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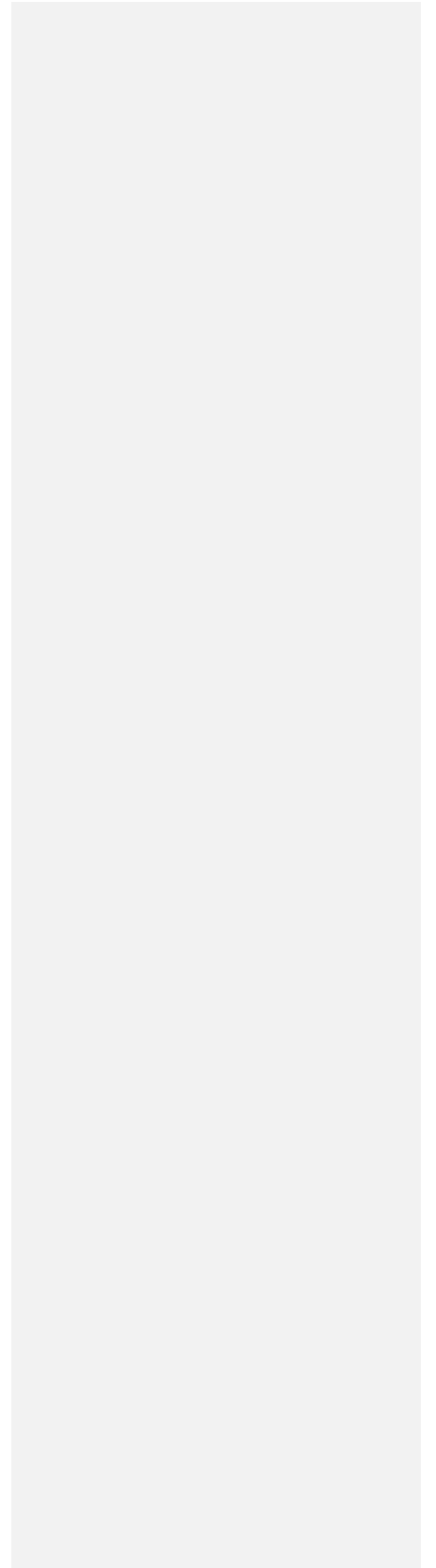
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**General --During Spring Leading up to June 1**

1. Risk Management and senior administrators to review the entire Hurricane Preparedness Plan - and update and modify as needed.
2. Senior administrators to review the conditions and procedures, including timeline,

12. Facilities Management to ensure availability of hand or generator powered fuel pumps.
13. Police Department to identify source of (non-perishable) supplies and building/rooms to be used as command center for on campus post-storm activities.
14. DVVN to acquire/test satellite phones with battery charging equipment for key personnel (President, Chief of Police, VP for Finance, AVP for Facilities Management, VP of Student Affairs, official who accompanies student evacuees, AVP for Information Technology; Director DVVN, Director Central Computing)
15. DVVN to contact phone service provider and prepare contingency plans to establish "conference bridges."
16. deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption.
17. Advancement/DVVN to arrange contingency plan for 'mirror' web site which can be used if on-campus systems fail.
18. University to prepare plan for return of employees critical for recovery efforts, with approximate time frame.
19. University to decide the conditions under which (and procedures for) giving students partial refunds for lodging and meals during evacuation period as well as full tuition/fee refunds in case of inability to return to school because of storm damage to home.
20. Athletic Department to prepare plans to cover athletic teams. Should include plans for any team that may be on the road during evacuation.
21. Public Relations to review plans and Update Emergency Web Site
22. Public Relations to Designate Emergency Personnel
23. Public Relations to Review and Update Contact Lists.
24. Public Relations to Compile Contact Lists for Staff, Media, Administration and Vendors.

FACILITIES MANAGEMENT -- EMERGENCY

7.





ENERGY MANAGEMENT

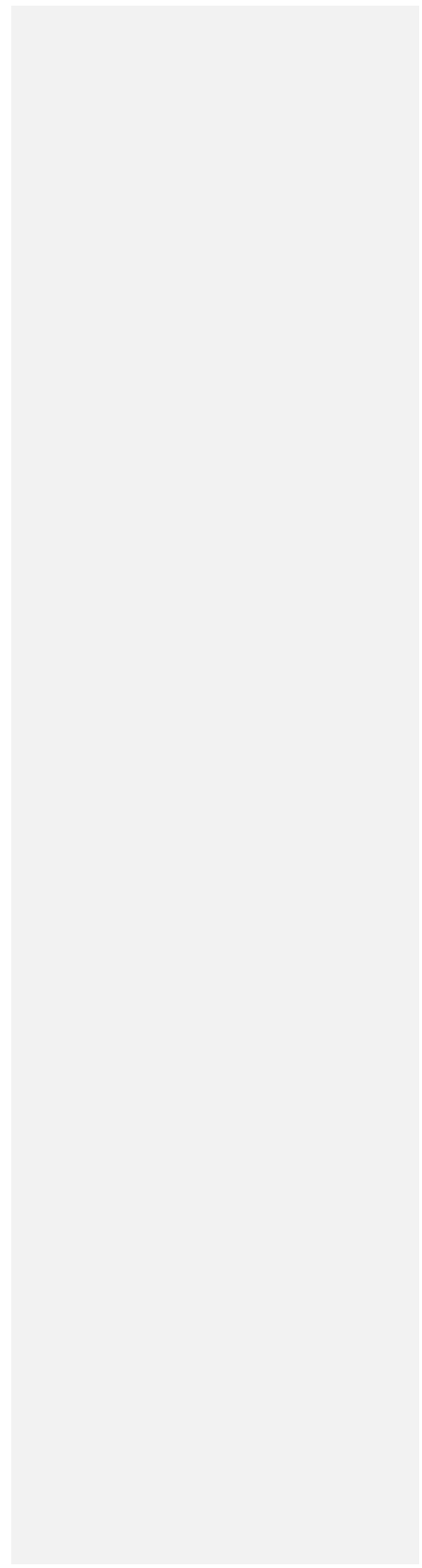
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FLEET MANAGEMENT

