Lamar University

Hurricane Preparedness/Evacuation Timelines and Checklists

August 2006
Reviewed and Updated June 2008
Reviewed and Updated 2011
Reviewed and Updated 2012
Reviewed and Updated 2013

Hurricane Preparedness/Evacuation Timelines and Checklists

Contents

Section A

Pre-Hurricane Season Preparations

A. Pre-Hurricane Season Preparations

Hurricane Preparedness/Evacuation Timelines and Checklists

General --During Spring leading up to June 1

1. Risk Management and senior administrators to review the entire Hurricane Preparedness Plan (including "step-down" plans) and update and modify as needed. Identify composition of the Disaster Recovery Team as well as responsibilities.

2. Senior administrators to review the conditions and procedures, including timeline, under which an institutional closure decision would be made.

3. University to review employee notification procedures. Have employee notification scheme in place (Connect Ed, phone, e-mail, web site, KVLU)

4. University (through Student Engagement) to create contract (via RFP) with local company to supply buses for student evacuation.

5. University (through Student Engagement) to create contract/agreement with a university located out of harm's way to house student evacuees.

6. Department Chairs and Managers to prepare/update checklists for Department-specific preparations to cover situation not addressed in general plan, and provide copies to Deans and/or Directors.

7. Senior administrators to identify key personnel who will be expected to return to campus after storm – both immediately and in (specified) stages - to begin campus clean up and reclamation.

8. Facilities Management to secure/ensure full serviceability of backup generators for critical buildings (e.g., computer center, phone system, data network, library, police, radio station, coliseum) and establish timing plan for activation post-storm.

9. Facilities Management to secure and store free-standing generators that will be used in the repair and recovery effort after the storm (e.g., for dining hall, housing, command center).

10. Facilities Management to create list of contractors (short-term water, wind, and mold remediation, construction, positioning campus to reopen for classes as rapidly as possible) and disaster recovery experts (efficacy of short-term plan, long-term damage assessment, cost projections) – to include contact information - whom the university wishes to employ in the case of hurricane (or similar) disaster

A. Pre-Hurricane Season Preparations

11. Facilities Management to review stock levels of supplies likely to be needed if University evacuates and in disaster recovery.

12. Facilities Management to ensure availability of hand or generator powered fuel pumps.

13. Police Department will identify source of (non-perishable) supplies and building/rooms to be used as command center for on campus post-storm activities.

14. Data Center Services to contact phone service provider and prepare contingency plans to establish "conference bridges."

15. Departments with "academic" items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption.

16. Advancement/Data Center Services to arrange contingency plan for 'mirror' web site which can be used if on-campus systems fail.

17. University to prepare plan for return of employees critical for recovery efforts, with approximate time frame.

18. University to decide the conditions under which (and procedures for) giving students partial and/or proportional 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 as well as paying student employees.

19. Athletic Department to prepare plans to cover athletic teams. Should include plans for any team that may be on the road during evacuation.

20. University Management to review plans and Risk Management to update website.

21. Executive Management to Designate Emergency Personnel

22. University Adminstrators to Review and Update Contact Lists.

23. Public Relations to Compile Contact Lists for Staff, Media, Administration and Vendors.

A. Pre-Hurricane Season Preparations

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

PHASE I -- Pre-Hurricane Season

WAREHOUSE

1.   Review emergency preparedness plan

2.   Have on hand enough plastic sheeting for covering our computers. Also, Facilities will need a plan for distribution to departments and campus.

3.   Have in stock all sizes of batteries for flashlights and lanterns.

4.   Have available in Tri-supply an inventory of plywood for boarding up broken windows.

5.   Have on hand 3 spare 12 volt batteries of the most common type used.

6.   Make certain that vehicle key rings have a brass tag with license number stamped on it.

7.   Prepare a list of emergency phone numbers for all of our regular vendors and provide a copy to the Associate Vice President.

GROUNDS DEPARTMENT

1.   Review emergency preparedness plan.

2.   Check operation of all chains saws including sharpened chains.

3.   Make certain that all backhoes, large trucks, and other equipment are in good operating condition.

4.   Verify emergency telephone numbers for trash removal company, grounds maintenance contractor, and tree removal contractor. Establish contracts with vendors for pre-event rates for all labor and equipment categories.

5.   Establish pre-event contract rates with dump trucks rental company for 2 trucks.

6.   Get enough plastic sheeting to cover computers and peripheral equipment and store it.

A. Pre-Hurricane Season Preparations

7. Make certain that vehicle key rings have a brass tag with license number stamped on it.

8. Prepare a list of emergency phone numbers for all of our regular vendors and provide a copy to the Associate Vice President.

CUSTODIAL DEPARTMENT

1. Review emergency preparedness plan

2. Make certain that all wet vacuums with the attachments are located and in good working condition.

3. Get enough plastic sheeting to cover computers and peripheral equipment and store it.

4. Make certain that vehicle key rings have a brass tag with license number stamped on it.

ELECTRIC SHOP

1. Review emergency preparedness plan.

2. Provide a connection source for connecting a portable generator to the President's Residence, the Brooks/Shivers Dining Hall, the fueling station, and soccer field house, Dishman Art, Biology, Chemistry and Nest Loading Dock.

3. Verify emergency numbers with annual electrical contractor.

4. Get enough plastic sheeting to cover computers and peripheral equipment and store it.

5. Make certain that vehicle key rings have a brass tag with license number stamped on it.

6. Prepare a list of emergency phone numbers for all of our annual contractors and vendors and provide a copy to the Associate Vice President.

A. Pre-Hurricane Season Preparations

UTILITY SHOP

1. Review emergency preparedness plan

2. Make certain small portable generators are operational and fueled.

3. Make certain all stationary generators have been serviced with oil changes and fuel filled.

4. Service and make ready all portable sump pumps, and trash pumps. Check out operation of all building or tunnel sump pumps.

5. Make certain that football field sump pump is operational

6. Get enough plastic sheeting to cover computers and peripheral equipment and store it.

7. Make certain that vehicle key rings have a brass tag with license number stamped on it.

8. Prepare a list of emergency phone numbers for all of our annual contractors and regular vendors and provide a copy to the Associate Vice President.

CARPENTER SHOP

1. Review emergency preparedness plan

2. Make plywood protection panels for the windows in Energy Management Office. Store them in the South Central Plant.

3. Check and clean all building roof drains. Remove leaves and pine needles etc.

4. Make certain that vehicle key rings have a brass tag with license number stamped on it.

5. Prepare a plywood board with eighty cup hooks to hang vehicle keys in dispatch office.

6. Prepare a list of emergency phone numbers for all of our regular vendors and provide a copy to the Associate Vice President.

A. Pre-Hurricane Season Preparations

ENERGY MANAGEMENT

1.   Review emergency preparedness plan.

2.   Make certain that portable lap top has spare battery and all software is of current version for all three systems.

3.   Get enough plastic sheeting to cover your computers and peripheral equipment and store it.

4   Make certain that vehicle key rings have a brass tag with license number stamped on it.

5.   Prepare a list of emergency phone numbers for all of our regular contractors and vendors and provide a copy to the Associate Vice President.

FLEET MANAGEMENT

1.   Review emergency preparedness plan.

2.   Work with utility shop to make certain all stationary and portable generators are ready to be placed in service if needed.

3.   Make certain that emergency generator for the fuel pumps is operational and ready to be put into service if necessary.

4.   Check out hand crank pump to be certain it is excellent condition.

5.   Make certain that vehicle key rings have a brass tag with license number stamped on it.

FACILITIES PLANNING

1.   Review emergency preparedness plan.

2.   Get enough plastic sheeting to cover your computers and peripheral equipment and store it. Also, Facilities will need a plan for distribution to departments and campus.

3.   Remind contractors to keep job sites free of debris so that clean-up in a phase II condition will not be as difficult to complete.

A. Pre-Hurricane Season Preparations

4.   Make certain that vehicle key rings have a brass tag with license number stamped on it.

5.   Prepare a list of emergency phone numbers for all of our regular contractors, engineering services, and architects and provide a copy to the Associate Vice President.

ADMINISTRATIVE SERVICES

1.   Review emergency preparedness plan

2.   Get enough plastic sheeting to cover your computers and peripheral equipment and store it. Also, Facilities will need a plan for distribution to departments and campus.

3.   Pre-determine where the back-up copy of the server data base and data will be kept.

4.   Make certain we have on hand enough disks, memory sticks, tapes, and CD's for all departments to make back up copies of their computers

5.   Prepare an emergency telephone listing for all employees using the format provided. Make enough copies for all employees.

6.   Make certain that all keys in lock box are properly marked and index sheet is clear and accurate.

7.   Establish work orders for each department for hurricane preparedness.

8.   Make labels with vehicle license numbers to be placed on board provided by carpenter shop.

9.   Have several cameras with batteries and memory chips available.

LOCK & HARDWARE SHOP

1.   Change all locks that are not on a master key to be on the master key system except for the cashier's office in the Wimberly Building and the Pharmacy in Student Health.

2.   Get enough plastic sheeting to cover your computers and peripheral equipment and store it. Also, Facilities will need a plan for distribution to departments and campus.

A. Pre-Hurricane Season Preparations

3. Make certain that every vehicle has a brass tag with the vehicle license number stamped on it.

4.   Prepare and masterkey and core change key for every key system on campus and have ready to deliver to Associate Vice President Facilities.

A. Pre-Hurricane Season Preparations

Food Service Readiness Hurricane Plan – Pre-Hurricane Season

1.   Foodservice Director to meet with University officials to gain latest information and direction the University will be taking.

2.   Provide to University names and telephone numbers of all management personal.

3.   University to provide necessary credentials to Foodservice Director to allow admittance to University in case of road closure.

4.   Have a plan in place with Facilities/Maintenance to install generators at the Main Dining Hall to operate walk-in freezer (#4) and walk-in refrigerator (#1) and at the Setzer Student Center to operate the loading dock freezer.

5.   Determine from University if food or beverage will need to be provided to any emergency response team(s) they might have in place.

A. Pre-Hurricane Season Preparations

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. Confirm installation and maintenance of generator with Lamar Physical Plant.

3. Assign responsibilities to each staff member and provide each with a checklist of same.

A. Pre-Hurricane Season Preparations

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.

Section B

Beginning of Hurricane Season

B. Beginning of Hurricane Season – immediately before June 1

Immediately before June 1 Each Year

1.   University to distribute the basic Hurricane Preparedness Plan and require each Department Chair and 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 Engagement to review contracts with bus companies for evacuation transport.

7.   Student Engagement to review arrangements with sister institution(s) for housing evacuated dorm and international students.

8.   Disaster Recovery Team to determine key personnel who will be needed to initiate clean up and restoration after any storm, and coordinate with LUPD and DPS.

9.   University to disseminate contact information list for key personnel, to include cell phone numbers and AOL, Yahoo, Hotmail and other "non-local" email addresses.

10.   Notify information technology with updated list.

11. Contact Food Service and Dining for the Disaster Recovery Team needs as well as their personnel.

12. Test emergency notification system.

Section C

Gulf of Mexico Storm Monitoring

C. Gulf of Mexico Storm Monitoring

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) Communicate with the appropriate campus officials.

2. Facilities Management to review level of gasoline and diesel fuel in the Facilities Management tanks and order more if necessary.

3. Senior Administrators to meet with university community leaders [e.g., executives; deans; academic directors; IT leadership; presidents of Faculty Senate, Council of Instructional Departments (academic chairs), Student Government Association; chief of University Police; residence hall, directors of Human Resources, Physical Plant, Public Relations] as soon as it becomes likely that storm will move into the Gulf, in order to discuss status, receive suggestions/input, update situation, review assignments, etc.

4. Public Relations to Update Emergency Web Site

5. Public Relations to disseminate updates to Web, Media, Telephone Announcements, and Staff

Additional Department Specific Checklist Items Initiated

C.   Gulf of Mexico Storm Monitoring

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

PHASE II Preparation for a Hurricane Warning

WAREHOUSE

1.   Collect all pallets and other materials sitting outside. Pallets go into the dumpster; received material is brought into the warehouse and if there is not enough room take it to TRI-Supply.

2.   Make certain there are window personnel available to handle material requests from shop personnel. Be certain to account for all material removed from warehouse.

3.   Order a delivery of gasoline and diesel fuel to fill underground tanks.

4.   Enter as much data as possible to the facility focus program so that records will be up-to date.

5.   Fuel all vehicles.

6.   Locate plastic sheeting and have it ready to cover your computer equipment.

7.   Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

GROUNDS DEPARTMENT

1.   Begin cleaning of the storage yard and tie down or bring inside any items that could fly around in a wind event.

2.   Fuel up all grounds vehicles and equipment. Fill all gasoline and diesel fuel containers. Make certain mixed fuel containers are well marked. Fill chain saws.

3.   Call waste removal company and have them empty all waste containers including any roll-off containers.

4.   Collect lids from waste containers and tip concrete containers over. Take lids to TRI-Supply.

C. Gulf of Mexico Storm Monitoring

5.   Fill all water containers.

6.   Check and clean all catch basins and storm drains in streets and parking lots.

7.   Check and clean storm drains in quadrangle including leaves in the area of the drains.

8.   Contact dump truck Rental Company to deliver dump trucks.

9.   Locate plastic sheeting and have it ready to cover your computer equipment.

10.   Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

11.   Get barriers from TRI-Supply and distribute them to the intersections that lead on to the campus including parking lots. Do not block the streets with them just leave them on the corners.

12.   Take wind screens down from the tennis courts.

CUSTODIAL DEPARTMENT

1.   Pick up exterior entrance mats and bring inside buildings. Pick up interior mats and store them in closet or mechanical rooms. <u>Do not leave at the entrance to the buildings or in the hallways.</u>

2.   Make certain that all wet vacuums with the attachments are located and in good working condition. Provide a list of locations and give to Associate Vice President for Facilities.

3.   Fill up all custodial vehicles.

4.   Locate plastic sheeting and have it ready to cover your computer equipment.

5.   Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

C.   Gulf of Mexico Storm Monitoring

ELECTRIC SHOP

1.   Contact supplier of portable generators and have them delivered to the Soccer Field house, the President's Residence, the Brooks-Shivers Dining Hall, the Biology Building, the Chemistry Building, the Nest Loading Dock and hook them up.

