case of power failure and/or downed telephone lines, nominate someone to personally contact each department member, utilizing a checklist of who had been notified.

d. Communications

During the activation of the hurricane operations center, the chief of public safety will be responsible for internal communications, equipment and assignment. The Chief of Public Safety and the Director of Facilities Operations will also be responsible for the issuance, collection, storage, and re-charging of all radios.

e. Release of Information

All written and oral statements (including news conferences, news releases, open memorandum or letters, interviews, and switchboard messages) to campus groups, media and the public will be disseminated through the office of marketing communications.

3. Academic and Administrative Division(s) Responsibility - Equipment and Record Security

Each division head will be responsible for securing valuable equipment, records, books, etc., that are the property of the division.

- a. Close and secure windows in academic buildings and place all blinds in closed position.
- b. Unplug all equipment from power source, EXCEPT telephones and telephone equipment.
- c. Forward all calls as needed. All call forwarding should be cancelled immediately upon returning to the campus.
- d. Back-up all essential computer files and store them in a safe location.
- e. Turn off and unplug all electrical power cords from the wall to computers, monitors, and all peripherals (printers, modems, etc.) from the power outlets. Do NOT unplug your network connection.
- f. Move all equipment, computers, monitors and peripherals away from windows or doorways, and cover with plastic sheeting.
- g. Essential paper files should be secured in file cabinets or other secure locations.
- h. Do not leave valuable materials on desks, bookcases, or shelving.
- i. Personal belongings of value should be taken or otherwise removed from the University. The University will not replace or compensate individuals for personal items which have been damaged, destroyed, stolen or become missing.
- j. Close and lock all doors and windows.

4. **Explanation of Terms**

a. **Natural Disaster**

A natural disaster as here defined is usually caused by severe weather phenomena such as thunderstorms, tornadoes, tropical storms, hurricanes, and abnormal tides.

b. **Weather Warnings**

The forecasting of a particular weather element that could cause damage for a specified area and time.

c. **Tornadoes**

Violent winds in a very strongly closed circulation. The diameter ranges from approximately 100 feet to as much as a mile.

d. **Tropical Storm**

An area in which wind is circulating from 39 to 73 miles per hour; the area is usually many miles across and the forward movement is generally slow.

e. **Hurricane**

A powerful tropical storm with winds greater than 73 miles per hour. The system is more intense and often covers more area than the tropical storm. Hurricanes usually occur between early June and late November, and most frequently threaten the South Carolina coast area in August and September. Winds circulate in a counter-clockwise direction.

f. **Abnormal Tides**

Abnormal tides often result from strong sustained winds usually associated with a hurricane or tropical storm, sometimes in conjunction with high Spring tides. The greatest tidal danger occurs when the winds are from the South through the West. The height of tides usually can be forecast reasonably well in advance.

g. **Storm Surge**

Abnormally high water is generally caused by an offshore storm system such as a hurricane. Storm surge can be a very destructive force and is responsible for most of the fatalities associated with a hurricane.

5. Hurricane/Tropical Storm Probabilities Supplement

In making the decision to begin hurricane preparations, the hurricane operations committee will compile a variety of information. Keep in mind that a hurricane watch is issued approximately 36 hours before expected landfall, and a hurricane warning 24 hours before expected landfall. The following information is a guide for interpreting the storm probability percentages issued through the National Weather Service.

Hurricane/tropical storm probabilities are issued by the National Weather Service for 17 coastal cities and 27 additional cities on the Atlantic and Gulf Coast of the United States. The forecast landfall probabilities, expressed in percent form, represent the likelihood that the center of a hurricane will pass within 65 miles of the cities for which the probabilities are issued.