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FACILITIES PLANNING

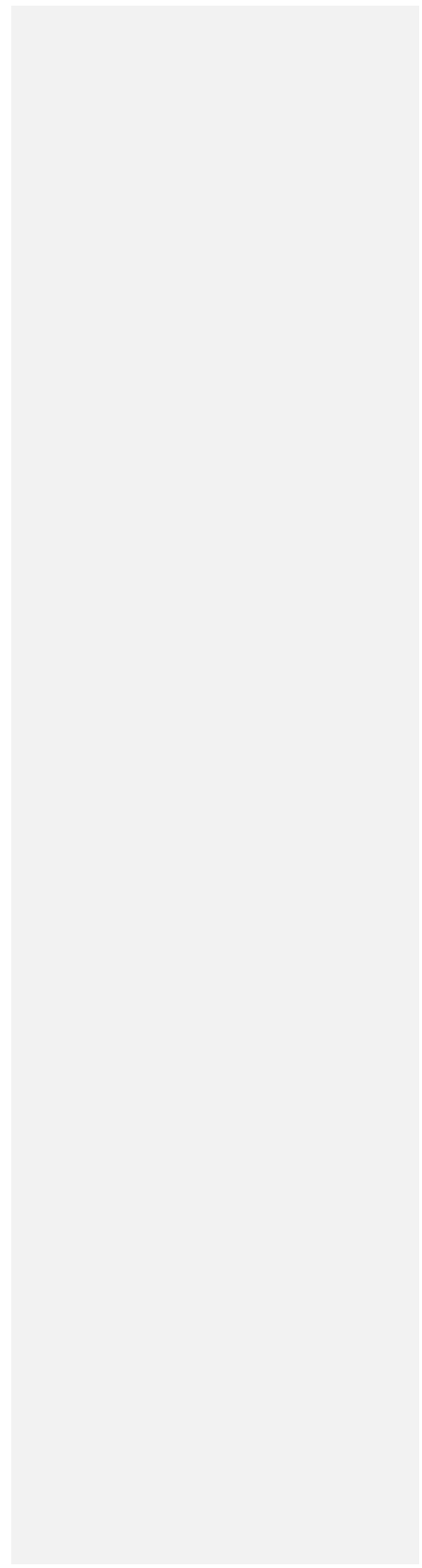
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ADMINISTRATIVE SERVICES

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~~ընդհանուր~~
- 3.





**Student Health Center Pre-Hurricane Season Preparations**

1. Confirm contact numbers of all staff, including at least one contact number located outside hurricane area, when possible.
2. Contact Texas Pharmacy Board regarding allowable storage of pharmaceuticals, in the event of a hurricane with prolonged loss of controlled humidity and temperature.
3. Verify availability of proper storage containers and temperature/humidity monitors for pharmaceutical and laboratory supplies.
4. Assign responsibilities to each staff member and provide each with a checklist of same.

**Department of Intercollegiate Athletics**

1. Update the Department of Intercollegiate Athletics Hurricane Plan each spring.
2. Create and continually update a complete staff contact list. A list containing all current information, including evacuation information should be up to date prior to June 1 each year.
3. Coaches should continually update a contact list of the student-athletes who participate in their sports, with their current information, including evacuation information. Should be updated prior to the first day of school and updated throughout the school year.
4. Be certain department inventory lists are up to date. Secure documentation that may describe equipment, including purchase price and purchase date.



**Immediately before June 1 Each Year**

1. University to distribute the basic Hurricane Preparedness Plan and require each Administrator and Department Manager to review the Plan and make sure key/new employees are familiar with it.
2. Each Department to prepare complete backup of computer data held on computers outside Central Computing.
3. Each Department to review current operations for new activities involving materials that will be damaged or lost in the event of prolonged power or other utility outage, and adjust plans to safeguard to the extent possible.
4. Each Department Chair or Manager to update list of contact information for employees in the Department, and ensure Dean or Vice President and at least two or three senior employees in the Department have a copy.
5. Facilities Maintenance to advise all contractors to minimize loose equipment and materials on campus through November 1, and be prepared to secure and/or remove equipment if storm threatens.
6. Student Affairs to review contracts with bus companies for evacuation transport.
7. Student Affairs to review arrangements with sister institution(s) for housing evacuated dorm and international students.
8. Police Department to issue current year credentials to key personnel who will be needed to initiate clean up and restoration after any storm, and coordinate with DPS.
9. University to disseminate contact information list for key personnel, to include cell phone numbers and AOL, Yahoo, Hotmail - email addresses.