2.   Hook up one of our small generators for the fueling station.

3.   Fuel up all vehicles and equipment.

4.   Locate plastic sheeting and have it ready to cover your computer equipment.

5.   Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

UTILITY SHOP

1.   Fuel up all vehicles and equipment.

2.   Locate and move small portable generator to fueling station so electrical can hook it up.

3.   Work with fleet to top off all emergency generators. Make certain to pull disconnect switches on generators so that they <u>will not</u> start up automatically in the event of power loss.

4.   Work with Energy Management to turn off boilers and then shut off natural gas to campus.

5.   Locate plastic sheeting and have it ready to cover your computer equipment.

6.   Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

CARPENTER SHOP

C. Gulf of Mexico Storm Monitoring

1. Take down the wind screens at the tennis courts.

2. Take down the satellite dish on the library roof.

3. Fuel up all vehicles.

4   Take down all scaffolds that we may have erected.

5. Locate plastic sheeting and have it ready to cover your computer equipment.

6. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

ENERGY MANAGEMENT

1. Work with utility shop to shut down boilers and to turn off campus natural gas.

2. Execute a program that does not allow chillers to automatically restart in case of a power failure.

3. Board up windows in Building. Materials are in the South Central Plant.

4. Fuel up all vehicles.

5. Locate plastic sheeting and have it ready to cover your computer equipment.

6. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

FLEET MANAGEMENT

1. Make certain emergency generator for fueling pumps is hooked up and ready to energize.

2. Top off all stationary generators.

3. Fill diesel fuel drum after topping off generators.

4. Fill shop vehicle.

C. Gulf of Mexico Storm Monitoring

5. Locate plastic sheeting and have it ready to cover your computer equipment.

6. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

FACILITIES PLANNING

1. Notify all contractors to have their construction site free of any debris that can be flying around in a wind storm.

2. Notify contractors to secure any cranes or lifts that they may have on site.

3. Locate plastic sheeting and have it ready to cover your computer equipment.

4. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

5. Fuel up all vehicles.

ADMINISTRATIVE SERVICES

1. Make certain that all keys are returned to lock box.

2. Locate plastic sheeting and have it ready to cover your computer equipment.

3. Establish work orders for hurricane recovery and issue to departments.

4. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

5. Back-up the main server and store tape in safe in facility planning office.

6. Assist departments with making back-up copies of computer information.

LOCK & HARDWARE SHOP

C. Gulf of Mexico Storm Monitoring

1. Deliver to the Associate Vice President one control key and one core for each Best system on campus. Spare core should be operable with master key for that system.

2. Locate plastic sheeting and have it ready to cover your computer equipment.

3. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the Dispatch office. Be sure to identify it as your copy.

C. Gulf of Mexico Storm Monitoring

Police Department (Revised June 2012)

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.

At the point a hurricane enters the Gulf of Mexico, all sworn personnel and police communications personnel will attend a mandatory briefing called by the Chief of Police. Personnel will receive information on assignments and schedules in the event of a State of Emergency or other mandatory work requirement. Personnel should complete evacuation plans for their families and secure their personnel property in anticipation of mandatory work activation.

C. Gulf of Mexico Storm Monitoring

Finance Department -- Checklist for Hurricane Preparedness

1.   Staff meeting to discuss preparedness and assign tasks.

2.   Evaluate Payroll schedule to be accelerated if necessary.   Request all F3.2's be completed, signed and sent to Data Entry immediately. Evaluate to send payroll early.

3.   Evaluate Financial Aid upcoming disbursement dates.

C. Gulf of Mexico Storm Monitoring

Student Health Center – Gulf of Mexico Storm Monitoring

1. Review departmental emergency call list with all staff, ensuring that each staff member is aware of their contact responsibility.

2. Inventory and relocate injectables refrigerated medications from the medicine room to the pharmacy refrigerator for storage in a climate controlled area.

3. Inventory and relocate all other medications from the medicine room to the pharmacy for storage in a climate controlled area.

4. Inventory and relocate all diagnostic test kits to the pharmacy for storage in a climate controlled area.

5. Check batteries in the temperature and humidity monitoring device in the pharmacy. Preset device to provide a reading every 12 hours; to be enabled in the event an evacuation is ordered.

6. Review staff responsibilities and verify that each has a plan for completing them.

C.   Gulf of Mexico Storm Monitoring

Department of Intercollegiate Athletics (Revised June 2013)

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. Have a list with all contact information for the teams and students, their location and whether or not the student athlete evacuated.

3. Secure department assets (office, all sports equipment and building contents) and secure athlete transportation and lodging if in other locale.

Section D

Tropical Storm or Hurricane Threatens Golden Triangle

D. Tropical Storm or Hurricane Threatens Golden Triangle

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.

E.   Shut Down/Evacuation

Section E

Shut down/Evacuation

E. Shut Down/Evacuation

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 informs and maintains contact with System Office.

3. The Provost informs and maintains contact with Coordinating Board.

4. Administration continues to monitor storm reports and forecasts.

5. All employees who know their intended evacuation location and provide a number where they can be reached. Once the employee has reached their destination, the employee should call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

6. Collect all personal items and take them with you.

7. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

Additional Department Specific Checklist Items Initiated

E. Shut Down/Evacuation

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT
(Revised June 2013)

PHASE III -- Preparation for School Closing/Evacuation

WAREHOUSE

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. All employees who know their intended evacuation location and provide a number where they can be reached. Once the employee has reached their destination, the employee should call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

6. Be certain to place all radios on chargers before leaving.

GROUNDS DEPARTMENT

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. Be certain to place all radios on chargers before leaving.

E.   Shut Down/Evacuation

6.   All employees who know their intended evacuation location provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

CUSTODIAL DEPARTMENT

1.   Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible.   Deliver all vehicle and equipment keys to the dispatch office.

2.   Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3.   Collect all personal items and take them with you.

4.   Clean out the department refrigerator.

5.   Be certain to place all radios on chargers before leaving.

6.   All employees who know there intended evacuation location provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

ELECTRIC SHOP

1.   Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible.   Deliver all vehicle and equipment keys to the dispatch office.

2.   Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3.   Collect all personal items and take them with you.

4.   Clean out the department refrigerator.

5.   Be certain to place all radios on chargers before leaving.

6.   All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached

E. Shut Down/Evacuation

their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

UTILITY SHOP

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. Be certain to place all radios on chargers before leaving.

6. Turn off all natural gas to the campus.

7. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

CARPENTER SHOP

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. Be certain to place all radios on chargers before leaving.

6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached

E. Shut Down/Evacuation

their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

ENERGY MANAGEMENT

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible.   Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. Be certain to place all radios on chargers before leaving.

6. All employees who know their intended evacuation location provide a number where they can be reached. Once the employee has reached their destination, the employee should call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

FLEET MANAGEMENT

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible.   Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. Be certain to place all radios on chargers before leaving.

6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

E. Shut Down/Evacuation

FACILITIES PLANNING

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. Be certain to place all radios on chargers before leaving.

6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

ADMINISTRATIVE SERVICES

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.

2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.

3. Collect all personal items and take them with you.

4. Clean out the department refrigerator.

5. Make certain that all vehicle keys are placed on key board.

6. Be certain to place all radios on chargers before leaving.

7. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

E.   Shut Down/Evacuation

LOCK & HARDWARE SHOP

1.   Move vehicles to Cardinal Stadium.   Organize vehicles so that large equipment is easily accessible.   Deliver all vehicle and equipment keys to the dispatch office.

2.   Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top.   Do not close up in plastic bags.

3.   Collect all personal items and take them with you.

4.   Clean out the department refrigerator.

5.   Be certain to place all radios on chargers before leaving.

6.   All employees who know their intended evacuation location, provide a number where they can be reached.   Once the employee has reached their destination call the supervisor to notify them of their location.   An emergency telephone list will be provided to every employee.

E. Shut Down/Evacuation

Police Department Checklist to include (Revised June 2012)

1.   Acquisition of non-perishable food and water for up to 30 people for one week (used during post-storm recovery)

2.   Selection of Police Department "ride out" team. IT personnel must be accounted for in this team.

3.   Provisions for protection of building to be used as a command post. (Shutters or plywood protection of glass areas.)

4.   Move operations to Command Center

        When a State of Emergency has been declared by the Jefferson County Emergency Management Agency or Lamar University, all officers must report to campus. Officers will remain on campus until the State of Emergency has been lifted. All Lamar University personnel deemed as essential during the emergency will be housed at the Soccer/Softball Field House.

E. Shut Down/Evacuation

Public Relations Shut Down/Evacuation Checklist (Revised 6/14/12)

1.   Secure Property

2.   Back-up data, copy files

3.   Verify Status of Web Support

      a) Test Availability/operation of CMS for lamar.edu, BeACardinal.com
      b) ElementFusion-based sites (advancement.lamar.edu)
      c) ConnectEd system
      d) Facebook/Tweeter accounts

4.   Check out equipment
      (a)   Laptops, Photo, Etc.
      (b)   Cables, Chargers, Media

5.   Update and distribute contact information
      (a)   Locations, cellular, alternate email
      (b)   Intended evacuation points, alternates

E. Shut Down/Evacuation

Department Plan (for Academic Departments without Hazardous or Perishable Materials) (Revised June 2013)

1. Back up University computers and servers that are outside Central IT, at least to extent of files changed since previous complete back-up. Arrange to safeguard back up media.

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. Remind faculty, staff, and students to take personal valuables (e.g., money, jewelry, computer, radio, television, paintings/posters, keepsakes) with them when evacuating. Lock desks, drawers and cabinets.

4. Compile lists of intended evacuation locations of employees as well as their contact information.

5. Designate alternate(s) to act as Department Chair or manager if necessary.

6. Remove all food items from refrigerators and dispose of debris in dumpster.

7. Instruct employees to lock desk drawers and file cabinets as possible.

E. Shut Down/Evacuation

Specialized Department Plans (for Academic Departments with Hazardous or Perishable Materials – separate plan for each such Department) to include

1. Remove teaching and research items that could spoil/die/be compromised during an extended evacuation (e.g., frozen fetal pigs, toxins, fish, animals, classified work) or provide generators to run critical equipment (e.g., refrigerators, fish tanks).

2. Shut down sensitive electronic equipment.

3. Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location. Ensure inventory lists of such materials are up to date. Provide inventory to Emergency Response Team.

4. Disconnect electronic equipment from power source.

5. Perform careful review of consequences of voltage spikes, and power interruption and restoration to any equipment that is to be left connected to the electrical system.

There are additional Department Specific Checklists

E. Shut Down/Evacuation

Biology Department Evacuation Checklist (in addition to items on checklist for all Departments)

The following list is to be performed by individual faculty members for their individual laboratories with assistance from technical staff in the Department of Biology. Faculty members without tasks to accomplish are asked to assist with the Ocean Lab evacuation needs and other labs in Hayes Biology.

1.   Review and prioritize contents of refrigerator and freezer in Hayes Biology Building and Ocean Biology Laboratory on Pleasure Island. Consolidate priority contents into refrigerators and freezers on the emergency generator back-up on second floor of Hayes Biology Building (H202A). Unplug empty refrigerators and prop doors open.

2.   Return hazardous materials to best available storage locations, away from windows, and off floor, to extent possible (Hayes Biology Building and Ocean Biology Lab.)

3.   At the Ocean Biology Lab, place all items on benches or higher. Transport all computers, new and capital equipment to Hayes Biology.

4.   Trailer all boats at the Ocean Biology Lab to the Beaumont Campus.

5.   Water plants in greenhouse.

6.   Feed fish in Room 109.

7.   Return hazardous materials in all labs (including Ocean Biology Lab) to best available storage locations in Hayes Biology Building, away from windows, and off the floor, to extent possible.

8.   Update Hazardous Waste Records. Department Chair and Lab Coordinator to take copies of list of stored wastes with them, and supply one to Director of Risk Management and to first responders.

9.   Shutdown all electronic equipment and disconnect from power source. Cover electronic equipment items in plastic sheeting to minimize water damage risk.

E. Shut Down/Evacuation

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 laboratories operated by chemical engineering department in the event of hurricane landing. In case of emergency, please contact the contact person listed for each lab, the Department Chair, Dr. Thomas Ho (x8790 or 409-673-2006), and the department safety coordinator, Dr. Tracy Benson (x7536 or 662-769-0061).

Room Number	Lucas 125
Lab Name	Fuel Cell Laboratory
Emergency Contact Person/ extension	David Cocke/ x8372 or (979) 324-3283
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet.

Room Number	Cherry 1408
Lab Name	X-Ray Lab.
Emergency Contact Person/ extension	Thomas Ho/ x8790 or (409) 673-2006
Safety Plan for Lab Shutdown	a) Log the XRF unit and the computer off. b) Unplug all the electric power. c) Shut off cooling water. d) Cover the XRF and the computer with plastic sheet. e) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed.

Room Number	Cherry 1408
Lab Name	XRD Lab.
Emergency Contact Person/ extension	David Cocke/ x8372 or (979) 324-3283
Safety Plan for Lab Shutdown	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). b) Log all the computers off. c) Turn off the water cooling system (the switch is at the front). d) Unplug all the electric power. e) Turn off the switches of the main transformer switch box (120/240V, grey box, on the wall behind S4 XRF

E. Shut Down/Evacuation

	instruction). f) Lift all the computers from the floor. g) Cover all the computers and instruments with plastic sheet.

Room Number	Cherry 1413
Lab Name	Microwave Research Lab.
Emergency Contact Person/ extension	Thomas Ho/ x8790 or (409) 673-2006
Safety Plan for Lab Shutdown	a) Log all the microwave units, GCMS and computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the microwave units, GCMS, and computers with plastic sheet. e) Lock the cabinets for chemicals. f) Report: Each research assistant will be assigned a specific task or tasks and will be required to report to the professor after the plan is executed.

Room Number	Cherry 1415
Lab Name	Photocatalysis & Solar Processing Lab
Emergency Contact Person/ extension	Dr. Daniel Chen/ x8786
Safety Plan for Lab Shutdown	a) Back up all the important data and files. b) Turn all the computers and instruments (GC 3800, GCD 1800B, Autoclave, and HPLC) off. c) Unplug all the electric power. d) Lift all the computers from the floor. e) Cover all the computers and instruments with plastic sheet. f) Make sure all chemicals safely kept on the shelf, and all gas cylinders secure by the table.

