LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Hurricane Preparedness Annex

Reviewed and Updated
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1. INTRODUCTION

Lamar University Hurricane Preparedness Annex provides guidance on preparation for, response to, and recovery from the impact(s) of a tropical storm or hurricane. Each unit at Lamar University is responsible for reviewing and updating its hurricane guidelines and procedures no later than June 1st of each year.

To ensure Lamar University is able to effectively respond to and recover from a tropical storm or hurricane all units must:

- Develop standard operating procedures to carry out the actions and responsibilities identified in the Hurricane Guidelines.
- Identify personnel responsible for performing assigned tasks and responsibilities identified in the Hurricane Guidelines.
- Ensure personnel responsible for response and/or recovery tasks receive proper training, including but not limited to National Incident Management System (NIMS)/Incident Command System (ICS) classes.
- Ensure essential services needed to respond to an emergency situation have been identified as critical functions in the Unit/Sub-Unit Continuity of Operations Plan (COOP).

2. CONCEPT OF OPERATIONS

This Annex does not replace policies for public safety, hazardous materials regulations, or other emergency measure already established at the University. Instead, it supports the existing policies with an "All-Hazards" approach and emergency management operations structure, utilizing NIMS and ICS, to provide support for timely managerial focus on response operations and to support a transition for recovery operations.

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

1. Save Lives
2. Protect Property
3. Restore the Campus community to normal

The National Management System (NIMS)/Incident Command System (ICS) will be used to manage an emergency event affecting the University. Emergency management processes and functions at Lamar University are coordinated and executed at two distinct levels of increasing specificity: the University-wide level and the Unit level.

<u>University-wide Level</u>

At the University-wide level, the University President is responsible for ensuring the ongoing mission of the University. The University President has the authority to declare a University state of emergency which will activate the Executive Operations Team (EOT). The University President must assume the role of Incident Commander, maintain command as is or reassign command to an equally capable and qualified

person. All decisions concerning the cessation of University-wide functions and operations remain with the University President. If the University President is unavailable, the Provost and Vice President for Academic Affairs or Chief Operating Officer is authorized to assume this role. The Provost and Vice President for Academic Affairs is responsible for overseeing and coordinating academic programs, including both teaching and research. During a declared University state of emergency, the Provost will assume a role on the Executive Operations Team.

Unit Level

"Unit" is a generic Emergency Management term used to describe any distinct entity within the University, including but not limited to Divisions, Departments, Institutes, Schools, Colleges, Centers, Offices, Programs, and sub-divisions therein.

3. ORGANIZATIONAL STRUCTURE & RESPONSIBILITIES

3.1. Executive Operations Team (EOT)

The Executive Operations Team is comprised of a pre-identified group of University-wide leaders and possible other subject matter experts as requested. During an emergency, the EOT's responsibilities include:

- Making recommendations to the President regarding campus closure/cancellation of classes.
- Making recommendations to the President regarding campus response/recovery efforts in the event of a campus-wide emergency.
- Provide resources and information to stabilize the campus incident as quickly as possible when requested through the IC and members of the University EOC.
- Approve the request of additional external resources to stabilize a campus incident.
- Track and request status reports on carious activities that have been initiated and the resources that have been mobilized for information and guidance.

The following postions are identified as comprising the EOT:

- Provost and Vice President for Academic Affairs
- Chief Operating Officer
- Vice President for Student Engagement

3.2. Core Crisis Management Team (CCMT)

The Core Crisis Management Team is comprised of a pre-identified group of University Staff members that fill the Incident Command System (ICS) Command and Section Chief positions during emergencies.

The following postions are identified as comprising the CCMT:

- Chief Operating Officer

- Chief Financial Officer
- Chief of Police
- Assistant Vice President, Facilities Management
- Assistant Vice President, Planning & Construction
- Associate Vice President for Finance-Controller
- Associate Director Marketing & Communication
- Associate Vice President of Information Technology
- Director of EHS & Risk Management
- Associate Director of Enrollment Management & Marketing

3.3. Incident Command Organization

On-scene Incident Command is responsible for incident response tactics and operations in their most acute and direct sense. In accordance with ICS, the emergency incident response begins at the on-scene (local) level.