**Tropical Storm or Hurricane enters Gulf of Mexico, or forms or is projected to form in or on approaches to the Gulf of Mexico**

1. Storm track and intensity projections by NWS, US Navy and private services monitored by Risk Management and Senior Administration and reviewed (small monitoring group) at least twice daily. (President, VPF, AVPIT, AVPFM, VPSA, Director of Public Relations)







4. ~~False~~
5. ~~False~~
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ENERGY MANAGEMENT

1. ~~False~~
2. ~~False~~
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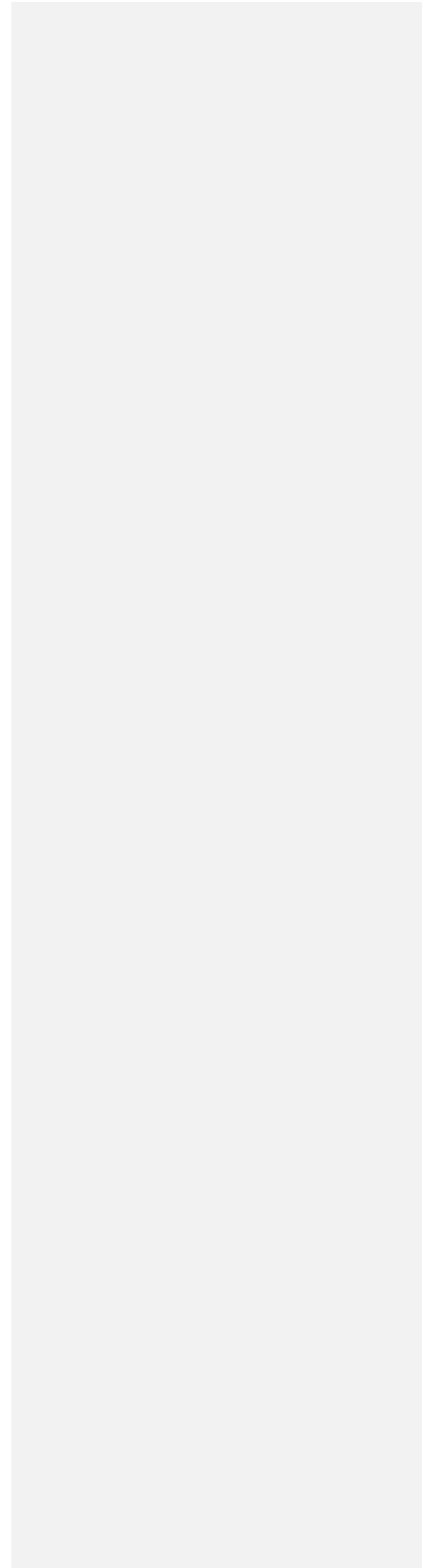




## **Police Department**

1. Call mandatory meeting of all Police Officers to update job assignments and emergency work schedules.
2. Notify any civilian employees required of need to remain on duty during emergency.
3. Assign officer to Jefferson County Emergency Management Office to keep Police Chief and President informed.

**Microcomputer Support & Services --**



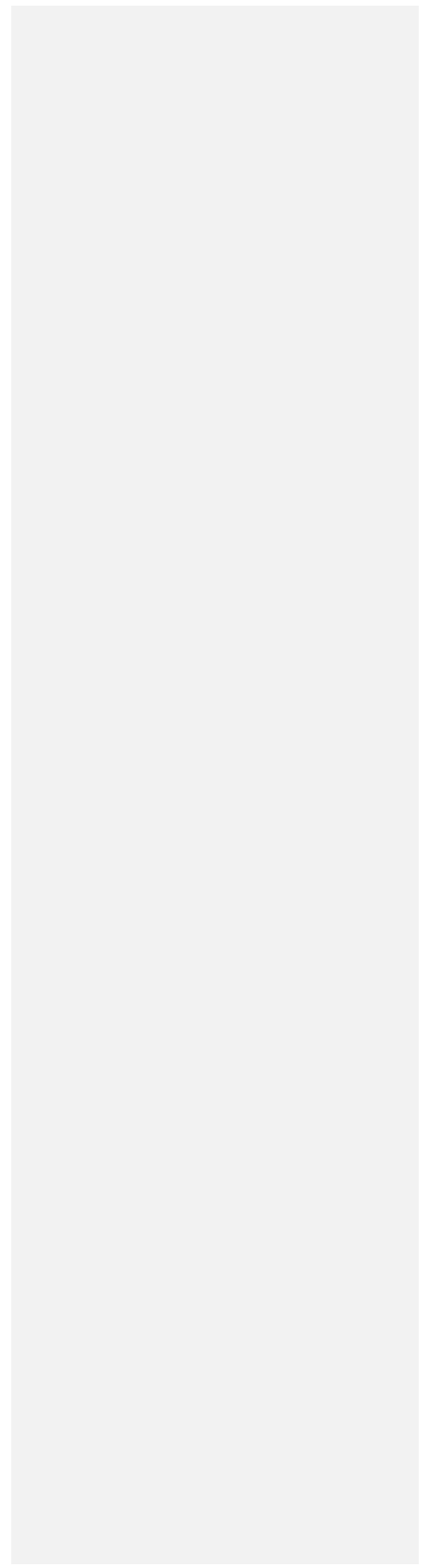
### **Finance Department -- Checklist for Hurricane Preparedness**

1. Staff meeting to discuss preparedness and assign tasks.
2. Evaluate Payroll schedule to be accelerated if necessary. MIRABEAU to request
3. Evaluate Financial Aid upcoming disbursement dates.