Room Number	Cherry 2405
Lab Name	Microbalance Lab.
Emergency Contact Person/ extension	Thomas Ho/ x8790 or (409) 673-2006
Safety Plan for Lab Shutdown	a) Log the microbalance off. b) Unplug the electric power. c) Cover the unit with plastic sheet. d) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed.

E. Shut Down/Evacuation

Room Number	Cherry 3102
Lab Name	Molecular Simulation Laboratory
Emergency Contact Person/ extension	Dr. Tao Wei/ x7818 or (213) 221-5315
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet.

Room Number	Cherry 3104
Lab Name	Process Control Laboratory
Emergency Contact Person/ extension	Dr. Peyton Richmond/ x2147 or (409) 201-0754
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.

Room Number	Cherry 3105
Lab Name	Energy Materials Lab.
Emergency Contact Person/ extension	Dr. Sidney Lin/ x2314 or (832) 515-3540
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.

E. Shut Down/Evacuation

Room Number	Cherry 3107
Lab Name	Laboratory of Sustainability Engineering
Emergency Contact Person/ extension	Dr. Helen Lou/ x8207 or (281) 885-9100
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet.

Room Number	Cherry 3118
Lab Name	Intermolecular Force Lab.
Emergency Contact Person/ extension	Dr. Rafael Tadmor/ x7791 or (409) 363-4938
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.
Room Number	Cherry 3202
Lab Name	Nano Composites Lab.
Emergency Contact Person/ extension	Dr. John Guo/ x7554 or (626) 230-8588
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.

Room Number	Cherry 3205
Lab Name	Renewable Energy Lab.
Emergency Contact Person/ extension	Dr. Tracy Benson/ x7536 or (662) 769-0061
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.

E. Shut Down/Evacuation

Room Number	Cherry 3207
Lab Name	Laboratory of Integrated Systems Engineering
Emergency Contact Person/ extension	Dr. Qiang Xu/ x7818 or (409) 350-5235
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet.

Room Number	Cherry 3218
Lab Name	Nano Censors Lab.
Emergency Contact Person/ extension	Dr. Evan Wujcik/ x8428 or (401) 835-4093
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.

E. Shut Down/Evacuation

Chemistry/Biochemistry Department and Physics Department Plan for Lab Shutdown for the Hurricane Evacuation/Closure (in addition to items on checklist for all Departments)

Room number	Chemistry 101
Lab Name	NMR room
Emergency contact person/extension	Dr Lei x 8043 or 409 998 2539
Safety Plan for Lab shutdown	a. Fill instrument with liquid nitrogen b. Check UPS is turned off for a hurricane c. Cover delicate controls with plastic or foil d. Unplug computer and raise off the floor

Room Number	Chem Rm 111
Lab Name	Environmental Science
Emergency Contact Person/extension	Dr. Kenneth Dorris x 8274 or 409 832 8273
Safety Plan for Lab Shutdown	a. Request waste pick-up b. Log off computers c. Unplug all electrical equipment d. Secure and cover electrical equipment e. Secure all chemicals

Room Number	Chemistry 113
Lab Name	Inorganic Research Lab
Emergency Contact Person/ extension	Dr. Perumalreddy Chandrasekaran x 7514 or (413)212-2300
Safety Plan for Lab Shutdown	Request waste pick-up a) Log all the computers off. b) Unplug all the electric power. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.

E. Shut Down/Evacuation

Room number	Chemistry 114
Lab Name	Waste handling area
Emergency contact person/extension	Marsha Williams ext 8273 or 409 543 3857
Safety Plan for Lab shutdown	a. Log in any waste remaining in this area b. Move all logged waste to storage units c. All up to date log to be given Waste manager for entering on to server d. Waste handling assistant to carry out and report to supervisor e. All logs to be given to the Director of Risk Management

Room Number	Chemistry 118
Lab Name	Chemistry Lab
Emergency Contact Person/ extension	Suying Wei/x7976 or 626-230-8794
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet. g) Flammable solvents in refrigerators should be placed in flammables cabinets but all others can be placed on bench-tops. h) Move chemicals from shelves onto bench top. i) Move computers/instrument away from window area

E. Shut Down/Evacuation

Room Number	Chemistry 120
Lab Name	Organic Chemistry Lab
Emergency Contact Person/ extension	Xiangyang (Sunny) Lei / x8043 or 409 998 2539
Safety Plan for Lab Shutdown	a) Log the computer off. b) Lift the computer from the floor. c) Unplug all the electric power. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet. g) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed. h) Turn off all water faucets

Room Number	Chemistry 122
Lab Name	Distinguished professor research labs
Emergency Contact Person/extension	Dr Wayne Rabalais x 7904
Safety Plan for Lab Shutdown	a. Log off all computers b. Unplug electronic equipment c. Lift any computers from the floor d. Cover equipment with plastic sheet e. Turn off and secure all gas cylinders f. Move any flammable reagents to a flammables cabinet g. Turn off all water faucets

Room Number	Chemistry 212
Lab Name	Solutions preparation room
Emergency Contact Person/extension	Marsha Williams ext 8273 or 409 543 3857
Safety Plan for Lab Shutdown	a. Unplug balances and hotplate/stirrer b. Move all flammable solvents to flammable cabinets c. All concentrated acids to be moved to acid room d. Solutions assistants will be assigned this job and will report to supervisor e. Inventory of chemicals to be given to Director of Risk Management f. Turn of all water faucets

E. Shut Down/Evacuation

Room number	Chemistry 202
Lab Name	ESL room
Emergency contact person/extension	Dr Bernazzani x 8272 or 806 239 8355
Safety Plan for Lab shutdown	a. Switch instruments off and unplug b. Make sure all flammable gasses are disconnected and cylinder caps replaced c. Make sure helium gas is still connected to GC MS on a very low flow. d. Cover all instruments with plastic sheeting. e. Move any flammable solvents to flammables cabinet f. Instrument assistant to help and report back to supervisor

Room number	Chem 202A
Lab name	Research lab
Contact Person	Dr Richard Lumpkin x 1894
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

Room Number	Chemistry 212
Lab Name	Solutions preparation room
Emergency Contact Person/extension	Marsha Williams ext 8273 or 409 543 3857
Safety Plan for Lab Shutdown	g. Unplug balances and hotplate/stirrer h. Move all flammable solvents to flammable cabinets i. All concentrated acids to be moved to acid room j. Solutions assistants will be assigned this job and will report to supervisor k. Inventory of chemicals to be given to Director of Risk Management

E. Shut Down/Evacuation

Room number	Chem 223
Lab name	Computational chem lab
Contact Person	Dr Christopher Martin x 7820 or
Safety Plan for shutdown	a. Log computers off b. Unplug c. Raise any computers off the floor d. Cover with plastic sheets e. Assigned research student to report to Dr Martin

Room number	Chem 221
Lab name	Research lab
Contact Person	Dr Christopher Martin x 7820 or
Safety Plan for shutdown	a. Request waste pick-up b. Log off all computers c. Switch off all instruments and computers d. Turn off all gas cylinders and cap e. Remove flammable reagents from refrigerator to a flammables cabinet f. Remove all remaining chemicals in fridge to bench g. Unplug instruments computers and refrigerator h. Move computers from windows i. Cover what needs to be covered with plastic sheets j. Check faucets are turned off k. Research student assigned to help to report to Dr Martin

E. Shut Down/Evacuation

Room number	Chem 219
Lab name	Research lab
Contact Person	Dr Bernazzani x 8272
Safety Plan for shutdown	a. Request waste pick-up b. Log off all computers c. Switch off all instruments and computers d. Turn off all gas cylinders and cap e. Remove flammable reagents from refrigerator to a flammables cabinet f. Remove all remaining chemicals in fridge to bench g. Unplug instruments computers and refrigerator h. Move computers from windows i. Cover what needs to be covered with plastic sheets j. Check faucets are turned off k. Research student assigned to help to report to Dr Bernazzani

Room number	Chem 217;215; 213; 211; 210; 208; 207 206 201 203
Lab name	Teaching labs and stores
Contact Person	Dr Bernazzani x 8272
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

E. Shut Down/Evacuation

Room number	Chem 214
Lab name	Research lab
Contact Person	Dr Thi Nguyen x 7262
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

Room number	Chem 216
Lab name	Research lab
Contact Person	Dr Shyam Shukla x 8269
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

Room number	Chem 202A
Lab name	Research lab
Contact Person	Dr Richard Lumpkin x 1894
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

E. Shut Down/Evacuation

Room number	Chem 218; 220;222
Lab name	Research lab
Contact Person	Dr Max Sokhoudolets x 7905/7906 or
Safety Plan for shutdown	a. Request waste pick-up b. Log off all computers c. Switch off all instruments and computers d. Turn off all gas cylinders and cap e. Remove flammable reagents from refrigerator to a flammables cabinet f. Remove all remaining chemicals in fridge to bench g. Unplug instruments computers and refrigerator h. Move computers from windows i. Cover what needs to be covered with plastic sheets j. Check faucets are turned off k. Research student assigned to help to report to Dr Martin

E. Shut Down/Evacuation

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

1.   Return hazardous materials to best available storage locations, away from windows, and off floor, to extent possible.

2.   Review contents of each refrigerator.

3.   Shut down all electronic equipment and disconnect from power source.

4.   Update Hazardous Waste Records. Department Chair and Lab Manager to take copies of list of stored wastes with them, and supply one to Director of Risk Management and first responders.

5.   Move all radioactive materials to safest storage. Update records of radioactive materials. Make copies of up to date inventories for Department Chair, authorized users of the material, and for Director of Risk Management.

E. Shut Down/Evacuation

Student Engagement Evacuation Checklist (Revised June 2013)

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.   Contact the Dean of Graduate Studies and the International Student Coordinator for notification. Maintain list of students for SEVIS reporting purposes.

4.   Determine number of students needing transportation.

5.   Inform Police Department of plans.

E.   Shut Down/Evacuation

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. All debris should be disposed in the dumpsters.

2.   Establish a list of students that will need to evacuate with university.

3.   Residents will be required to sign out and provide emergency contact information.

4.   Remove and store all exterior supplies, pool furniture and trash receptacles.

5.   Back-up all data and unplug computers; advise residents to do same.

6.   Remove all files from bottom shelves; advise residents to do same.

7.   Take all key rings, master keys and key log.

8.   Complete unit checks to ensure total evacuation.

9.   Complete utility shut down procedures, gas only.

Evacuation Supplies check list.

Water extraction machine
Wet Vacuum
Generator with wheels
Extra gasoline
Submersible Sump pump & hose
Extension cords
Flashlights
Batteries
Rain jackets
Rubber boots
Pre-cut plywood for windows and number them
Radios
Mold and Mildew remedial chemicals

E.   Shut Down/Evacuation

Food Service Readiness Hurricane Plan – Hurricane Evacuation/Closure

1. Secure outside of Dining Hall Building. Objects that might become airborne due to wind conditions should be put inside building.

2. Generators to be readied to operate #1 and #4 refrigeration in the event of power outage.

3. All perishable food to be moved to walk-in refrigerator (#1) or walk-in freezer (#4).

4. All refrigeration units to be disconnected, except for #1 and #4 to protect against damage from a possible power surge when electrical service is restored.

5. Foodservice Director to stay in constant contact with University client on what is needed from foodservice and when re-opening of feeding facilities will occur.

E. Shut Down/Evacuation

Department of Central IT Infrastructure Emergency Checklist (Revised June 2013)

** Instructions for all Central IT Infrastructure Departments **

1. Inform staff of campus official evacuation instructions and initiate emergency operations

2. Review Disaster Recovery plan with staff

3. Remind staff to take with them items of value

4. Move important items in your office you don't want to get wet to table or desk top and cover with plastic.

5. Instruct staff to shut down, unplug, move PC's from floor to desktop, and cover with plastic

Telephone System

1. Verify complete backup of Cisco Call Manager phone and Cisco Unity voice mail systems. Copy of backup should be secured offsite in the event a restore is needed.

2. Power down the phone and voice mail systems prior to the event if possible.

3. Review safety procedures with all employees prior to the event and assure that updated contact information is available.

4. Confirm that all Telecommunications Services employees have backed up their office computer data to the Central IT storage array and have secured all equipment and personal computers

5. Confirm that all Telecommunications Services personnel have updated contact information including personal cell phone numbers and personal email.

6. Assure that all Telecommunications Services employees have the conference bridge information and specified meeting times to assist in communication and recovery efforts.

7   Evacuate campus and adhere to established conference schedule times as necessary.

E. Shut Down/Evacuation

Data Network

1. Copy current configurations of Core network equipment and any other production network devices to the Central IT storage array and DR site storage array. Additional copies of configurations should be written to IRON KEY USB drives and sent with Sr. Network Analysts as well as the Director of Central IT Infrastructure.

2. Confirm that all Network Services employees have backed up their office computer data to the Central IT storage array and have secured all equipment and personal computers.

3. If necessary, relocate all Central IT Infrastructure owned carts to areas designated by Facilities Management.

4. Confirm that all Network Services personnel have updated contact information including personal cell phone numbers and personal email.

5. Assure that all Network Services employees have the conference bridge information and specified meeting times to assist in communication and recovery efforts.

6. Begin shut down and power down activities as directed by University Administration.

7. Notify University of Texas Network Operations Center in Austin that Lamar University is preparing for an emergency event and that services will remain up unless and until the buildings lose power

8. Evacuate campus and adhere to established conference schedule times as necessary.

E. Shut Down/Evacuation

Data Center Services Checklist

When the campus is under evacuation orders due to imminent danger such as a hurricane, it is critical that the local Central IT Data Center Services are secured properly and that core Administrative ERP systems are failed over to Lamar University's DR site at Texas State University in San Marcos prior to key staff members leaving the premises. Once both facilities are secured, all Central Data Center Services staff is to evacuate campus and adhere to established conference schedule times as necessary to remain in contact as to when we will return to campus to restore computer operations and services.