There are several things to consider when interpreting the probabilities. First, the numbers are a measure of forecast uncertainty. This simply means that due to the uncertainty of prediction, forecasting direction, intensity, and speed of movement cannot be done with total accuracy. The average error in a 24-hour forecast prediction is 109 nautical miles (seven nautical miles equals eight statute miles); the error increases substantially as the forecast period increases. As a result, the maximum probabilities are low when the hurricane is far from shore. Action plans for disaster preparedness based on these probability percentages will require activation when there may be only a ten or twenty percent probability of hurricane conditions.

A second thing to consider when interpreting probabilities is to look at our area in comparison to other areas adjacent to the Carolina coast. Regardless of percentages, if our area has a higher probability than adjacent areas, we should consider activating our plan. Related to this, we should watch subsequent forecasts to see if our probabilities decrease or increase, as an indicator as to whether hurricane preparations should begin.

Finally, probabilities alone should not govern whether or not a plan is activated. Storm intensity should also be a major consideration in the decision to begin preparations. It should be kept in mind that a storm may intensify as it nears landfall.

The hurricane operations committee itself should never have to base an evacuation decision on storm probability factors. The governor will more than likely always be making the decision to evacuate. Understanding the probability factors, however, should give us the ability to somewhat anticipate an evacuation order.

For further information regarding storm strike probabilities, as well as complete storm advisory and information, visit the National Hurricane Center website at: www.noaa.com.

Appendix A

HURRICANE ACTION TIME LINE

A. Hurricane Watch (2 - 5 days in advance)

1. Hurricane operations committee (HOC) meets.
2. Hurricane checklists reviewed and items completed, as appropriate.
3. Emergency operations personnel begin preparations.
4. HOC to begin planning to determine action plan for residence students.

B. Hurricane Warning (24 hours)

1. Hurricane operations center fully manned.
2. Essential employees move on-campus, or to shelters.
Note: When the campus is under a voluntary or mandatory evacuation order, only essential personnel will be authorized to be on campus property. If Public Safety becomes aware of others who are on the campus, they will notify those parties that they are not permitted to be on the campus and advise them to leave the property.
3. Coordination with Horry-Georgetown Technical College and Horry County Emergency Management.

C. Coastal Areas Evacuated (8 - 10 hours prior to 40 mph winds)

1. Classes cancelled.
2. All residence students directed to return home or to travel to safe inland areas.
3. Residence Halls secured and remaining students moved to designated Red Cross shelters.

D. Adverse Driving Conditions (40+ mph winds) & Hurricane Landfall

1. University closed by the governor.
2. Buildings evacuated and secured.
3. Essential personnel recalled to safe areas.

E. Recovery Operations

1. Buildings and grounds secured and checked.
2. Services restored and buildings reopened, if applicable.
3. University reopened, if applicable.
4. University classes rescheduled, as applicable.
5. Continue reporting and coordination with Chief of Public Safety throughout recovery period.

HURRICANE CATEGORIES

Saffir-Simpson Scale

Tropical Storm

Winds 39-73 mph

Category 1 Hurricane — winds 74-95 mph (64-82 kt)

No real damage to buildings. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Also, some coastal flooding and minor pier damage.

- Examples: Irene 1999 and Allison 1995

Category 2 Hurricane — winds 96-110 mph (83-95 kt)

Some damage to building roofs, doors and windows. Considerable damage to mobile homes. Flooding damages piers and small craft in unprotected moorings may break their moorings. Some trees blown down.

- Examples: Bonnie 1998, Georges (FL & LA) 1998 and Gloria 1985

Category 3 Hurricane — winds 111-130 mph (96-113 kt)

Some structural damage to small residences and utility buildings. Large trees blown down. Mobile homes and poorly built signs destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.

- Examples: Keith 2000, Fran 1996, Opal 1995, Alicia 1983 and Betsy 1965

Category 4 Hurricane — winds 131-155 mph (114-135 kt)

More extensive curtainwall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.