**Department of Intercollegiate Athletics**

1. The Department of Intercollegiate Athletics will be advised by the university administration when the campus is under a hurricane threat and when preparation should begin.
2. When there is a hurricane threat, the Director of Athletics will conduct a meeting of all coaches and staff members to collect their contact lists of all student-athletes.
- 3.



**Beaumont is in the possible landfall projections of a Category 3, 4 or 5 storm Tropical Storm or Hurricane in 120 to 96 hours or less or a Category 1 or 2 storm in 96 to 72 hours or less.**

1. Decide on probable University closure and schedule, decide on final decision time, activate all Departmental Preparation Plans, and disseminate information.





**Shut Down/Evacuation Checklist -- General**

1. Administration ensures that all units have been notified to initiate Shut Down/Evacuation plans, and monitors progress.
2. University informs and maintains contact with Jefferson County Emergency Management.
- | 3. University ~~inform~~informs and maintains contact with System Office.
4. Administration continues to monitor storm reports and





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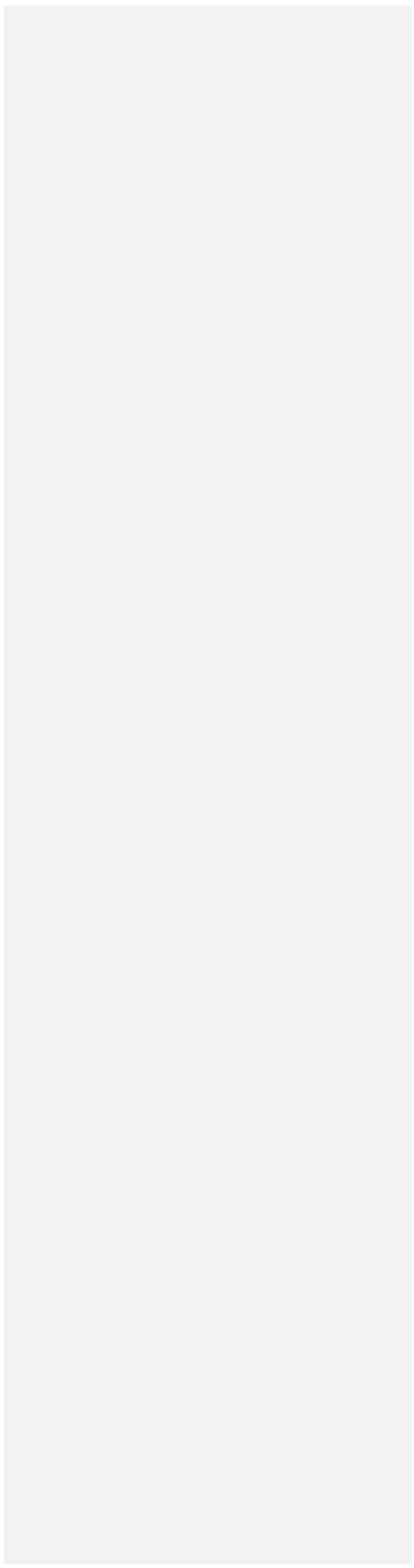
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ENERGY MANAGEMENT

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**Police Department Checklist to include**

1. Acquisition of non-perishable food and water for up to 30 people for one week (used during post-storm recovery)
- 2.
3. Provisions for protection of building to be used as a command post. (Shutters or plywood protection of glass areas.)



**Public Relations Shut Down/Evacuation Checklist (Revised 6/17/11)**

1. Secure Property
2. Back-up data,copy files
3. Verify Status ~~Of of~~ Web Support
  - (a) ~~Ability To Access~~
    - ~~(i) Red Dot Server~~
    - ~~(ii) Lamar.Edu Server~~ ~~ElementFusion~~based sites (Lamar.edu, Advancement.lamar.edBeACardinal.com)
  - (b) ~~ConnectEd system~~
  - (c)

**Department Plan (for Academic Departments without Hazardous or Perishable Materials)**

1. Back up University computers and servers that are outside Central Computing, at least to extent of files changed since previous complete back-up. Arrange to safeguard back up tapes and CDs.
2. Make certain that university computers, including those in faculty/department offices and labs, are above floor level, away from windows, unplugged and covered to protect against roof and ceiling failure (no bagging!).
- 3.



**Biology Department Evacuation Checklist (in addition to items on checklist for all Departments) (Proposed Revision 6/28/10)**

1. Consolidate refrigerator contents into minimum number of refrigerators.
2. Unplug empty refrigerators and prop doors open.
3. Water plants in greenhouse.
- 4.

**Chemical Engineering Department Plan for Lab Shutdown for the Hurricane Evacuation/Closure (in addition to items on checklist for all Departments)**

The following is the safety plan for research labs. operated by chemical engineering department in the even of hurricane landing. In case of emergency, please contact the contact person listed for each lab, the department head, Dr. Kuyen Li (x8789 or 409-898-0368), and the department safety coordinator, Dr. Sidney Lin (x2314 or 832-515-3540).

|  |  |
|--|--|
| <b>Room Number</b>                         | Lucas 107                                |
| <b>Lab Name</b>                            | Process/Product Systems Engineering Lab. |
| <b>Emergency Contact Person/ extension</b> | Dr. Helen Lou/ x8207                     |