ICS Positions include the Command Staff and the General Staff based on Emergency Support Functions (ESFs) as listed below:

ICS Command Staff

- Incident Commander or EOC Manager if EOC is functioning as IC - Establishes command and is responsible for all ICS management functions until delegated.
- Deputy IC - Performs IC function in relief capacity. Serves as liaison between Incident Command and Food Services, Athletics, Setzer & Student Recreational Centers, Cardinal Village, and Liaisons assigned to Beaumont EOC & DDC 15 EOC.
- EOC Manager – Oversees EOC operations during an activation. Supervises Safety Officer and Documentation Unit.
    - Safety Officer – Advises EOC on issues regarding incident safety. Works with Operations to ensure safety of field personnel. Ensures safety of all incident personnel and campus. Responsible for development of Emergency Medical Plan
    - Documentation Unit – Responsible for collecting, organizing, and disseminating all emergency related documents.
- Public Information Officer - Advises IC on information dissemination and media releases (IC approved release); obtains info from and provides info to Planning Section; obtains info from and provides info to community and media.

Emergency Support Functions (ESFs)

- Operations Section – Responsible for developing and implementing strategy and tactics to accomplish the incident objectives. Additionally, if a Staging Area is established, the Operations Section manages it.
- Planning & Assessment Section – Oversees the Safety Evaluation Team and develops recovery processes based on post-storm damage assessments.

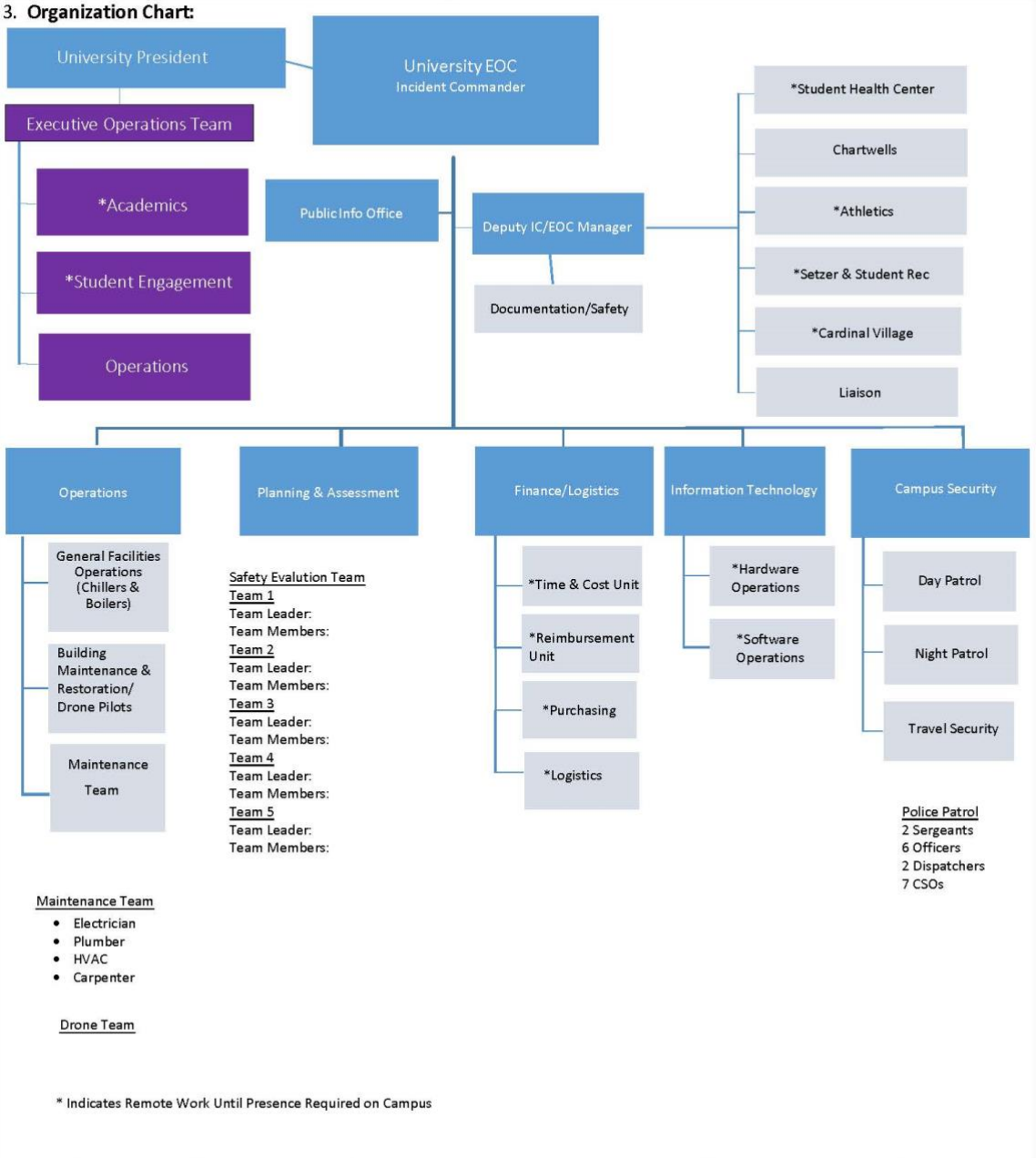
- Finance & Logistics Section – Responsible for all of the financial and cost analysis aspects of an incident. This includes recording personnel and equipment time, documenting and processing claims, and keeping a running tally of the costs associated with the incident. Responsible for providing material support for the incident and for providing sufficient food and water, in addition to providing transportation and other resources.
- Information Technology – Responsible for providing all EOC communications systems and keeping them operational. Oversees campus hardware and software operations during an emergency response and back up protocols to off-campus servers.
- Campus Security – Oversees campus patrol during an emergency situation. Maintains oversight of Cardinal Village security and travel security during a student evacuation.