- Examples: Katrina (LA, MS) 2005, Hugo 1989 and Donna 1960

Category 5 Hurricane — winds 156 mph and up (135+ kt)

Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

- Examples: Andrew (FL) 1992, Camille 1969 and Labor Day 1935

Appendix C

COORDINATING INSTRUCTIONS

Prior to June 1 each year, all members of the hurricane operations committee should update the list of essential personnel, with appropriate cell, work, and home telephone numbers for everyone within their division/department.

Any suggested revisions or updates should be made at any time to the chief of public safety.

HURRICANE CHECK LIST

Office of Marketing Communications

A. Office of Marketing Communications Standard Procedures

1. By June 1, update and distribute cards listing the names and telephone numbers (home, work, and cell) of the members of the hurricane operations committee.
2. In the first issue of the fall and spring semesters of the University newspaper, *The Chanticleer*, the office of marketing communications will place the public service announcement “University Severe Weather Policy.” Additionally, the office of marketing communications will prepare and distribute this document for the campus community at the start of the fall and spring semesters.
3. If the threat of a hurricane exists during the fall semester, the office of marketing communications will place the public service announcement “Hurricane Procedure Overview” in the forthcoming issue of the University newspaper, *The Chanticleer*, providing the applicable deadline has not passed. Additionally, the office of marketing communications will prepare and distribute this document for the campus community.
4. The office of marketing communications will work to ensure that factual information is disseminated to the media regarding Coastal Carolina University.

B. Office of Marketing Communications Pre-Hurricane Check List

1. Distribute copies of “Hurricane Procedure Overview” to the switchboard and all coverage points for campus telephones.
2. When the president, or designee, declares cancellation of an event or classes:
 - a. will distribute the announcement on campus through the website, e-mail, telephone, and/or facsimile to members of the hurricane operations committee for further distribution according to the organizational structure of the University. The responsibility of communicating this information internally is the responsibility of the various departments;

Appendix D (Continued)

- b. notify the media;
 - c. with the student affairs division, will prepare an information sheet to be distributed to the switchboard and telephone coverage points on campus to respond to concerned students and their families and all other constituencies;
 - d. with ITS, prepare messages for the University web site.
3. If the governor closes the University, the office of marketing communications will disseminate all appropriate information.

List of Media Notified by Office of Marketing Communications in the Event of a Weather Emergency

Television

WBTW TV 13
WPDE TV 15
WMBF TV 10
WFXB FOX 43

Radio

Cumulus Broadcasting

WSYN 103.1 FM
WDAI 98.5 FM
WLFS 106.5 FM
WJXY 93.9 FM
WSEA 100.3 FM

Quantum Communications

WGTR 107.9 FM
WWXM 97.7 FM
WQSD 107.1 FM

Next Media

WRNN 99.5 FM
WKZQ 101.7 FM
WYAV 104.1 FM
WMYB 92.1 FM

Fidelity Broadcasting

WEZV 105.9 FM
WYEZ 94.5 FM

Newspaper (if deadlines have not passed)

THE SUN NEWS
THE CHANTICLEER

HURRICANE CHECK LIST If Residence Halls Remain Open

Hurricane Evacuation for Office of Residence Life

Hurricane emergency procedures for residence life shall be implemented in stages.

Goal: To assure the safety of all residents.

Stage 1: Hurricane Season Preparedness

Hurricane season is June 1-November 30

1. When students check into the residence halls, they will be required to complete a storm form. This form will be used to help determine where students will go if Horry County comes under a hurricane warning. These forms will be updated by RA's as students leave the residence halls in evacuation efforts. This will help communications with parents and officials regarding the location of students.
2. Students will receive a copy of hurricane procedures so they will be aware of the basic procedures and guidelines for hurricanes.
3. The Director of Residence Life, or designee, will review the hurricane procedures with all residence life staff.
4. Residence life staff will have post-hurricane memos typed and prepared for handout to help with communication after a storm since power may not be readily available.