Saf



|  |  |
|--|--|
| <b>Room Number</b>                         | Cherry 1408  |
| <b>Lab Name</b>                            | X-Ray Lab.   |
| <b>Emergency Contact Person/ extension</b> | Thomas Ho/ x8790 or (409) 673-2006   |
| <b>Safety Plan for Lab Shutdown</b>        | <ul style="list-style-type: none"> <li>a) Log the XRF unit and the computer off.</li> <li>b) Unplug all the electric power.</li> <li>c) Shut off cooling water.</li> <li>d) Cover the XRF and the computer with plastic sheet.</li> <li>e) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed.</li> </ul> |

|  |   |
|--|---|
| <b>Room Number</b>                         | Cherry 1408   |
| <b>Lab Name</b>                            | XRD Lab.  |
| <b>Emergency Contact Person/ extension</b> | David Cocke/ x8372  |
| <b>Safety Plan for Lab Shutdown</b>        | <ul style="list-style-type: none"> <li>a) Turn off the D4 and D8 instruments (the turn-key switch for D4 and red push-switch are at the front of the instruments).</li> <li>b) Log all the computers off.</li> <li>c) Turn off the water cooling system (the switch is at the front).</li> <li>d) Unplug all the electric power.</li> <li>e) Turn off the switches of the main transformer switch box (120/240V, grey box, on the wall behind S4 XRF instrument).</li> <li>f) Lift all the computers from the floor.</li> <li>g) Cover all the computers and instruments with plastic sheet.</li> </ul> |

|  |   |
|--|---|
| <b>Room Number</b>                         | Cherry 1410   |
| <b>Lab Name</b>                            | Computer Simulation Lab.  |
| <b>Emergency Contact Person/ extension</b> | Dr. Kuyen Li/x8789 or (409) 898-0368;<br>Dr. Qiang Xu/ x7818 or (313) 492-2864  |
| <b>Safety Plan for Lab Shutdown</b>        | <ul style="list-style-type: none"> <li>a) Log all the computers off.</li> <li>b) Unplug all the electric power.</li> <li>c) Lift all the computers from the floor.</li> <li>d) Cover all the computers with plastic sheet.</li> </ul> |





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**Room Number**

Cherry 2405



**Student Affairs Evacuation Checklist**

1. Decide on place and time for bus departures. Notify bus company.
2. Notify students of time and place of pick up and intended destination..
3. In coordination with American Campus, attempt to determine number of students needing transportation.
4. Inform Police Department of plans.

**Cardinal Village Evacuation Checklist.**

1. Notify student in writing regarding evacuation procedures; clean out refrigerators, take all important documentation and medicine, along with any other personal valuables.
2. Establish a list of students that will need to evacuate with university.
3. Resil 00 tables.

**Food Service Readiness Hurricane Plan Hurricane Evacuation/Closure**

1.

## **Department of Data, Voice and Video Emergency Checklist**

### **Telephone System Communications**

1. Save translations when notified of the potential event to ensure that recent changes are not lost and assist in the recovery process in the event of system damage.
2. Secure back-up media to assure that translations are not lost or damaged. A copy of backups should be given to the Director of Data, Voice, and Video Networking to be taken off-site.
3. Print and store a current list configuration of the PBX to assure that restoration efforts can be done quickly.
4. Set up Disaster Routing on main University telephone number (409) 880-7011 to route to disaster recovery voice mail box (325) 942-2311 located off-site at Angelo State University.
5. Power down the PBX systems prior to the event if possible.
6. Review safety procedures with all employees prior to the event and assure that updated contact information is available.

### **Emergency Checklist**

Senior Network Analysts.

6. Confirm that all DVVN employees have backed up their data to the DVVN server and have secured all equipment and personal computers.
7. If necessary, relocate all DVVN owned carts to areas designated by Facilities Management.

### **Central Computing Checklist**

When the campus is under evacuation orders due to imminent danger such as a hurricane, it is critical Central Computing facility in Cherry and DR Sh



- 13.
14. Shutdown and power off Burster, Shredder, Sealer, and Tape Reel devices in Computer Center.
15. Pull power receptacles from false floor, unplug, and rest on floor tiles.
16. Pull floor tiles at front and back doors to trap flood waters below.
17. Clean out refrigerator and unplug.
18. Unplug microwave and coffee maker.

**Microcomputer Support & Services -- Checklist for Hurricane Evacuation  
(April 2006)**

1. Secure alternate location for redundant equipment.
2. Perform complete backup of servers and mission-critical data.
3. Move redundant equipment to alternate location.
4. Relocate backups for critical information.
5. Create and distribute secondary mail accounts for essential personnel.
6. Compile list of contact information (cell numbers, alternate email, planned relocation).

**Finance Department -- Checklist for Hurricane Preparedness**

1. Move Payroll schedule forward to process before university is closed.
2. Prepare needed information for direct deposit fund transfer.
3. Print any paychecks and decide on distribution method.
4. Prepare to transfer Financial A Cards.

**Student Health Center Shut Down/Evacuation**

1. As soon as University administration predicts a possible evacuation, begin preparation of SHC facility, each staff member or team will initiate their responsibility Snnatr team wi

**Department of Intercollegiate Athletics**

1. Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
2. Back up computer hard drives. Use CD's, flash drives, etc. Take these backups with you during evacuation.
3. Unplug all electrical equipment.
4. Move items away from outside windows to an interior area or against an interior wall.
5. Pick equipment up off the floor, if possible. Cover with plastic and secure with tape all office equipment.
6. Close and lock all filing cabinets.
7. Close and lock all windows, if applicable.
8. Take personal items and backup disks home with you.
9. Before leaving, meet with your supervisor; confirm telephone numbers and when you are expected to call your supervisor after the storm.