Computer Center Emergency Check List – Cherry Engineering Building Facility:

1.   Notify administrative staff at Lamar University, Lamar Institute of Technology and Lamar State College Orange that the Central Data Center is beginning disaster preparedness procedures and the estimated time at which systems will be either shut down or transferred to the DR site at San Marcos

2.   Notify server owners Central Computing is initiating State of Emergency full backup and shut down procedures.

3.   Contact IRONMOUNTAIN for additional pickup of backup media prior to evacuation

4.   Shutdown and power off all servers in Computer Center.

5.   Pull power receptacles from false floor, unplug, and rest on floor tiles.

6.   Use of sand bags or other materials is recommended to block water from entering, if materials are on hand.

E. Shut Down/Evacuation

Finance Department -- Checklist for Hurricane Preparedness (Revised June 2013)

1.   Staff meeting to discuss preparedness and assign tasks.

2.   Evaluate Payroll schedule to be accelerated if necessary.   Request all F3.2's be completed, signed and sent to Data Entry immediately. Submit payroll and determine if adjuncts, student workers, and hourly workers will be paid while the campus is shut down.

3.   Evaluate Financial Aid upcoming disbursement dates.

E.   Shut Down/Evacuation

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 responsibilities and check off as completed.

2.   Enable temperature and humidity monitoring device in the pharmacy.

3.   Box and elevate past medical records from 2 lowest shelves to higher shelves of the records room. *Current medical records are housed on a computer server located in Pennsylvania, therefore no action is required.*

4.   Ensure that all HIPAA protected information is stored in looked cabinets.

5.   Unplug all non-essential electronics and medical equipment, elevating to desktops or tables, when possible.

6.   When evacuating, unplug all remaining electronics and/or medical equipment, elevate to desktops, and cover with heavy duty plastic, when possible.

7.   When evacuating, confirm security of HIPAA protected information in locked cabinets and verify key possession (Director, Asst. Director, Admin. Associate Sr.).

8.   When evacuating, empty all refrigerators and freezers with the exception of those necessary for storing medicine. Director, Asst. Director and Admin. Assoc. Sr. tour facility to verify completion of checklists. Ensure generator is working.

9.   Review emergency call list just prior to evacuation.

E. Shut Down/Evacuation

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.

Section F

During Tropical Storm or Hurricane

F. During Storm or Hurricane

During the Storm (Police only on campus)(Revised June 2012)

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.

Procedures as follows:

1. Police personnel will work 12 hours shifts, and the shifts will be broken up into a day shift and a night shift.   These shifts will remain in effect until the chief of police places everyone back on normal scheduling.
2. Police officers will bring several duty uniforms to wear while on shift. Alternate attire may also be approved on a case by case basis to include: BDU style pants, and shirts that have **POLICE** clearly visible on them.
3. Food will be provided by dining services, which will maintain at least one employee during emergency operations.
4. Two IT personnel will be assigned during the emergency to assist with setting up incident command restoring normal operations to the campus.
5. The chief of police will serve as incident commander until the threat has passed. Once damage assessment can safely begin, the President or his designee will assume the role of incident commander.

Section G

Immediate Post-Storm Checklist

G. Immediate Post-Storm Checklist

Immediately After the Storm (Revised June 2013)

1.   Facilities Management to perform immediate, complete damage and safety
        assessment, including check on hazardous materials storage areas, fuel storage
        areas.

2.   Facilities Management in consultation with DATA CENTER SERVICES, Central
        Computing, etc to make decisions regarding activation of building generators.

3.   Regardless of insurance situation, document (photos, video) any damage and
        begin repairs immediately in order to minimize long-term damage and
        unnecessary costs.

4.   Define the Disaster Recovery Team. Disaster Recovery Team to establish repair
        and renovation priorities.

5.   Disaster Recovery Team to contact key personnel and confirm their optimal date
        of return to campus.

6.   Public Relations to ensure, via appropriate media, that faculty, staff, students (and
        their parents) are aware that they should not return until notified to do so (i.e.,
        until power restored, campus is safe, streets cleared, buildings repaired and
        cleaned).

7.   Encourage presidents of Faculty Senate, Staff Senate, and Student Government to
        return to campus early to observe first-hand the damage and work being done (so
        they are able to help the faculty, staff, and students who return to a restored
        campus understand the significant effort required to become operational as well as
        the continuing challenges faced by the university community).

8.   The Academic Readiness Team (Provost, Senior Associate Provost and other
        team members) to begin developing alternate academic calendars with a priority
        of restarting classes as soon as possible (consider lengthened periods, Saturday
        classes, online courses, elimination of holidays, giving final examinations last
        class meeting, baseline modification of total contact minutes, etc.) Continuation
        of courses will occur via electronic means such as Blackboard.

9.   Take many pictures of damage so that after campus has been restored, "before and
        after" snapshots will be available to show State agencies, insurance adjustors,
        FEMA employees, etc.

G. Immediate Post-Storm Checklist

Finance Department -- Checklist for Hurricane Preparedness

1.   Distribute any paychecks.

2.   Electronically transfer Financial Aid disbursements to students' Cardinal OneCards.

3.   Do assessment and prioritize to determine an action plan.

4.   Refer and utilize the Texas State University Disaster Recovery Guide.

.

G. Immediate Post-Storm Checklist

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

PHASE IV – Response to Hurricane Event

WAREHOUSE

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2. Assess the damage to you facility and report it to the Associate Vice President.

3. Retrieve your vehicles from the stadium.

4. If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

5. Restore communication with radios if system is operational.

6. <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

GROUNDS DEPARTMENT

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2. Upon arrival to the university assess the damages to your building and report them to the Associate Vice President.

3. Retrieve your vehicles from the stadium and assess the damages to the grounds and contact our contractors to provide assistance in the clean-up effort. Depending upon the amount of debris determine the number of roll-off containers that will be needed and locate the strategically around the campus. <u>They are to be used for construction debris only.</u>

DRAFT

G. Immediate Post-Storm Checklist

4.   Evaluate the most dangerous conditions and assign personnel to eliminate the hazards.

5.   At the same time, if manpower is available assign personnel to clean roadways, driveways, and parking lots first including clearing storm drains from debris to reduce flooding.

6.   Begin to remove hanging branches. Follow that effort by removing fallen trees.

7.   Follow up with cleaning up debris on the lawns and ditches. Do not contaminate the vegetation debris with building material debris.

8.   Relocate all vegetation debris to the area behind the baseball complex. Do not block the roadway with the collected debris.

9.   If power has been restored and the facility is usable, uncover your computer and re-establish it's use. <u>If power has not been restored do not plug in the computer</u>.

10.   As clean up work becomes completed and covers for trash receptacles.

11.   <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

CUSTODIAL DEPARTMENT

1.   All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2.   Retrieve your vehicles from the stadium.

3.   If power has been restored and the facility is usable, uncover your computer and re-establish it's use. <u>If power has not been restored do not plug in the computer</u>.

4.   Assign personnel to buildings after they have been assessed for damage and begin clean-up.

5.   <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

DRAFT
G. Immediate Post-Storm Checklist

<u>**ELECTRIC SHOP**</u>

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2. Retrieve your vehicles from the stadium.

3. Upon returning to campus, if power is off, systematically go to main substation and pull disconnect to feeders to prevent power surges when power is restored. Isolate all other buildings and facilities not on main campus power grid. If the generators at the Small Business Development Center and the President's residence are not running start them and connect the to the building system. Disconnect the line voltage from Entergy.

4. Assess damages to electrical systems that can be observed before power is restored.

5. <u>If power is off and after damage assessment is completed</u>, energize the emergency generators at Wimberly, Cherry Engineering, Library, Carl Parker, Police Station and Theatre.

6. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. <u>If power has not been restored do not plug in the computer</u>.

7. When electricity has been restored to Lamar University and electrical systems have been assessed for each feeder, energize each feeder in a sequence of operation of the central plants first and then other buildings as directed.

8. Make certain that radio communication is established and maintained through the repeaters.

9. <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

DRAFT
G. Immediate Post-Storm Checklist

UTILITY SHOP

1.   All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2.   Retrieve your vehicles from the stadium

3.   Inspect utility tunnel and begin pumping water out.

4.   Inspect, drain and clean cooling towers.

5.   Upon arrival to campus assist Facility Planning in assessment of damages to buildings and report findings to Associate Vice President.

6.   If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

7.   <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

8.   Re-establish gas to campus if safe to do so.

CARPENTER SHOP

1.   All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2.   Retrieve your vehicles from the stadium

3.   Upon arrival to campus assist Facility Planning in assessment of damages to buildings and roofs report findings to Associate Vice President. When inspecting roofs, all roof drains should be clear of debris.

4.   Board up all broken windows found during inspections of buildings.

5.   If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

6.   All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

ENERGY MANAGEMENT

1.   All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phones.

2.   Upon return to campus, assess damages to your facility and equipment. Report this information to the Associate Vice President.

3.   Do not attempt to start up systems until inspections have been made and equipment is in condition to turn on.

4.   Retrieve your vehicles from the stadium.

5.   If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.

6.   All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

FLEET MANAGEMENT

1.   All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2.   Retrieve your vehicles from the stadium

3.   Assess damages to fleet equipment and make a list of damages incurred. Report the damages to the Associate Vice President.

4.   Make certain that the fueling station is operational. If operating on generator, keep generator filled with fuel.

5.   Keep generators filled with fuel throughout the campus.

G. Immediate Post-Storm Checklist

6. Monitor fuel level in tanks and advise supervisor when getting below half full.

7. If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

8. <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

FACILITIES PLANNING

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phones.

2. Retrieve vehicles from Cardinal Stadium.

3. Upon arrival to campus begin assessment of damages to buildings and report findings to Associate Vice President.

4. Inspect construction sites and advise contractors of conditions. If unsafe conditions exist they need to respond and resolve problems.

5. If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

6. <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

ADMINISTRATIVE SERVICES

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

DRAFT

G. Immediate Post-Storm Checklist

2.   If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

3.   <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

4.   Provide administrative support services as needed during hurricane recovery.

5.   Retrieve vehicles from Cardinal Stadium.

LOCK & HARDWARE SHOP

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2. Retrieve vehicles from Cardinal Stadium.

3. If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer.</u>

4. <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

DRAFT
G. Immediate Post-Storm Checklist

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

PHASE V – Response after Evacuation/Closure – No Significant Damage

WAREHOUSE

1.   All employees are to return to work as normal.

2.   Retrieve your vehicles from the stadium.

3.   Uncover your computer and re-establish its use. .

GROUNDS DEPARTMENT

1.   All employees are to return to work as normal.

2.   Return dump trucks to supplier.

3.   Retrieve your vehicles from the stadium.

4.   Retrieve road barriers and return them to Tri-Supply.

5.   Replace lids to trash receptacles.

6.   Uncover your computer and re-establish its use.

CUSTODIAL DEPARTMENT

1.   All employees are to return to work as normal.

2.   Retrieve your vehicles from the stadium.

3.   Uncover your computer and re-establish its use.

4.   Assign personnel to buildings after they have been assessed for damage and begin clean-up.

ELECTRIC SHOP

1. All employees are to return to work as normal.

DRAFT
G. Immediate Post-Storm Checklist

2.   Retrieve your vehicles from the stadium.

3.   Uncover your computer and re-establish its use.

4.   Disconnect emergency generators from Soccer Complex, Dishman Art, Chemistry, Brooks-Shivers Dining Hall, the President's Residence, and the fueling station.

5.   Re-energize the transfer switches at all of the stationary generators.

UTILITY SHOP

1.   All employees are to return to work as normal.

2.   Retrieve your vehicles from the stadium

3.   Inspect utility tunnel and begin pumping water out if necessary.

4.   Inspect, drain and clean cooling towers if necessary.

5.   Uncover your computer and re-establish its use.

6.   Re-establish gas to campus if safe to do so.

CARPENTER SHOP

1.   All employees are to return to work as normal.

2.   Retrieve your vehicles from the stadium

3.   Uncover your computer and re-establish its use.

4.   Take down plywood from windows at President's residence.

ENERGY MANAGEMENT

1.   All employees are to return to work as normal.

2.   Uncover your computer and re-establish its use.

3.   Do not attempt to start up systems until inspections have been made and equipment is in condition to turn on.

DRAFT
G. Immediate Post-Storm Checklist

4.   Retrieve your vehicles from the stadium.

5.   Re-establish automatic start-up program in case of a power failure.

6.   Remove plywood boards from windows and store them.

FLEET MANAGEMENT

1.   All employees are to return to work as normal.

2.   Retrieve your vehicles from the stadium

3.   Uncover your computer and re-establish its use.

4.   Make certain that the fueling station is operational.

FACILITIES PLANNING

1.   All employees are to return to work as normal.

2.   Uncover your computer and re-establish its use.

3.   Retrieve vehicles from Cardinal Stadium.

4.   Inspect construction sites and advise contractors of conditions. If unsafe conditions exist they need to respond and resolve problems.

ADMINISTRATIVE SERVICES

1.   All employees are to return to work as normal.

2.   Uncover your computer and re-establish it's use.

3.   Retrieve vehicles from Cardinal Stadium.

LOCK & HARDWARE SHOP

1.   All employees are to return to work as normal.

2.   Retrieve vehicles from Cardinal Stadium.

3.   Uncover your computer and re-establish its use.

DRAFT
G. Immediate Post-Storm Checklist

Public Relations Immediate Post-Storm Checklist (Revised 6/14/12)

1. Staff report via email/phone

2. Assess impact on campus, develop key messages

3. Disseminate via all available means
    - (a) Lamar.edu home page, FaceBook, Twitter
    - (b) ConnectED messages as appropriate
    - (c) All media outlets available

4. Essential staff returns as soon as practical
    - (a) Re-establish media operations on site, or
    - (b) Develop off-site operations if necessary

5. Monitor local media reports to ensure accuracy of University-related information.

6. Monitor Facebook and Twitter accounts, address inaccurate information.

DRAFT
G. Immediate Post-Storm Checklist

Biology Department Post-Hurricane Checklist (as soon as Department representative can access the building)

1.   Check that the generator power is still functioning properly and contact Physical Plant if there is a problem.
2.   Check Hayes Biology Building for water damage, and take appropriate action to keep humidity as low as possible.
3.   Water greenhouse plants.
4.   Feed fish in Room 109.
5.   If electricity outage is prolonged, monitor condition of unused fetal pigs (which are sealed in preservative) (If possible, discard if spoilage begins to occur).
6.   Check the Ocean Biology Lab for damage.