Appendix E (Continued)

Stage 2: Hurricane Watch

1. This is the first warning that a hurricane is a definite threat to Horry County or the southeastern coast. (Normally occurs 36 hours before the storm is expected to make landfall.) Landfall is still uncertain and broad geographic areas are alerted. At this time, the office of residence life will make preliminary storm preparation.
2. The Director of Residence Life will call a staff meeting to review responsibilities of preliminary preparation and advise RA's of their important responsibilities to function as communicators during the entire event.
3. Memo to students recognizing the hurricane watch and initial preparations students should make:
 - a. filling vehicles with gas;
 - b. saving water for drinking and cleaning;
 - c. making sure they have at least a three-day supply of non-perishable food;
 - d. notification of American Red Cross hurricane shelters in the area.
4. RA's will convene meetings with their residents to review the memo and explain steps that will be taken if a hurricane strikes the area. They will also respond to student concerns.
5. The Director of Residence Life will contact facilities/transportation to secure vans for the transporting of students to shelters.
6. Resident Directors will begin warning preparedness by stocking batteries and flashlights. RA's will be provided battery radios and flashlights if they do not already have them.
7. Staff will secure loose items on balconies and outside the residence halls. All bicycles will be moved inside.
8. All supplies will be located in the main office of residence life (in Waccamaw Hall and in the Activity House at University Place).

Appendix E (Continued)

9. Students will be informed of what items they will be able to take to local shelters and what they must leave behind. Students with transportation will be encouraged to leave, return home, or relocate to safe inland areas if the region comes under a hurricane warning.
10. Resident Directors will collect water for use after a hurricane.
11. Resident Directors will assign hurricane tasks to all RA's.
12. Coordinate with public safety and office of facilities management to ensure that all equipment and materials needed to secure buildings are available.
13. Residence hall maintenance supervisor will secure golf carts, maintenance equipment, and check and secure sheds and pump houses.
14. All Resident Directors will survey their areas to ensure that all loose or movable items have either been secured or been moved inside.

Stage 3: Hurricane Warning

1. Usually issued 24 hours before the storm is expected to strike the nearby coast. A more accurate landfall is predicted, with narrow geographic boundaries.
2. At this time, the Director of Residence Life will begin evacuation if ordered by the Chief of Public safety.
3. Residence life staff will meet immediately with the director and will be given informational memos to distribute to all residents on the procedures to secure their apartments and rooms.
4. RA's will solicit student volunteers to help secure residence halls. This will be coordinated by the residence hall maintenance supervisor with materials obtained by the office of facilities management.
5. The Director of Residence Life will contact public safety, or their designee, to obtain radios to be used for communication before, during, and after the hurricane.

Appendix E (Continued)

6. Flashlights will be issued to all RA's
7. RA's will check out students who are leaving and update their "Hurricane Evacuation Form."
8. All students will be directed to evacuate to designated Red Cross shelters. If it is determined by the Chief of Public Safety that evacuation is not possible to Red Cross shelters, essential personnel, with the assistance of Resident Directors and RA's will evacuate all of the remaining students from the Gardens (Azalea and Magnolia Halls) and University Place to the Waccamaw/Santee residence complex where students will stay in hallways and living areas. Under no circumstances will anyone be allowed to stay at the Gardens complex or University Place.
9. Prior to leaving, all students will be instructed to:
 - a. Unplug all electrical equipment and secure it off of the floor.
 - b. Place loose objects in drawers and closets.
 - c. Close and lock all windows tightly and close blinds and curtains. Mattresses and bed frames should be braced against windows.
 - d. Place personal items in lockable drawers or lockers (not money or jewelry). The University is not responsible for theft or loss of items during or after a hurricane.
 - e. Lock doors when residents leave their room. This includes individual bedroom doors.
 - f. If residents are leaving their car on campus they should; set the emergency brake, put the car in reverse gear or park, and close all windows and lock all car doors.
 - g. Provide their own flashlights in case of power failure. Candles or other flame-type lighting will not be used; fire is uncontrolled during a hurricane.
 - h. Take blankets, toiletries, medications and non-perishable food if going to a shelter.