**During the Storm (Police only on campus)**

1. Provide campus police presence to prevent looting and conduct early damage assessment.
2. Monitor situation hourly so that key personnel can be notified to return to campus as soon as it is safe.







**Finance Department -- Checklist for Hurricane Preparedness**

1. Distribute any paychecks.
2. OneCards.

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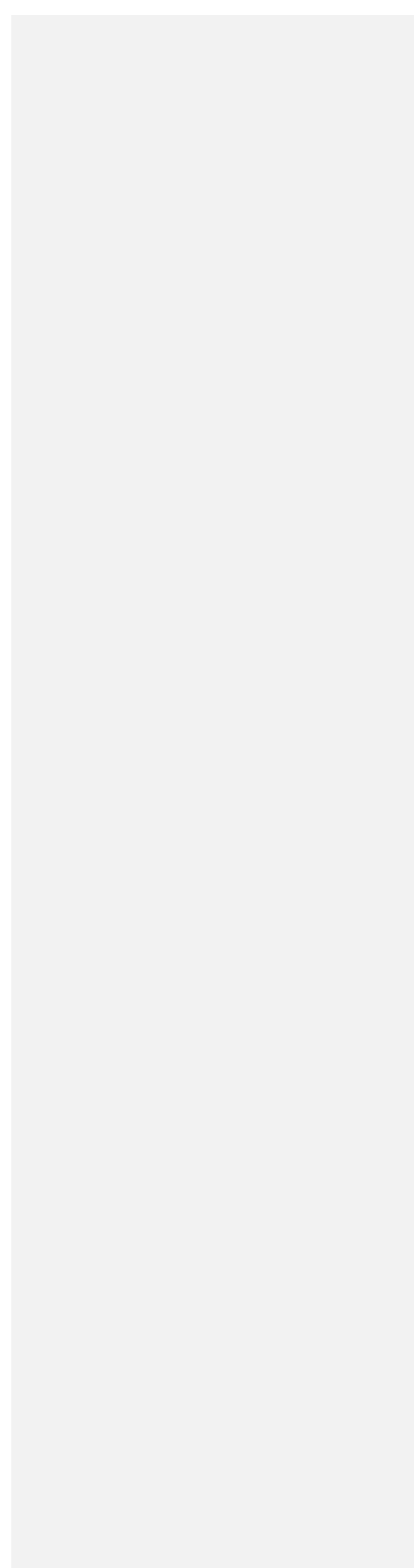
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ENERGY MANAGEMENT

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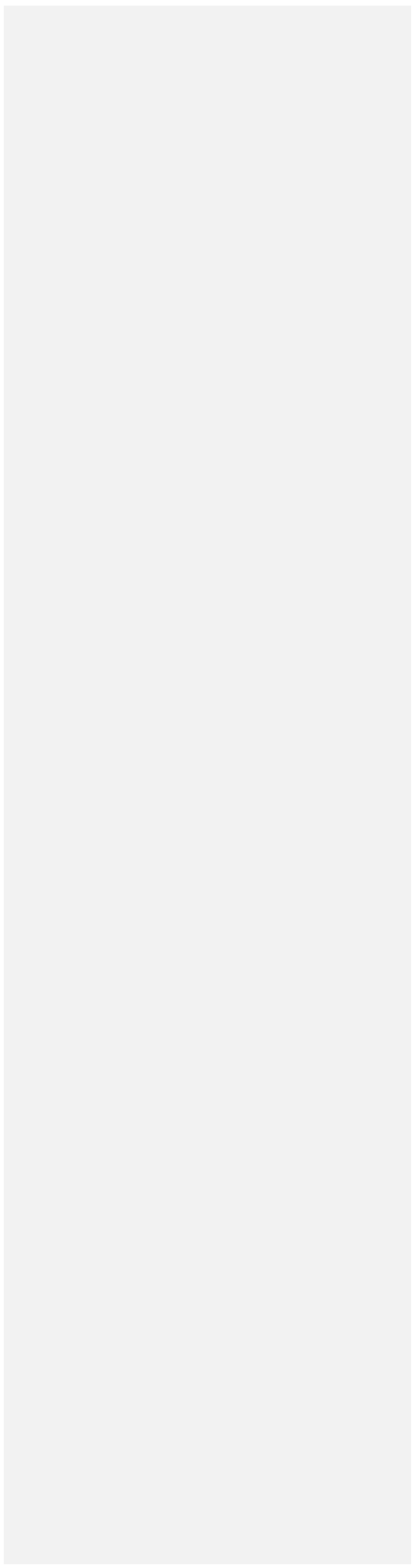
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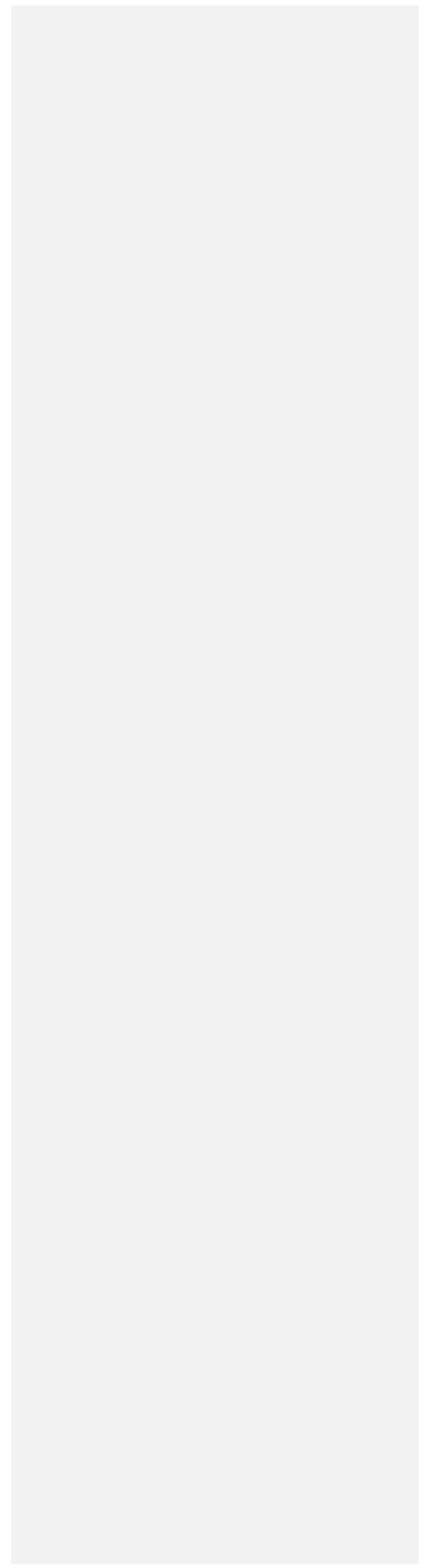
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LOCK & HARDWARE SHOP