DRAFT
G. Immediate Post-Storm Checklist

Central IT Infrastructure and Microcomputer Support & Services -- Checklist for post Storm
(Revised June 2012) See IT Disaster Recovery Plan

1.   Contact essential personnel to bring up mission critical systems.

2.   Check "downed" IT campus-wide systems for mechanical defects.

3.   If possible, relocate equipment to original location.

4.   Restore IT campus-wide systems to operation.

5.   Check essential, non-campus-wide systems for mechanical defects.

6.   Restore essential, non-campus-wide systems to operation.

DRAFT
G. Immediate Post-Storm Checklist

(Page Intentionally Left Blank)

DRAFT
G. Immediate Post-Storm Checklist

(Page Intentionally Left Blank)

DRAFT
G. Immediate Post-Storm Checklist

(Page Intentionally Left Blank)

G. Immediate Post-Storm Checklist

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.

G. Immediate Post-Storm Checklist

Department of Intercollegiate Athletics

1. All coaches and staff members should remain in contact with athletics administrators and Southland Conference. Determine the status of all personnel.

2. Determine if athletics events must be cancelled, through conversations between administration, coaches, and the Southland Conference. Inform the Southland Conference of any event cancellations.

3. Monitor Lamar University website and other media outlets for updates.

4. If temporary relocation is a necessity, coaches will assist the Lamar Athletics Administration with relocation efforts. The Lamar Athletics Administration will coordinate the relocation with the other Institution's Administration.

After Evacuation:

1. Monitor the university website and local media for important campus information and instructions. Coaches and staff members will return to campus as soon as travel and campus conditions are safe.

2. Once coaches and staff members return to campus, report any damage to athletics administrators.

Section H

Recovery Checklist

Follow up as University Operations Resume

1.   Identify repair and mold remediation personnel to be on call after initial cleanup to address rapidly all health and safety issues that arise and to provide immediate response to faculty, staff and student concerns.

2.   Develop financial plan for continuation of service, working with System personnel, State legislators, insurance executives. Refer to the Texas State University System Disaster Recovery Guide.

Student Health Center – Recovery Checklist

1.   Download readings from the pharmacy atmospheric monitor to verify humidity and temperature control has been maintained on all medications and supplies as required and discard as needed. Verify that all medications and diagnostic tests 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.

Appendix

Disaster Management Guide

The following is checklist is a guide as adopted from the Texas State University System Disaster Recovery Guide. Located at http://www.tsus.edu/about/policies.html.

Texas State University System
Disaster Management Guide
11/3/2010

This guide provides general directions specific to disaster preparedness, recovery, and overall administration in the event of a disaster impacting a Texas State University System campus. It includes tools available to each campus for implementation through pre-disaster, post-disaster and overall project administration phases of an event. This document is only meant to be a reference to assist in providing an understanding of the process and proactively preparing for a property claim and/or reimbursements from FEMA. The procedures described in this guide were derived directly from the guidelines and policies established for disaster management by FEMA as described in 44 Code of Federal Regulations (44-CFR), FEMA 321 Public Assistance Policy Digest, and FEMA 322 Public Assistance Guide.

ALWAYS CONSULT, COMMUNICATE, AND COORDINATE ACTIVITIES WITH YOUR DESIGNATED FEMA, STATE, SYSTEM, AND INSURANCE REPRESENTATIVES.

Disaster Preparedness: Existence of pre-disaster procedures can help each individual campus be prepared for a disaster before it strikes. Examples of pre-disaster steps that each campus can undertake include management organization and leadership undertaking, conducting a risk assessment, developing a Disaster Management Plan, and adopting and implementing the plan.

Managing a catastrophic event successfully requires advance planning and coordination by developing protocols on a pre-loss basis, as opposed to reacting after the loss. With the goal of returning to normal operations as quickly as possible and being fully indemnified in the process, having a defined team and plan in place will facilitate the recovery and claim processes and allow each to operate more efficiently and effectively.

Recovery: A large property claim has the potential to financially threaten the campuses' existence and cause long term adverse effects. A key consideration in maximizing insurance recoveries after a disaster is claims management by the insured and claim consulting/advocacy services provided by the broker/agent. For any uninsured disaster-related damages and the corresponding recovery steps taken by any campus, the components can request certain expenses to be reimbursed by the Federal Emergency Management Agency (FEMA). However, to request any expense reimbursements from FEMA the component needs to be compliant with certain requirements for it to be eligible to receive federal monetary help. It is critical that the System and all components are aware of these requirements by FEMA and are in compliance at all times. The requirements fall into effect even before the hurricane strikes and extend years after the work is completed (as required by the record retention policies).

Examples of post disaster steps that each campus should undertake include; conducting preliminary damage assessment, submitting a Request for Public Assistance (RPA), conducting recovery work in compliance with FEMA and State requirements.

Post-disaster and ongoing administration: In the initial hours after a loss, management will be focused on returning to normal operations and mitigating their damages. Decisions will be made that can dramatically impact operations and the outcome of the property claim submitted to insurers. The administrative work related to disasters is almost unavoidable, especially for instances when the campus seeks funding resources from insurance or the federal government. Examples of administrative work include activities related to project management, monitoring of recovery projects and issuing quarterly project progress reports. Each campus requesting funds should be aware of these requirements to ensure smooth recovery of disaster expenses from all sources.

1. Getting Organized

The first, and key, step before creating disaster management procedures is to build support by obtaining leadership commitment for emergency management work. The University will create a Disaster Management Team (DMT) comprised of key personnel representing the various administrative and academic functions of the component.

2. Disaster Management Risk Assessment

The next step involves conducting a detailed disaster-related Disaster Management Risk Assessment for each campus. The purpose of this exercise is to assess the various disasters that could impact the institution, the potential consequences of a disaster impacting the institution's ability to actively respond to the disaster, and identification of mitigation strategies that could assist the institution in actively PREPARING for the identified potential disasters.

Based on the results of the risk assessment each campus should identify actions that can be taken to prevent, mitigate or prepare for disasters. Please see APPENDIX for FEMA guidance on conducting a Risk Assessment (FEMA Risk Assessment Tool Guide).

3. Develop a Disaster Management Plan
The next step involves creating a detailed Disaster Management Plan. The plan should address risks and vulnerabilities identified by conducting the risk assessment. The plan should also incorporate vital administrative functions, identification of key personnel in the event of a disaster, their responsibilities, functional responsibilities etc.

Some key points to note in the creation of the plan are:
- A "Key Personnel Access Listing" should be created and distributed to each member of the DMT and System Office.
- A "Key Contacts Listing" with contact information for System Administration personnel, Federal, State, and Local emergency management contacts should be created and distributed to each member of the DMT.
- Create an adjustment team consisting of Risk Manager/Insurance Coordinator, Account Adjuster, and Broker/Agent outlining their responsibilities.
- Set up protocol for reporting a claim to the appropriate parties, State Office of Risk Management and Broker/Agent.
- A calling hierarchy should be created and incorporated as a part of the plan.
- Pre-disaster, once evacuated, all key members should communicate their location and verify contact information with a central key member.
- A plan with well defined teams, members, and their responsibilities (such as Response Team, Damage Assessment Team) should be created.
- A plan for securing key finance and administration documents at a remote location should be in place.
- Detailed plan for evacuation of Students by component administration in the event of an emergency event.
- Prior to disaster perform an inventory of critical records to confirm the same upon return.
- Cross-training should be provided to prevent transitioning issues/challenges.
- Each campus should have policies and procedures to ensure contracted parties are licensed and not blacklisted by FEMA. Such policies should be enforced at all times.

Key responsibilities that should be considered for inclusion in the Disaster Management Plan are listed below:

 Facilities
- Ensure availability of an alternate location to operate in the event of a disaster.
- Assess ability of vendors to deliver goods and services to the alternate location.
- Ensure availability of backup power sources at the site and at the alternate location.
- Create a vendor listing (for both materials and labor) of alternate vendors to be used in the event of a disaster.
- Establish agreements of payment, functioning and rates of labor and equipment if required in the event of a disaster with vendors.
- Print Force Account Labor (FAL) and Force Account Equipment (FAE) forms. Understand FEMA requirements for completing these forms and provide required information to all individuals.

- Create a process and delegate appropriate authority for recording/approving disaster recovery work (completing timesheets, approving timesheets, monitoring day to day work).
- Print copies of asset listings.
- Time and materials contracts should be avoided but may be allowed for work that is necessary immediately after the disaster has occurred. If used, contractor expenses must be carefully documented. A cost ceiling or "not to exceed" provision also should be included in the contract.
- Time-and-material contracts for debris should be limited to a maximum of 70 hours of actual debris clearance work and should be used only after all available local, tribal and State government equipment has been committed. These contracts should be terminated once the designated dollar ceiling or not-to exceed number of hours is reached. On occasion, they may be extended for a short period when absolutely necessary, for example, until Unit Price contracts have been prepared and executed.
- Cost plus a percentage of cost contracts, percentage of construction cost contracts, and contingency contracts are not eligible and should be avoided.

Information Technology
- Perform backups of all critical application data.
- Perform periodic tests of backup restores prior to a disaster occurring.

Human Resources
- Evaluate payment policies and options for employees and hiring temporary workers in the event of a disaster.
- Together with payroll establish time recording criteria and benefits allocation.

Finance

• General
- Create a Delegation of Authority (DOA) identifying key personnel and responsibilities that shall be followed during the recovery phase in the event of a disaster.
- Set up a cost code or separate general ledger account that captures all costs relative to the damages and recovery efforts. Costs that should be tracked and discussed with the Account Adjuster & Broker/Agent include:
  • Emergency Services and Temporary Repairs
  • Costs for permanent repairs or replacement
- Interact with State, Federal and Insurance agencies and obtain guidance on steps to be followed as a result of a disaster.
- Ensure emergency funds are available for recovery operations.
- Communicate to all key personnel that any time and effort spent on disaster recovery efforts by employees can be submitted to FEMA for expense

reimbursement. Hence, establish methods for recording time and expenses incurred by employees on disaster efforts.

- Evaluate alternatives to hiring temporary workers to assist in disaster recovery administrative work. Establish methods to record time and expenses incurred by temporary workers.

• **Procurement**
- Secure printed copies of Purchase orders at offsite location.
- Analyze FEMA/state/TSUS System/Campus procurement requirements and follow the most stringent rules in the event of a disaster.
- Contact FEMA and state disaster assistance representatives to understand the procurement requirements in the event of a disaster.

• **Accounts Payable**
- Evaluate Financial Aid schedule and impact of disaster on the schedule.
- Analyze 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 damage to home.
- Secure an emergency supply of pre-numbered blank checks at an off-site location and make alternative arrangements to ensure that the institution can make payments for obligations incurred.
- Analyze and establish a format to record disaster-related payments so that they can be identified in the system.
- Establish procedures to perform periodic reconciliations between funds received and expenses incurred for disaster recovery.
- Print the Accounts Payable register.

• **Accounts Receivable**
- Print Accounts Receivable register.
- Analyze and establish a format to record disaster-related payments so that they can be identified in the system.
- Establish procedures to perform periodic reconciliations between funds received and expenses incurred for disaster recovery.

• **Payroll**
- Analyze the payroll schedule and determine the impact disaster-downtime will have on the ability to process and distribute payrolls.
- Print any required paychecks.
- Decide on distribution method in the event of a disaster.
- Secure emergency supply of blank checks offsite in the event of a disaster; make alternative arrangements to process payroll in the event the campus is shut down.
- Print payroll register.

- Print FEMA Force Account Labor (FAL) & Force Account Equipment (FAE) forms to be used in the recovery process in the event of a disaster.
- Understand requirements for completing and providing adequate information as required for the FAL & FAE forms and communicate the same to facilities/disaster recovery teams/vendors.
- Analyze calculation/recording of time (and benefits) for disaster-related work performed by campus employees separate from regular responsibilities.

4. Adopt & Implement Emergency Management Plan

The final step in pre-disaster preparations includes submitting the draft plan for review and approval to campus leadership. Once approved, the plan should be communicated and distributed to all involved parties. The plan should be reviewed at least once each year and updated as required. The plan should be tested and practiced in training sessions and exercises.

Results of the tests should be evaluated and the plan updated as required. Given that the majority of disasters that have impacted TSUS institutions have been hurricane-related events, it is recommended that at the beginning of each hurricane season, consider printing/copying documents and forms for off-site storage for use in the event that the institution becomes inaccessible. See APPENDIX for a checklist of documents (Disaster Preparation Checklist) to be printed and other steps to be taken prior to the occurrence of a disaster.

Post-Disaster

A. Overview

After an emergency event occurs and has dissipated enough for local government authorities to announce that it is safe to return to the affected areas, key personnel previously identified should return to the institution to conduct a damage assessment and to perform Post-Disaster recovery procedures.

Post-Disaster recovery procedures performed by each individual campus can be classified under the following three phases:

- Conduct a preliminary Damage Assessment
- Perform Recovery Emergency Work (Category A & B)
- Perform Recovery Permanent Work (Category C-G)

B. Procedure
a) Immediate Actions

- Secure the site and restore protection where applicable to protect the property from further damage. (The insurance policy requires action to protect your property from additional damage. However, because some emergency measures are impacted by FEMA requirements, you should always consult FEMA, State, System and Insurance Representatives prior to finalizing arrangements.)
- Report the loss to appropriate parties according to the pre-designed protocol.
- Take immediate action to mitigate losses by making temporary repairs, separating/salvaging undamaged stock/inventory and developing a plan to resume operations. Whenever possible, you should obtain clearance from the FEMA Representatives and the Account Adjuster before proceeding with temporary measures.

When in doubt, do what you would do if you did not have any insurance.

<u>Insurance Claim Steps:</u>

Constant and open communication is the most important factor when handling a large, complex, or sensitive property claim. The insured, insurer, account adjuster, and broker/agent need to work together during the adjustment on the following items:

• Meet with the Adjustment Team to discuss the estimated scope of damage, method of repairs and define plans to resume operations.
• Advise and assist in coordinating inspections among all parties. It is important to coordinate and accompany the Account Adjuster during inspections to understand how he/she is evaluating the damages. This will allow the insured and broker/agent's claim consultant to understand potential claim positions and posturing during settlement negotiations. It is also important to control the flow of information and documentation and make sure that any requests are made within the agreed upon measures.
• Implement agreed upon "post-loss" claims procedures. In an effort to expedite the claim process, it is important to make sure all parties understand their roles and responsibilities and how information/documentation will be distributed.
• Developing an agreed method of measuring and documenting all aspects of the claim.