Appendix E (Continued)

10. The Director of Residence Life will keep a list of all students and staff staying on-campus and provide this list immediately to the Department of Public Safety.
11. After the Gardens and University Place are determined to be vacant, staff members will conduct a walk-through of every room and lock and plug the doors behind them.
12. RA's staying on campus will act as leaders of students to ensure that everyone is taking safety precautions.

Stage 4: During the Hurricane:

1. Professional staff who remain on campus will be located in the Rivers (Waccamaw and Santee Halls) or the Woods (Oak Hall) and will not leave the building until the storm has passed. The department of public safety will be made aware of the number of students and staff staying on campus and their exact location.
2. All residents and staff must remain indoors throughout the entire hurricane. Residents cannot leave their units or buildings until directed to do so by staff. During the peak of the storm, students will be directed to leave their individual rooms and remain in hallways, away from any windows.
3. Students should not attempt to open windows or doors to see what is happening outside. Wind currents could be especially strong in between buildings.
4. Telephone calls should be made only in case of emergency.
5. Students will be instructed to report all accidents, injuries, and broken windows to staff as soon as it is possible.
6. Residents will be reminded that when the eye of a hurricane passes, there is generally a calm period before hurricane conditions return. No one is allowed to venture outside during the eye of the storm.

Appendix E (Continued)

Stage 5: Recovery:

1. Students who left the University will be instructed to not return to campus after the hurricane until notification via the media or campus spokesperson(s), or the University website.
2. Recovery procedures for residence life will be coordinated by the Director of Residence Life, in coordination with public safety.
3. Residents will not be allowed to leave the residence hall until the Director of Residence Life, in coordination with public safety, has given such permission.
4. Any injuries or severe damage must be reported immediately to the staff.
5. The office of facilities management will be responsible for the surveying of roof and window damage and debris blocking access to residence halls.
6. Resident Directors will submit a preliminary report of known damage to the Director of Residence Life.
7. A staff member will be assigned to stay in the main office with the “Hurricane Evacuation” forms to begin answering phones and fielding questions about the location of students.
8. Permission for students to return to any residence hall will come only from the Director of Residence Life, in coordination with public safety.
9. Students located in damaged buildings considered to be uninhabitable will be moved to suitable locations as determined by the Director of Residence Life.

HURRICANE CHECK LIST

Department of Public Safety

Department Preparation

1. 72 Hours Prior to ETA of Storm

- a. Monitor weather reports and determine storm's location, speed and direction of travel.
- b. Review storm procedures with staff and participate in the hurricane operations committee.
- c. Begin making preliminary plans for emergency equipment, i.e., radios, vehicles, flashlights.
- d. Review and update emergency recall list with other University departments.
- e. Continue to coordinate fire and safety issues.

2. 48 Hours Prior to ETA of Storm

- a. Review radio status to ensure as many radios as possible are available and operational.
- b. Review flashlight battery status; in the event the rechargeable flashlights cannot be recharged, must use regular battery powered flashlights.
- c. Arrange sleeping quarters for public safety personnel. Remind officers to start making plans for their families and properties. *NOTE: When the campus is under a voluntary or mandatory evacuation order, only essential personnel will be authorized to be on campus property. If the department of public safety becomes aware of others who are on the campus, they will notify those parties that they are not permitted to be on the campus and advise them to leave the property.*
- d. Schedule and coordinate plan for department recall.
- e. Coordinate with the Director of Residence Life regarding support required for student evacuation
- f. Move vehicles to staging locations; gas and equip all vehicles, as needed.

Appendix F (Continued)

3. 24 Hours Prior to ETA of Storm

- a. Place all personnel on telephone standby and be prepared for recall.
- b. Secure Atheneum Hall as needed.
- c. Recheck all equipment to include vehicles, radios, flashlights and batteries. Correct any problems.
- d. Release non-essential personnel.
- e. Survey general campus area for loose objects; trash cans, construction equipment, or any object which could become a missile in high wind. Notify Director of Facilities Operation, as necessary.
- f. Brief all personnel and make assignments as necessary.