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FLEET MANAGEMENT

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FACILITIES PLANNING

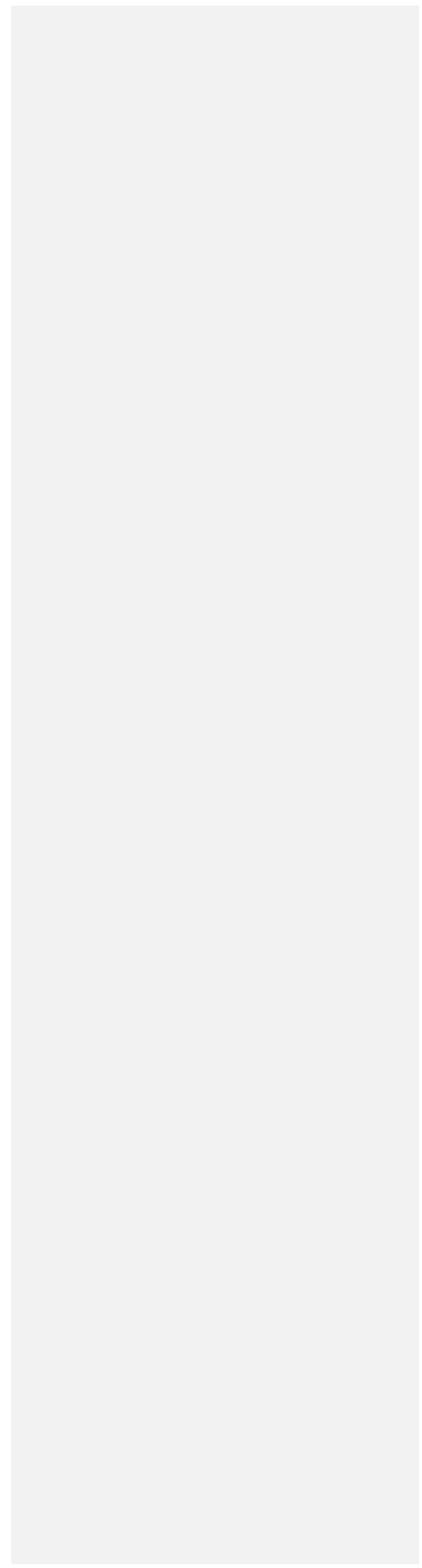
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ADMINISTRATIVE SERVICES

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LOCK & HARDWARE SHOP

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**Public Relations Immediate Post-Storm Checklist (Revised 6/17/11)**

1. Staff report via email/phone
- ~~2. Establish communication with On-Site Team~~
- ~~3.~~ 2. Assess impact on campus, develop key messages
- ~~4.~~ 3. Disseminate via all available means
  - (a) Lamar.edu or alternate web, Facebook, Twitter
  - (b) ~~All media outlets available~~ ConnectED messages as appropriate
  - (c) ~~Establish blog site if needed, approved~~ All media outlets available
  - (d) ~~LU telephone announcements~~ Establish, monitor blog site
- ~~5.~~ 4. Essential ~~Staff~~ staff returns as soon as practical
  - (a) Re-establish media operations on site, or
  - (b) Develop off-site operations if necessary
- ~~6.~~ 5. Monitor local media reports to ensure accuracy of University-related information.

**Biology Department Post-Hurricane Checklist (as soon as Department representative can access the building) (Proposed Revisions 6/28/2010)**

1. ~~Feed rates and mice in room 210A~~ Generator hook-up -80 freezer in Room H202 and consolidate frozen items.

2.