During the initial meetings, an agreement should be reached regarding how the loss will be measured and what documents will be required to support the claim. It is also beneficial to agree on a preliminary scope or extent of damage. This allows the account adjuster a comfort in knowing what will be claimed and it allows the insured a specific understanding of what will be required to support that claim.

• Secure partial payments (if necessary). On larger losses the adjustment process can extend over months or years. In cases like these, it is likely that partial payments will be required. It is important to understand the need for funding and agree to a schedule based on pre-determined benchmarks. To achieve this level of control, you must maintain a current and detailed accounting of the loss and documentation to support costs incurred and/or committed to. The use of purchase orders are an acceptable proof of commitment.
• Assist in the preparation and submission of the claim to the insurer. Use the Broker/Agent's claim consultant in reviewing the claim documentation and in developing the claim presentation for submission to the insurer. The submission will be completed after contemplating all policy coverages, in an effort to maximize the recovery.
• Review and explain any potential coverage limitations. Look to the Broker/Agent to review any potential coverage limitations that may apply to the loss to determine if they are being applied in accordance with the policy by the Adjuster. The Broker/Agent's claim consultant can advocate on your behalf if there is any differing of coverage interpretation.

Components of the Claim:
A claim is normally divided into distinct sections that correspond to policy coverage.
A typical claim is broken down into two categories: Property Damage and Time Element Losses.

- **Property Damage**

  Most policies are written on a replacement cost basis. This means that if the damaged/destroyed property is replaced or repaired, the insured will be reimbursed for that repair/replacement cost incurred. This assumes that the repairs or replacement are in line with the scope of damage agreed to with the insurance company and the replacement property is of like, kind and quality of the damaged property. Costs that require tracking include: Protection/preservation costs, temporary repairs, permanent repairs/replacement, extraordinary and expediting expenses. The normal elements of a property damage claim are as follows:

  - Real Property, such as buildings or leasehold improvements (excluding land)
  - Furniture, fixtures and equipment
  - Technology and communications equipment
  - Inventory, stock, work in progress and finished goods
  - Valuable papers and records

- **Time Element Losses**

  The objective of time element coverage is to put the insured back into a financial position as if no loss had occurred (subject to policy limitations). This element of the claim is normally the most complicated and broken into two groups: Business interruption/Loss of income and Extra Expenses to reduce the loss or maintain operations during the restoration period. The overall time element claim is defined within the "period of interruption", which is *normally* tied or directly related to the reasonable time to address direct physical property damages sustained by the insured. There are, however, various types of optional coverage that provide protection when no direct physical damage is sustained by the insured. This type of coverage includes contingent business income coverage, ingress/egress coverage, denial of access, etc. This coverage will be specifically outlined in the policy.

  The following discusses procedures applicable to FEMA-related claims filing but can be used for documenting an insurance claim as well. Remember, FEMA only pays for uninsured damages and insurance recovery will often be applied before FEMA funds are released.

2. Conduct a Preliminary Damage Assessment

The first step after a disaster strikes a campus is to conduct a Preliminary Damage Assessment (PDA). PDAs are considered, along with several other factors, in determining whether a disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments, and that Federal assistance is necessary. The PDA is typically used as a basis for a State Governor's request for a major disaster or emergency declaration when it shows the cost of response efforts, such as emergency personnel overtime, other emergency services, and damage to citizens is beyond state and local recovery capabilities. The President considers the PDA as one of the factors in making a determination whether to declare a major disaster or emergency in response to the Governor's request.

A preliminary damage assessment team reviews the types of damage or emergency costs incurred by the state, and the impact to critical facilities, such as:
- public utilities,
- hospitals,
- schools, and
- Fire and police departments.

In addition, the assessment involves considering the following:
- the effect on individuals and businesses, including the extent of the damage,
- the number of people displaced, and
- the threat to health and safety caused by the incident.

Additional data from the Red Cross or other local voluntary agencies may also be reviewed.

During the assessment, the team will collect estimates of the expenses and damages. Preliminary damage assessment teams are comprised of personnel from FEMA, the state's emergency management agency, county and local officials and the U.S. Small Business Administration.

After evaluating the results of the PDA conducted by FEMA and State officials, FEMA determines which programs will be applicable to the affected applicants due to the disaster (e.g. Public Assistance, Hazard Mitigation, National Flood Insurance Program etc).

At the applicant level, each campus should conduct their own Damage Assessment and also assist the State/FEMA team in conducting the PDA. The damages incurred, should be photographed and documented to the greatest extent possible. Documentation that may assist this activity should already have been printed and available to the teams.

Some examples of documentation that can assist in this process are insurance documents, asset listings and PDA templates. Teams should already have been created pre-disaster to perform this function, comprising of qualified personnel with the required expertise. All the damages should be documented and templates for this activity should have been created pre-disaster and should be available to the Damage Assessment team. See APPENDIX for a sample applicant (subgrantee) Preliminary Damage Assessment Form used by FEMA.

Presidential Disaster Declaration:

Once a disaster has occurred, and the State has declared a state of emergency, the State will evaluate the recovery capabilities of the State and local governments. If it is determined that the damage is beyond their recovery capability, the Governor will normally send a request letter to the President, directed through the Regional Director of the appropriate FEMA region.

The President then makes the decision whether or not to declare a major disaster or emergency. After a presidential declaration has been made, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for State and local government recovery expenses, and the Federal share will always be at least 75% of the eligible costs.

Applicant Briefing

The Applicants' Briefing is a meeting conducted by the State to inform prospective applicants of available assistance and eligibility requirements for obtaining Federal assistance under the declared event. The meeting is held as soon as practicable following the President's declaration.

During the briefing, the State will present the incident period and a description of the declared event. Applicant, work, and cost eligibility will be reviewed and the project formulation process will be introduced. The State will also discuss funding options, record keeping and documentation requirements, and Special Considerations issues. Typically, applicants will prepare and submit their Requests for Public Assistance form during the briefing. See APPENDIX for a sample Request for Public Assistance Form.

Request for Public Assistance

The objective of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard

mitigation measures during the recovery process. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the subgrantees (eligible applicants).

The Request for Public Assistance is FEMA's official application form that public and Private Nonprofit organizations use to apply for disaster assistance. It is a simple, short form with self-contained instructions. "The Request" (FEMA form 90-49) asks for general information which identifies the applicant, starts the grant process and opens the Case Management File, which contains general claim information as well as records of meetings, conversations, phone messages and any special issues or concerns that may affect funding. The Request must be submitted to the State Public Assistance Officer within 30 days of the date of designation of an area. The form may be delivered in person at the Applicants' Briefing, sent by mail, or faxed.

Kick-off Meeting

The first meeting with the designated FEMA Public Assistance Coordinator (PAC) and State Applicant Liaison (SAL) is called the Kick-off Meeting. It is at this meeting that damages will be discussed, needs assessed, and a plan of action put in place. The PAC will go over what will be expected of each campus, and will provide detailed instructions on what to do and how to do it.

The SAL will provide State specific details on documentation and reporting requirements. Both the PAC and SAL will help identify any Special Considerations in the affected area.

The PAC will contact each campus to set up this meeting. After reviewing a list of damages, the PAC will help determine what technical assistance, if any, is needed to prepare your Project Worksheets (PW) (subgrantee application) (FEMA Form 90-91). This meeting is also the place to bring any questions or concerns about how the Public Assistance process works or what might be expected of each campus.

Insurance issues are often disaster and site specific and can be complicated. All insurance issues should be discussed with the PAC at the Kick-off Meeting or as soon as possible, to allow for timely resolution. When the PAC contacts you to schedule a Kick-off Meeting, make sure to discuss who else should attend. It may be helpful to have a risk manager who is familiar with your insurance coverage, record keeper, public works officials, and/or others with working knowledge of the repairs needed, in attendance.

Preparations for a Kick-off Meeting include the following:

- Expect to be contacted by the PAC within one (1) week after submission of the Request. If no communication is received from your PAC within two (2) weeks, contact your State Public Assistance Officer to arrange the first meeting.
- Compile a list of all damages. Take that list with you to the Kick-off Meeting.
- Pay close attention when the PAC shows how to prepare detailed descriptions and summaries of repair projects. By the end of the Kick-off Meeting, each campus should have received the information they need to proceed with disaster recovery and will understand what to expect.
- Identify circumstances that require special review, such as insurance coverage, environmental resource issues, and historic preservation. The earlier these conditions are known, the faster they can be addressed, and they must be addressed before funding can be approved.
- Each campus is encouraged to participate fully in managing their repair projects, particularly small projects.
- Request clarification of anything you do not understand and bring forward any issues that may concern you. Full discussion and regular interaction with the PAC and Liaison will help to resolve differences as they arise and expedite approval of your projects.
- Contact the PAC for clarification of questions or when in need of assistance.
- Each campus is responsible for maintaining records of completed work and work to be completed. The PAC will provide a detailed list of required records and can recommend ways of organizing them.

Immediate Needs Funding:

Immediate Needs Funding (INF) is money earmarked for the most urgent work in the initial aftermath of a disaster. The funds may be provided to any eligible applicant for eligible emergency work that must be performed immediately and paid for within the first 60 days following declaration. Eligible work typically includes debris removal, emergency protective measures, and removal of health and safety hazards. Immediate needs funds can be used for expenses resulting from this eligible work, such as temporary labor costs, overtime payroll, equipment, and material fees.

During the PDA, immediate needs are noted for each area surveyed. If a disaster is declared, and the State believes damage costs warrant the need for immediate cash flow, the State may apply for INF on your behalf. Up to 50% of the Federal share estimate of emergency monies will then be placed in the State's account. Because this money can be made available in advance of normal procedures once a disaster has been declared, paperwork and processing times are reduced and emergency funds can be received sooner. Even though facilities may have been included in the PDA, INF will not be available unless the affected county/city has been included in the presidential declaration. Some important points to note regarding INF are listed below:

• If the damage sites have been surveyed in the PDA, and are eligible for INF, the choice of whether or not to apply for these funds resides with each individual campus.

• INF is usually based on a percentage of the emergency work identified during the PDA. Each campus can assist the PDA team by alerting them of emergency work, along with any associated immediate expenditures and helping to estimate damage costs.

• The State of Texas will notify each campus on how to apply for INF. Typically they will have each campus send a letter of request to a designated State official.

• Each campus must submit a completed Request for Public Assistance (Request) (preapplication) (FEMA Form 90-49) before the State will release any INF.

• INF may be used for any eligible emergency work that requires payment within the first 60 days following declaration.

• No INF will be allocated for work projects identified during the PDA that includes environmental or historic considerations, or for hazard mitigation projects. Specialists conducting the PDA will use a list of Special Considerations questions to help determine INF eligibility.

• Any INF received will be offset against the costs of actual emergency work projects as they are received.

• If actual emergency work project costs are less than the INF received, then INF will be offset against permanent work projects. Eligible permanent work costs will not be obligated until INF is reimbursed.

• If damages are not identified during the PDA or if no immediate needs are noted, each campus will still have the opportunity to request expedited handling of emergency work when they officially file their Request.

Project Formulation & Cost Estimating:

A Project Worksheet (PW) (see APPENDIX for sample PW form) is the form used to document the scope of work and cost estimate for a project. This form supplies FEMA with the information necessary to approve the scope of work and itemized cost estimate prior to funding. Each project must be documented on a separate PW. The approved PW will then be the basis for funding under the Public Assistance Program.

A project is a logical method of performing work required as a result of the declared event. One may include more than one damage site in a project. This offers flexibility in organizing and managing the work around your needs.
Once all similar work items have been consolidated into projects, each campus is required to fully document the damage and repair plan by completing a PW for each project. Although more than one site can be combined to make a project, only one project may be listed on a PW.

Responsibilities:

- Combine various recovery efforts into projects. A project should be formulated to meet recovery needs.
- Multiple damaged sites and eligible work may be combined administratively into a single project for a variety of justifiable reasons. Each campus may select any reasonable method to manage their projects.
- After the Specialist has reviewed the Special Considerations Questions with you, it may be necessary for FEMA to conduct an Environmental Assessment. If this occurs, keep a record of the information pertaining to the alternatives that were considered.

To facilitate review, approval and funding, repair projects are divided by dollar amount into small and large projects. A small project is any eligible work, either emergency or permanent; costing from $1,000 to $57,500 ($57,500 is the threshold for small projects for Federal fiscal year 2006 and is adjusted annually.) Funding for small projects is based on the Federal share usually 75%-of the approved estimate of eligible work.

Each individual campus is responsible for identifying all projects and is encouraged to provide their own scopes of work and cost estimates for small projects. The PAC will explain the entire process during the Kickoff Meeting and will be available at any time to provide further assistance.

Although the campus is responsible for identifying large projects, only the basic description of the project and a broad cost estimate is required. Estimates for projects may be used which may assist in classifying projects as Small or Large. The campus can use vendor quotes, damage assessment team estimates, and purchase orders to estimate the cost of a project. Large projects, those with damage costs over $57,500 (Federal FY 2006) will be formulated as a team effort with FEMA, State and local representatives as partners. Funding for large projects is based on actual costs to complete the eligible scope of work. The funding for each large project will be adjusted after all work is complete.

All of the documentation pertaining to a project should be filed together with the corresponding PW and maintained as the permanent record of the project. These records become the basis for verifying final project costs, and, for small projects, will be used to sample and validate estimated project costs. Documents that need to be filed for each PW include purchase orders, purchase requisitions, invoices, contracts, timesheets (labor, equipment and materials), and completion certificates. All expenditures, for all PWs should be tracked at the PW level and timely reconciliations of expenditures to PW scopes should be performed.

Documentation is the process of establishing and maintaining accurate records of events and expenditures related to your disaster recovery work. The information required for your documentation basically describes the "who, what, when, where, why, and how much" for each item of disaster recovery work. It is critical for each campus to implement activities that serve in gathering and organizing complete documentation upfront. This will help prevent challenges during FEMA and system audits and will also allow faster reimbursement of funds for disaster recovery expenditures. See On–Going Administration for guidance relating to documentation and audit requirements.

Projects at the stage of formulation are classified as Small or Large depending on a cost estimate for the project. Based on the type of work performed for each project each PW is further classified under different categories of work defined by FEMA (Categories A – G). Once all PWs are formulated, work can begin with emphasis first on performing emergency work then permanent work.