4. 12 Hours Prior to ETA of Storm

- a. When the University is declared closed, appropriate shift secures all buildings with exception of HOC, residence halls, and cafeteria.
- b. Recall all personnel.
- c. Check and refuel all vehicles. Final check of equipment (rain gear, food, flashlights, batteries, radios, etc.)
- d. When winds reach 40+ mph, terminate vehicle patrols, as necessary. Direct all personnel to remain indoors, except in an emergency.

5. All Clear

- a. In consultation with the president, issue the all clear.
- b. Upon receipt of all clear order, assign officers to campus foot/vehicle patrol.

Appendix F (Continued)

- b. Maintain maximum uniformed presence on the campus until notified otherwise.

All essential personnel should bring the following items:

1. Extra uniform(s) (clothes and shoes for 6-8 days).
2. Food and water for 6-8 days (food that does not need cooking)
3. Toiletries.
4. Bedding, i.e., sleeping bag.
5. Medication, bring at least 6-8 day supply.

Appendix G

HURRICANE CHECK LIST **Information Technology Services**

A. Hurricane Warning (Watch if over weekend or holiday)

1. Send out a reminder via E-mail for users to unplug the power cords on their PC's and peripheral equipment prior to leaving campus.
2. Remind Facilities Operations to test the generators for Wall/Singleton buildings and to check the fuel level for the Singleton generator.
3. Take the latest set of server backup tapes to the bank safety deposit box and safes.

B. Closing of University Imminent

1. Perform a full back-up of the Datatel systems. If possible, take the backup tapes to the bank safety deposit box. If the bank has already closed, lock those tapes in the ITS safe, or take to safe in the Foundations Center, as appropriate.
2. Perform a full backup of the mail/www/print systems on to the DPU and tape drives. If possible, take the backup tapes to the bank safety deposit box. If the bank has already closed, lock those tapes in the ITS safe.
3. Perform a full backup of Active Directory and Netapp. Lock the backup tapes in the ITS safe, or take to safe in the Foundations Center, as appropriate. Power down only when generator is not functioning.
4. Perform a full backup of Blackboard and other systems. Lock the backup tapes in the ITS safe, or take to safe in the Foundations Center, as appropriate. Power down only when generator is not functioning.
5. Leave power running to the 4007 core switch in the Singleton building (***generator fuel level must be checked by Facilities Operations***). Power down only when generator is not functioning.
6. Leave power running to the main core devices. (They connect the University's web page to the internet).
7. Request Facilities Management board up windows on the North wall of the ITS facility (Wall 105) and on the South wall adjacent to ITS.

C. University Officially Closed

1. Send all non-essential personnel to shelters or other locations.
2. Secure office areas and computer room. Power down all non-essential equipment and disconnect connections.

HURRICANE CHECK LIST

Office of Facilities Management

Actions by Department

Pre-Hurricane Checklists by Department:

A. Grounds Department

1. Verify the assignment and availability of essential personnel.
2. Pick up and secure or dispose of loose objects. Primary responsibility is grounds with help from housekeeping.
3. Remove plastic lids from concrete trash receptacles and store securely.
4. Store movable bike racks next to buildings or in courtyards.
5. Close and secure dumpster lids throughout campus.
6. Secure loose objects from rear of maintenance department.
7. Relocate picnic tables to secured area.
8. Check all drains and catch basins and clean as needed.
9. Verify that loose items on the athletic fields, such as soccer goals, bleachers, etc. have been secured. Primary responsibility is with athletic department. Assist as required and as time permits.
10. Check with athletics and intramural coordinators concerning trash can lids in recreation area and athletic benches.
11. Secure all grounds equipment.
12. General cleanup and storage of small items in physical plant areas.
13. Turn off all irrigation systems on campus.
14. Ensure that chain saws, fuel, oil, and gloves are ready for issue
15. Secure any loose objects on the remainder of the campus. Included here should be flagpoles, grounds equipment, signs, etc. - anything which might become a missile in high winds.