**Microcomputer Support & Services -- Checklist for post Storm  
(April 2006)**

1. Contact essential personnel to bring up mission critical systems.
2. -wide systems for mechanical defects.
- 3.



**Information Technology Conference Calling**

Host must dial: 1-877-865-7030  
Host must dial passcode: 5399422#  
Hit the star key (\*)  
Host must dial moderator code: 3126477#

Conference will begin and end with Host.

Participant must dial: 1-877-865-7030  
Participant must dial passcode: 5399422#

Primary Moderator  
Kim Allen  
Director Data, Voice, and Video Networking  
Campus extension 8459

| Daily Conference Time | Department Name                    | Department Moderator |
|-----------------------|------------------------------------|----------------------|
| 8:00 9:00             | IT Directors                       | Cliff Woodruff       |
| 9:00 10:00            | Data, Voice, and Video Networking  | Kim Allen            |
| 10:30 11:30           | Central Computing                  | Linda Koetter        |
| 1:00 2:00             | Administrative Systems             | Shellie Richter      |
| 2:30 3:30             | Microcomputer Support and Services | Fay Young            |
| 4:00 5:00             | Academic Computing Services        | Ray Glover           |

**Academics Conference Calling**

Host must dial: 1-877-865-7030

Host must dial passcode: 8784881#

Hit the star key (\*)

Host must dial moderator code: 3847248#

**Administrative Conference Calling**

Host must dial: 1-888-330-4559  
Host must dial passcode: 8772247#  
Hit the star key (\*)  
Host must dial moderator code: 2722689#

Conference will begin and end with Host.

Participants must dial: 1-888-330-4559  
Participants must dial passcode: 8772247#

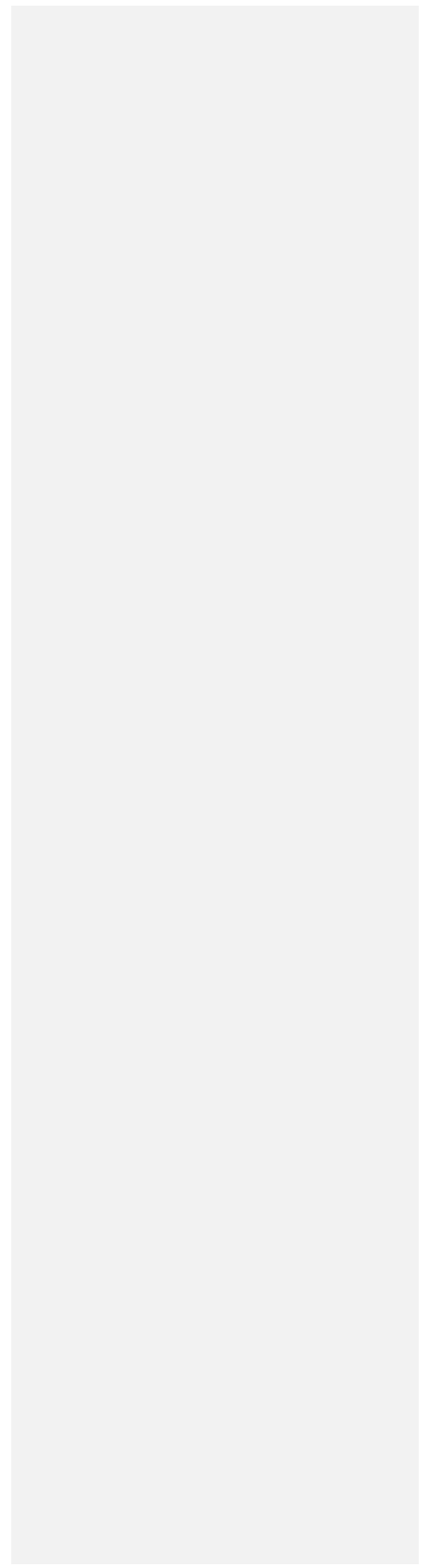
Primary Moderator  
Mr. Mike Ferguson  
Vice President for Finance and Operations  
Campus extension 8395

| Daily Conference Time | Department Name       | Department Moderator      |
|-----------------------|-----------------------|---------------------------|
| 8:00 9:00             | Executives            | President                 |
| 9:00 10:00            | Directors             | VP Finance and Ops        |
| 10:00 11:00           | Facilities Management | Assoc VP Facilities       |
| 11:00 12:00           | Human Resources       | Assoc VP Human Resource   |
| 1:00 2:00             | Finance               | Asst VP Finance           |
| 2:00 3:00             | Financial Aid         | Director of Financial Aid |
| 4:00 5:00             |                       |                           |
| Other times TBA       |                       |                           |

**Student Health Center Immediate Post-storm Checklist**

1. Activate emergency call list and ensure that all staff are accounted for.
2. Determine which staff members are available to return to clinic once it is deemed safe.
3. As soon as deemed safe, Health Center Director, Asst. Director, Admin. Assoc. Sr. (and/or their designees if they are unavailable) will return to facility to assess damage and report to appropriate university officials.
4. List all damaged equipment and supplies and make arrangements for replacement as soon as possible.







### **Student Health Center Recovery Checklist**

1. Verify humidity and temp control has been maintained on all medications and supplies as required, and discard as needed. Verify that all medications are accounted for as inventoried.
2. Tour facility room by room noting any areas or equipment in need of repair. Once safety has been established and power has been returned, begin set-up of equipment.
3. Check status of re-ordered equipment, medications and supplies.
4. Restock each exam room, laboratory, and pharmacy in preparation to resume normal operations.
5. Continue to monitor facility for mold or other health and safety issues.