2. Perform Recovery Emergency Work (Category A & B)

FEMA defines emergency work in the following two categories:

• *Category A – Debris Removal*

Debris Removal is the clearance, removal, and/or disposal of items such as trees, woody debris, sand, mud, silt, gravel, building components, wreckage, vehicles, and personal property.

• *Category B – Emergency Protective Measures*

Emergency Protective Measures are actions taken by Applicants before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property. Emergency communications, emergency access and emergency public transportation costs may also be eligible.

After conducting and reviewing the PDA, campus needs for recovery should be prioritized and work should be categorized as per FEMA definitions. Projects that are deemed Category A and/or Category B should be addressed first, and work should begin as soon as possible.

For all emergency work being performed if any materials, services or rented equipment need to be procured, assess the applicability of procurement laws (the President/state may exempt the campuses from following procurement laws during emergency recovery activities). If the procurement laws are applicable, follow the most stringent amongst state/campus/FEMA/TSUS System procurement laws, i.e. advertizing the work,

obtaining proposals evaluate proposals and contract with vendor (if not already contracted prior to occurrence of disaster).

If Force Account Labor (FAL) and Force Account Equipment (FAE) are used for emergency recovery perform the following:
    ☐ Prepare detailed shift schedules.
    ☐ Use FEMA guidelines to apply appropriate overtime rates.
    ☐ Use FEMA FAL & FAE forms to track employee and equipment hours
    ☐ Perform review of time and equipment logs to for reasonableness and supervisor approvals

Labor Documentation:

Each employee to be claimed must be identified by name and title. The summary of labor costs should include:
- Dates worked,
- Hours per day,
- Rate of pay (regular and/or overtime),
- Applicant fringe benefits rate, based on the total payroll for the applicant
- Description of work performed
- Approval of work performed
- Benefit allocation forms with supporting documentation should be filed with each PW supporting documentation.

This information may be obtained from the individual daily time cards and supervisor's field notes. It is important to consolidate this information on the Labor Record form at least once a week, if not daily. This will enable the official responsible for disaster record keeping to show exactly who did what, when, where, and for how long on each job site. See APPENDIX for sample FAL form.

Temporary Personnel/Extra Hires:

When a regular employee is sent to the field to perform disaster work, frequently a backup person fills in for them in their normal position. There are a few circumstances that affect the eligibility of the backup person:
- If a backup person (full-time or part-time) is an extra hire, the cost of this extra person represents an extra cost to the applicant. Regular salary and overtime pay of this employee is eligible.
- If the additional person is a regular employee from another department of the applicant who is working his/her normal shift, the following costs are eligible:
  - a. Overtime, and
  - b. Pay differential for work outside normal responsibilities if the pay differential is the written policy of the applicant prior to the disaster.

• If the additional person is a regular employee who is called in on his/her day off (and thereby works time in addition to the regular workweek), regular and overtime are eligible because there is an extra cost incurred by the applicant.
• If the additional person is called in from vacation, only overtime is eligible. There will be no extra cost because the vacation usually can be rescheduled.
• Seasonally employed personnel are budgeted costs and are considered permanently employed for the purpose of eligibility.
• Regular and overtime will be determined according to the applicant's written policies and labor union contracts in effect prior to the disaster.
• When an employee has been moved to perform disaster emergency work, an additional person who is hired to backfill for that employee to do non-emergency work is not eligible for reimbursement.
• The costs of salaries and benefits for individuals sent home or told not to report due to emergency conditions are not eligible for reimbursement.
• Costs of contractors hired to accomplish emergency work are eligible for reimbursement.

Overtime Pay:

Overtime pay must be in accordance with policies in use before the disaster. Overtime for disaster work is not eligible if you did not have a pre-existing overtime pay policy.

Equipment Documentation:

Documentation for applicant-owned and rented equipment must show the following:
• Equipment description and operators name,
• Dates and total hours used,
• Cost per hour with total cost for each item and,
• Total cost of all equipment used.
• Approval of usage of equipment

Total equipment hours should be compared to appropriate personnel hours to ensure both are accurate. If a piece of equipment is used by being attached to another piece of equipment (for example, trailer hitched to a truck), this should be noted. Equipment logs and records must identify each piece of equipment used for disaster-related work at each site. Ensure operator/dispatcher logs and other actual field records are accurately kept, copied and consolidated onto the Force Account Equipment or the Rented Equipment record forms. See APPENDIX for sample FAE form and also for FEMA Equipment Rates.

Rental Equipment:
For rented equipment, the documentation must also show the date and amount paid, and the check number for evidence of payment. This agreement must specify who is responsible for all repairs to the equipment. A separate vendor invoice file should be

established with copies of all rental agreements and invoices from equipment vendors. Also, a copy of the rental agreement must be maintained in the work site file. See APPENDIX for sample Rented Equipment form.

Materials Requirements (rip-rap, plywood, sandbags, etc.):

The applicant must document all materials and supplies purchased or taken from stock and used on each job. Provide and attach invoices, receipts, purchase orders, paid vouchers, etc., showing the actual purchase and price of all materials used for disaster work. Use the Materials Record form to consolidate the information to one place. See APPENDIX for sample Materials Summary record form.

Purchased Materials:

If special materials were purchased to perform disaster work, show the documentation citing that purchase. Specifically, documentation must show the vendor, quantity, description, unit price, total price, date used, and the date of purchase and check number. Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal Government.

Inventory Materials:

If materials were taken from stock, provide an invoice or voucher showing the last purchase of those items or stock, even if it was prior to the disaster. Some type of evidence of purchase is required for reimbursement for all materials used.

Contract Work Documentation & Eligibility:

Contracts must be of reasonable cost, generally must be competitively bid, and must comply with Federal, State, and local procurement standards. See APPENDIX for a list of FEMA equipment rates and contracting checklist.

Emergency Work Completion Timelines:

The time frames for completing eligible work are also measured from the date of declaration of the disaster and vary depending on the type of work.

- Debris Clearance within 6 months
- Emergency Work within 6 months

All time frames are set by regulation; however, if extenuating circumstances or unusual project conditions exist, a time extension may be requested through the State. The State has the authority to extend the time frames for completion of emergency work and

debris removal by 6 months. For all other extensions, the State must request the extension from FEMA.

3. Perform Permanent Work (Category C G)

FEMA defines permanent work in the following categories:

• *Category C – Roads & Bridges*

Roads (paved, gravel, and dirt) are eligible for permanent repair or replacement under the Public Assistance Program, unless they are Federal-aid roads. Eligible work includes repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails. Damage to the road must be disaster-related to be eligible for repair. In addition, repairs necessary as the result of normal deterioration, such as "alligator cracking," are not eligible because it is pre-disaster damage.

• *Category D – Water Control Facilities*

Water control facilities include dams and reservoirs, levees, lined and unlined engineered drainage channels, shore protective devices, irrigation facilities, and pumping facilities.

• *Category E –Buildings and Equipment*

Buildings, including contents such as furnishings and interior systems such as electrical work, are eligible for repair or replacement under the Public Assistance Program. In addition to contents, FEMA will pay for the replacement of pre-disaster quantities of consumable supplies and inventory. FEMA will also pay for the replacement of library books and publications. Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. If an insurance policy applies to a facility, FEMA will deduct from eligible costs the amount of insurance proceeds, actual or anticipated, before providing funds for restoration of the facility.

FEMA will reduce public assistance grants by the maximum amount of insurance proceeds an Applicant would receive for an insurable building located in an identified floodplain that is not covered by Federal flood insurance. The reduction in eligible costs will be the larger of the two reductions just described. The owners of insurable buildings can expedite the grant process by providing FEMA with policy and settlement information as soon as possible after a disaster occurs.

- *Category F – Utilities*

Typical Utilities include:
- o Water treatment plants and delivery systems
- o Power generation and distribution facilities, including generators, substations, and power lines
- o Sewage collection systems and treatment plants
- o Telecommunications

The cost of establishing temporary, emergency services in the event of a utility shutdown may be eligible.

- *Category G – Parks, Recreational Facilities & Other Items*

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F. Eligible publicly-owned facilities in this category include: playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, and golf course.

For all large PWs obtain guidance for performance of work from the FEMA PAC and SAL. Communication with both parties is the preferred channel to address questions, issues and concerns regarding the recovery process. The communication should be through the various stages of the disaster and recovery phases and results of conversation documented. Guidance and relevant information obtained through such conversations should help drive decisions related to procurements processes and compliance with FEMA and State requirements.

Permanent Work Completion Timeline

The time frames for completing eligible work are also measured from the date of declaration of the disaster and vary depending on the type of work. All permanent work should be completed within 18 months of declaration of the disaster.

All time frames are set by regulation; however, if extenuating circumstances or unusual project conditions exist, a time extension may be requested through the State. The State has the authority to extend the time frames for completion of permanent work by 30 months. For all other extensions, the State must request the extension from FEMA.

Tips for Consideration
- When procuring goods/services, use the most conservative of the requirements mandated by FEMA, State, System and Campus requirements.
- Review all bids and select the one with the most suitable vendor with the lowest bid ensuring that the vendor is not blacklisted by FEMA.

- Review scope of PW and contractual agreement with the vendor and ensure consistency.
- During the progress of the project ensure that disaster recovery related expenses are coded in a distinguishable format in the financial systems (PO, Project, Account #).
- For disaster recovery related expenses incurred, submit requests for reimbursements from FEMA and receive funds.
- Track the receipt of funds for each PW and record the revenue by PW and building for which the work was performed.

FEMA and Insurance:

FEMA must reduce all project grants for insured property by the amount of actual insurance proceeds received or by the amount of proceeds that can be reasonably anticipated from a review of the insurance policy. This reduction will be made prior to project approval and noted in the cost estimating section of the Project Worksheet. Each applicant must report any entitlement to insurance proceeds to their PAC. This means that copies of all insurance documentation must be submitted including the insurance policy with all data, declarations, endorsements, exclusions, schedules and other attachments or amendments. Also, any settlement documentation including copies of the claim, proof of loss, statement of loss, and any other documentation describing the covered items and insurance proceeds available for those items must be submitted. This documentation will be used to determine your level of project funding. It is important to begin the claims process with the insurance company as soon as possible and to keep the PAC informed of any problems. The PAC will obtain an insurance Specialist to review the documentation and determine the amount of insurance proceeds available on the project. If the facility is rented, a copy of the lease or rental agreement may be necessary.

Insurance may be purchased for a variety of valuable properties, generally the following are insurable:
- Buildings
- Contents of buildings
- Vehicles
- Equipment

If damages are over $5,000 to any insurable facility, including equipment, vehicles, etc., FEMA will require you to obtain and maintain insurance coverage on that facility as a condition of receiving disaster assistance. In addition, if any other specific insurance is reasonably available, adequate and necessary to insure any facility, you may be required to obtain and maintain that insurance coverage. The type (flood, earthquake, wind, comprehensive, etc.) of insurance and the amount of insurance required is directly related to the disaster damage. The required insurance coverage must cover the facility for the type of hazard that caused the damage and in the minimum amount of the

damage repair costs. The insurance coverage must be maintained for the useful life of the repairs.

The required insurance coverage must be obtained, or letter of commitment accepted by the State, prior to the release of any Federal funds. You are responsible for obtaining the insurance coverage that best meets your needs. It is recommended you begin shopping for insurance coverage as soon as possible and have the required insurance coverage in place quickly after project approval. It is important to describe the hazard (flood, wind, fire, hail, etc) that caused the disaster damage in the project description. Insurance coverage often excludes certain hazards and may only cover certain damaged items within a project. In addition, a single facility may have been damaged by multiple hazards, such as wind and flood damage during an emergency event and there may only be insurance coverage for some of those hazards.

Finally, if the facility has ever received disaster assistance from FEMA this must also be reported. It must be determined if any required insurance coverage on past disasters was obtained and maintained. If the required insurance coverage was not obtained or maintained, FEMA may not provide assistance for the facility. Discuss all past disaster damages and claims for Federal assistance with your PAC.

All insurance amounts received by an applicant from their insurance companies should be allocated towards each PW and on the basis of the work done for each project. The statement of loss from the insurance company should be compared to FEMA reimbursement and FEMA PW scope of work to avoid duplication of benefits.

On-Going Administration

A. Overview

Once the emergency work has been completed, the University is left with completing work for all other PWs (Category C-G) and performing on-going administration procedures until all PWs are closed out by FEMA.

The critical on-going administrative procedures that need to be maintained by the University can be classified as:
- **Project Management**
- **Monitoring**
- **Reporting**
- **Audits**

1. Project Management

Small Projects

Small Projects are funded using an initial estimate of costs. An estimate is prepared either by FEMA or by the Applicant. The funding level for small projects is fixed, regardless of the final cost incurred by the Applicant. FEMA does not perform a final inspection of completed small projects; however, the State must certify that the Applicant completed the work in compliance with all applicable laws, regulations, and policies.

Large Projects

Reimbursements for Large Projects are based on the **actual documented costs incurred** in the completion of the approved scope of work. The steps for processing a large project are described below:

> • A Project Worksheet is prepared by the PAC/PAL team. FEMA approves funding using the estimate and obligates the Federal share of the funds to the State.
> • When the project is complete, the State determines the final cost of accomplishing the eligible work, often performing inspections or audits to do so. The State then submits a report on the completed project to FEMA, certifying that the Applicant's costs were incurred in the completion of eligible work.
> • After reviewing the State's report, FEMA will consider adjusting the amount of the grant to reflect the actual cost of the eligible work. While proceeding with the project, the Applicant must ensure that grant funds are used only for eligible work. Payment cannot be processed until work has been completed, documented and paid for. The cost estimating methodology that is used in the development of large projects is called the **Cost Estimating Format (CEF).** This allows for a better estimate of the total cost of large projects. The CEF is a

forward-pricing model that allows FEMA to account for all possible costs associated with a construction project. FEMA uses experienced cost estimators and construction engineers to apply the CEF. Management of large PWs is critical. FEMA audits all large PW expenses as a part of its closeout process.

To ensure a smooth closeout and receipt of funds, it is important that each campus manages its projects appropriately adhering to all FEMA requirements. Some key project management aspects include.