Appendix H (Continued)

16. Refuel and secure all University vehicles.

B. Custodial Department

1. Store all metal cigarette butt containers, doormats, etc. inside buildings.
2. Pick up all loose items adjacent to buildings in cooperation with grounds.
3. Locate wet vacuums for post storm cleanup.
4. Assist library personnel in covering book stacks with Visqueen at Kimbel Library.

C. Utility Maintenance Department

1. Secure all unnecessary electrical equipment directed.
2. Check and deliver and operate emergency power generators.

D. Building Maintenance Department

1. Secure all shop areas.
2. Review and acquire supplies for window protection on any area as designated by the Chief of Public Safety.
3. Ensure that all roof drains are clear of debris if time permits.
4. Review current supply and acquire additional tarps if necessary.

E. Vehicle Maintenance

1. Refuel all University vehicles and make sure that all equipment is in proper working condition.
2. Provide keys for hurricane operations center to use for emergency transportation.

All departments must report on the status of their checklist to the hurricane operations center and debrief the chief of public safety before leaving campus.

Appendix H (Continued)
Post-Hurricane Checklists:

A. Physical Plant Post-Hurricane Checklist

1. Facilities management will perform roof survey of all buildings and determine structural soundness. Necessary repairs should be performed before personnel enter building(s).
2. Atheneum Hall, EMS and Wall Buildings are first priority buildings to secure from further damage and restoration of communication to campus.
3. Make immediate provisions to seal up any roof penetrations and note location for further repairs.
4. Check mechanical/electrical systems and structures at all university buildings on and off-campus.
5. Reactivate electrical power, gas, and HVAC equipment after they are determined safe by survey team.
6. Determine which areas need to be cleared of trees and debris. Priority - roadways, then buildings.
7. Check all drains in parking lots and roadways for obstructions. Clear as necessary.
8. Contact outside contractors if necessary for assistance (coordinate with Facilities Management and Purchasing).
9. Return signs, picnic tables, barricades, pallets, trash cans, trash can lids, etc. to appropriate areas.
10. Remove window protection utilized.
11. Report to Chief of Public Safety all findings and status of all buildings and grounds.
12. Collect, count, and store all emergency equipment issued prior to hurricane.

Appendix I

HURRICANE CHECK LIST
Food Service

Pre-Hurricane Checklist

1. Verify the availability of emergency staff — five (5) managers and one (1) cook.
2. Close down Cino Grille.
3. Secure all windows in Cino Grille and the Commons.
4. Fill up catering van gas tank.
5. Relocate all vehicles from rear dock of the Commons (possible flooding).
6. Slice all available deli meat and store in freezer.
7. Fill all five (5) gallon containers and all sinks with tap water.
8. Fill six (6) 50 gallon containers with ice and store containers in freezer.
9. Check with facilities management to be sure generator is ready.
10. Secure 2-way radios and emergency lighting.

Appendix J

Essential Personnel

When the campus is under a voluntary or mandatory evacuation order, only essential personnel will be authorized to be on campus property. If the department of public safety becomes aware of others who are on the campus, they will notify those parties that they are not permitted to be on the campus and advise them to leave the property.

Essential personnel are those individuals who are needed immediately before, during and following the storm. They may need to stay on the scene for a period of several days in order to maintain safety and security, prepare the campus for reopening, and provide an assessment needed for the recovery stage.

The individuals who are designated as essential personnel include the members of the emergency management team. If the emergency is a hurricane, the list of essential personnel also includes the members of the hurricane operations committee.

Additional staff members who are designated as essential personnel have been notified by their respective department heads. The department of public safety has a list of those individuals and will allow them access to the campus during emergency situations.