• Creation of a Delegation of Authority (DOA) matrix especially for Accounts Payable and Procurement and following the DOA for all disaster recovery projects
• Periodic reconciliations should be performed by Finance. Essentially:
  o Reconciliations between expenses noted for each PW against expenses in the GL
  o Expenses for each PW against the corresponding funds received from FEMA
  o Expenses for each PW against eligible PW scope
• Monitor completion of work and ensure that work is completed as per the guidelines stipulated in the contract with the vendor and the PW scope description
• All claims of insurance should be made and obtained from insurance companies
• In the event of a change in scope of work or any required modifications communicate with FEMA PAC and SAL the need for PW version changes.
• Communicate with FEMA and SAL regarding issues observed relating to payments or completion of work
• Communicate with vendors regarding progress of the project, payments, delays etc.
• Provide senior management periodic updates on progress of the report
• Once completed prepare PW for closeout and initiate closeout.
• All insurance receipts must be allocated towards each PW.

Cost Overruns:
Sometimes the actual costs incurred by the applicant during performance of the work exceed the approved estimated amount. This situation is known as a **Cost Overrun.**

When this occurs the applicant must determine the reason for the cost overrun. Overruns are usually caused by one of the following:
• *Variations in unit pricing:* The unit prices used in the cost estimate may have been lower than those the applicant was actually charged.
• *Change in the scope of work:* While performing the work, the applicant may find that additional eligible work or changes in the prescribed work are

necessary. If this occurs the applicant must notify the State immediately. Scope of work changes must be approved *prior* to initiating work.

• ***Delay in starting or completion times:*** Problems beyond the applicant's control may contribute to delays in starting or completing work.

Small PW Cost Overruns

Small projects are **not** usually eligible for cost overruns. **HOWEVER**, if a **major omission or error** in the scope of work is identified, the applicant can request this be corrected.

Cost overruns are not handled on a project-by-project basis; rather, the Applicant may request supplemental funding for a net cost overrun on all small projects by submitting an appeal through the State to FEMA. An appeal should be submitted only when the total costs for all small projects exceed the total cost approved for all small projects. The appeal must be submitted within 60 days of the completion of that Applicant's last small project. The appeal must include documentation of actual costs correlated to each line item in the scopes of work. This includes projects with under runs as well as those with overruns. An explanation of all cost and quantity differences with the approved scopes of work should be included.

Large PW Cost Overruns

The applicant should evaluate cost overruns on large projects. The applicant should notify their PAC and SAL if the cost overrun exceeds the approved amount by 50%. If the additional costs are justified, the applicant can request additional funding. The applicant should contact the State to ensure that proper guidelines for documenting any additional costs are followed. When necessary the State will forward requests for additional funding to FEMA. Such requests must contain documentation to support that the additional costs were incurred during the performance of eligible work.

All expenditures, for all PWs should be tracked at the PW level and not at the disaster level and periodic reconciliations should be performed. Once expenses are incurred and all supporting documentation is in order, a FEMA Request for Reimbursement Form (RRF) should be made.

Please see APPENDIX (Guide to Preparing FEMA RRFs) for a sample RRF and steps to perform to request a reimbursement.

2. Monitoring

Finance should monitor all disaster-related funds and manage them separately from nondisaster-related funds. As part of routine internal audits, the scope of each should include disaster-related activities. Findings of internal and external audits should be tracked, monitored and remediation steps taken. The Internal Audit department for TSUS, should perform audits to test compliance and controls related to disaster management and business continuity.

3. Reporting

Prior to beginning any recovery work, each campus should communicate with their PAC and SAL and obtain information regarding reporting requirements. Each campus should understand all the reports they need to issue, timelines for reporting, methods of reporting, modes of submittal and approval requirements for all reports related to disaster recovery procedures.

Reporting for disaster-related activities can include internal reports and external reports. Once all requisite data is gathered on a timely basis internal and external reports should be created.

These should then be submitted for supervisory review. After correction/changes have been made these reports should be submitted to senior management for approval. Only after obtaining management approval, prepare and issue at least the following two reports:

- ***Quarterly Progress Reports:***
The State submits reports quarterly to FEMA for projects for which a final payment has not been made. Progress reports are critical to ensuring that FEMA and the State have up-to-date information on PA Program grants. Reporting requirements for the PA Program generally concentrate on large projects. Recipients of assistance should check with their State to determine the particular reporting requirements. FEMA has no reporting requirements for applicants, but the State is expected to impose some reporting requirements on applicants so that it can prepare quarterly reports. The format in which the applicants submit project reports to the State will be determined by the State. As final payment is made on each large project, the project may be dropped from the report. Final payment for small projects is made at the time of project approval by FEMA and, therefore, small projects do not need to be reported to FEMA. Other reporting requirements for small projects may vary depending upon the requirements of each State.

  The progress report will include:

o   the status of the project, such as "in design" or "percentage of construction completed"

o   time extensions granted, if any

o   a projected completion date

o   the amount of expenditures and amount of payment for each project

o   Any problems or circumstances that could delay the project or result in noncompliance with the conditions of the FEMA approval.

• *HB 4586 Reports:*

Each legislative session, state agencies project the costs of fulfilling their functions and providing important services for the following two-year budget period. C.S.H.B. 4586 makes adjustments in appropriations for various state agencies, including adjustments necessary to reimburse agencies for unexpected expenses. Fixed amounts have been appropriated by the State of Texas to TSUS component institutions out of the general revenue fund and institutions of higher education for the purpose of paying for, or reimbursing payments made for, costs incurred by the agencies or institutions associated with damages or disruptions caused by natural disasters impacting the institutions before September 1, 2007.

The bill requires each campus to submit quarterly a report for ongoing administrative and monitoring purposes to the State Comptroller's office. The purpose of this report is to perform reconciliation and to ensure that each campus is not duplicating benefits by receiving recovery funds for the same work from multiple agencies. This report essentially takes into account the prevailing state appropriation amount and deducts any funds received from FEMA, insurance or any other source and the remaining amount is reported to State. The State then uses this amount to adjust its future appropriations and also to monitor the progress of recovery work being performed by each campus.

Each campus should discuss with their SAL State reporting requirements. Procedures for reporting, modes of reporting, timelines, and submittal requirements should be thoroughly understood and adhered to. Prior to submitting these reports each quarter, each campus should have a review and approval process in place.

4. Audits

Public assistance grant recipients are required to comply with the provisions set forth under the Single Audit Act of 1984 (Public Law 98-502), as amended in 1996. The act requires grant recipients expending $500,000 or more in Federal funds in a fiscal year ending after December 31, 2003 to perform a single audit or program-specific audit in accordance with OMB Circular A-133, Audits for States, Local Governments, and Non-Profit Organizations.

Even though a single audit must be performed, grant recipients also are subject to additional audits by the Department of Human Services (DHS), Office of the Inspector General, and State auditors. Office of Management and Budget (OMB) requires grant recipients to maintain financial and program records for 3 years beyond the date of final Financial Status Report (FSR) or follow their and the Grantee's standard record retention policy if that policy requires record retention beyond the 3-year requirement. If an FSR is not required, records must be maintained for 3 years from the date of the final certification of completion of the applicant's last project.

Typically, applicants will be informed of audit requirements during the Applicants' Briefing. Any questions after the briefing regarding the single audit or audits in general, should be directed to the appropriate State official or the DHS's Office of the Inspector General.

Prior to the beginning of any disaster recovery related work, each campus should contact their FEMA PAC and obtain detailed guidance for FEMA audit and closeout requirements. Issues to discuss include document retention requirements, reporting requirements, etc. Applicants should begin the record keeping process before a disaster is declared by the President. All of the documentation pertaining to a project should be filed with the corresponding PW and maintained by the applicant as the permanent record of the project. These records become the basis for verification of the accuracy of project cost estimates during validation of small projects, reconciliation of costs for large projects, and audits. For any concerns that would affect closeout or completion of a project, the FEMA PAC should be contacted immediately and notified of the situation. FEMA audits should be coordinated and documentation requests fulfilled. Any results of FEMA audits should be remediated at the earliest. FEMA requires each applicant to retain documentation for 3 years after closeout of all PWs pertaining to a disaster.

Tips to prepare for audits (FEMA/State/System):
☐ Understand the scope of the audit
☐ Ensure all documentation is in order and available to the auditors
☐ Obtain a list of documentation required by the auditors
☐ Ensure a room is available for the auditors to work
☐ Understand the timelines of the audit
☐ Allow for adequate staff availability to answer questions and address auditor

Closeout

Once all projects are completed and corresponding funds received from FEMA, the applicant must initiate disaster closeout. The Closeout Team is tasked with closing grants to determine that each applicant and project meets the eligibility requirements and documentation standards prescribed by Federal and State regulations. The Closeout Team must also confirm that the recovery work is complete and the eligible costs have been reimbursed.

This occurs in two phases, first the State of Texas' Governors Office of Homeland Security and Emergency Preparedness (Texas GOHSEP) closes out the disaster by conducting final closeout inspections. In order to expedite the Closeout process, the state Closeout Team will review a variable percentage of supporting documentation based on an applicant's risk, determined by the state Sub-Recipient Monitoring (SRM) Team. SRM is a federally mandated program that requires pass-through entities to monitor their Sub-grantees. Monitoring activities are geared to meet two objectives; to determine Sub-grantees meet program compliance requirements and that performance goals are being met.

Then FEMA which may or may not rely on the State audit conducts its own audit prior to closing out a disaster for an applicant.

FEMA reviews small projects at an aggregate level, i.e. if sum of obligated amounts of all small PWs is more than expenses then the surplus is for the applicant to keep. In this instance FEMA as a part of its closeout activities audits a sample of the small PWs of the applicant (usually 20%) focusing on physical examination of project completion, audit of labor and equipment timesheets. If however the aggregate sum of expenses incurred for all small PWs exceed the obligated amount for small PWs, then a more detailed audit is performed for each small PW.

All large PWs are funded at cost. All of the documentation pertaining to a project should be filed together with the corresponding PW and maintained as the permanent record of the project. These records become the basis for verifying final project costs, and, for small projects, will be used to sample and validate estimated project costs. Please see the APPENDIX for a checklist of documentation requirements for each PW which should be in order prior to requesting closeout which shall be reviewed as a part of closeout procedures.

Sample Documentation

1 FEMA Risk Assessment Tool Guide
http://www.fema.gov/plan/prevent/hazus/dl_fema433.shtm and
http://www.fema.gov/pdf/plan/prevent/hazus/fema433.pdf
2 Force Account Labor (FAL) Summary Record
http://www.fema.gov/library/viewRecord.do?id=2729
3Force Account Equipment (FAE) Summary Record
http://www.fema.gov/library/viewRecord.do?id=2734
4 Materials Summary Record
http://www.fema.gov/library/viewRecord.do?id=2730
5 Rented Equipment Summary Record
http://www.fema.gov/library/viewRecord.do?id=2731
6 Contract Work Summary Record
http://www.fema.gov/library/viewRecord.do?id=2732
7 Applicants Benefits Calculation Worksheet
http://www.fema.gov/library/viewRecord.do?id=2735
8 FEMA Equipment Rates
http://www.fema.gov/pdf/government/grant/pa/eqrates_2010.pdf
9 Small PW Validation Worksheet
http://www.fema.gov/library/viewRecord.do?id=2724
10 Debris Removal Contracting Checklist
http://www.fema.gov/government/grant/pa/9580_201.shtm
11 FEMA Applicant CloseOutChecklist
FEMA ApplicantClose-Out Checklist.p
12 Preliminary Damage Assessment Subgrantee
http://www.fema.gov/library/viewRecord.do?id=2746
13 Request for Public Assistance Form
http://www.fema.gov/library/viewRecord.do?id=2658
14 Sample Project Worksheet (PW)
http://www.fema.gov/library/viewRecord.do?id=2620
15 Guide to Preparing FEMA RRFs
Guide to Preparing FEMA RRFs .docx

Abbreviations

FEMA Federal Emergency Management Agency
INF Immediate Needs Funding
PA Public Assistance
PAC Public Assistance Coordinator
PDA Preliminary Damage Assessment
PW Project Worksheet
RRF Request for Reimbursement Form
SAL State Applicant Liaison
TSUS Texas State University System

Administrative Cost Allocation

Total Amount of PA Project Amount Funding Allowance
First $100,000 3 percent of $100,000
Next $900,000 2 percent of that $900,000
Next $4,000,000 1 percent of that $4,000,000
Funds in excess of $4,000,000 ½ percent of excess

Emergency Checklist

☐ Prepare key personnel access listing and communicate it to the disaster management teams
☐ Secure key documents at a remote location
☐ Perform inventory of critical records prior to the disaster
☐ Create a vendor listing of alternate vendors to be used in the event of a disaster
☐ Print Force Account Labor and Force Account Equipment forms (Labor and Equipment Timesheets).
☐ Print materials and rented equipment summary forms
☐ Print a copy of the asset listing
☐ Procure cameras to document campus damage
☐ Secure originals or copies of essential insurance documents
☐ Perform backups of key application data
☐ Test backup restores prior to disaster impact
☐ Print multiple copies of pre-numbered Purchase Orders
☐ Arrange adequate cash resources to be used immediately after the disaster for recovery purposes
☐ Secure an emergency supply of (Accounts Payable) pre-numbered blank checks at offsite location
☐ Print the Accounts Payable Register
☐ Print the Accounts Receivable Register
☐ Secure an emergency supply of blank payroll checks
☐ Print Payroll register
☐ Print Cash register
☐ Secure originals or copies of essential insurance documents
☐ Print time recording sheets
☐ Print all banking information
☐ Print FEMA and TSUS system contact information

FEMA Large PW Closeout Documentation Requirements Checklist

☐
For construction projects FEMA requires the following documentation
• Certificates of occupancy
• Certifications from architect specifying work was 100% completed
• Inspection of dewatering work
☐ Procurement documentation for vendors performing work under PWs with category E and starting later than 11/06/09
☐ Contract documents for all vendors for PWs selected in sample

- Insurance Settlement documents
- Correspondence Letters (governor's office - campus)
- Invoices
- Payment Vouchers
- Warrants
- Item Slips/Weight Slips
- Plans & Specifications
- Contracts
- Insurance Policies & Settlements
- Environmental Clearance Letters/Permits*
- Hazard Mitigation Proposals
- Force Account Logs
- Codes & Standards
- Permits & Clearances
- Reconciliation of estimates (PW) vs Actual Costs
- Emergency Work should be completed in 6 months from the date of declaration of an emergency due to the disaster

(*) If applicable