Incident Organization Chart

INCIDENT ORGANIZATION CHART (ICS 207)

1. **Incident Name:** Hurricane Plan	2. **Operational Period:**	Date From:	Date To:
		Time From:	Time To:

3. **Organization Chart:**



ICS 207	IAP Page #:	4. **Prepared by:**	R. Wagner	Incident Commander		06/01/2022
			Name	Position/Title	Signature	Date/Time

3.4. University Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the physical location at which the coordination of information and resources to support the incident management activities and on-scene operations normally takes place. The primary functions of an EOC are information gathering and sharing, coordination, communication, resource tracking and assessing priorities for the overall response.

The EOC is located in Reaud 202.

The University EOC is staffed by the Executive Operations Team (EOT), in addition to other leaders from across the University's campus who are responsible for Emergency Support Functions (ESFs).

Responsibilities during an Activation:

1. Gather information from various internal and external partners to create a common operating picture and increased situational awareness for University Leadership to determine campus priorities.
2. Share information with key partners through the form of Situation Reports and keep University Leadership informed.
3. Serve as a hub of information by coordinating with all key areas involved in the response.
4. Ensure documentation is completed for Incident Action Plans, Situation Reports, and Resource Requests.

3.5. Essential Personnel

Lamar University has some university functions that must remain operational during an emergency or incident. Critical infrastructure components to the university's function, such as utility service and information technology services are critical operations that may be rendered inoperable by an emergency incident. Therefore, if a failure occurs, continuity and recovery plans must be developed to assure prompt restoration of services. In order to maintain continuity, Lamar University has identified essential personnel that will remain on campus working to ensure that critical infrastructure components are uninterrupted during an emergency event.

Essential personnel will only include employees needed for the short period of time until access to campus is expected to be restored. University operations that are not essential during the period of time when the campus is inaccessible (not expected to exceed 48-hours) shall not be included as essential personnel.

Since essential personnel will be on campus during the emergency event, it is important that they be located in a safe location. The essential personnel procedures will specify the locations of operations as well as shelter and sleeping

locations. These locations must be identified by the University Incident Commander and coordinated through the University EOC.

Essential Personnel and Disaster Pay Guidelines

Essential employees are required to perform duties as directed by their supervisors before, during, and after a disaster. These duties may not be consistent with normal, daily responsibilities. Employees who are designated as essential will be pre-identified by their managers. Emergency Management may also designate employees as essential to fill staffing voids during emergencies. As essential personnel, employees are exempt from any general policy for campus closure and work release.

All University employees are subject to Emergency/Disaster Pay Policy (Appendix A), which provides information relative to work schedule assignment and pay practices for regular full-time and part-time employees in the event of a University declared emergency and/or when Lamar University is included in the area of disaster declaration issued by the President of the United States.

4. HURRICANE SEASON PLANNING CHECKLISTS (APRIL 1 – MAY 31)

Every unit head should ensure the following preparatory actions have been completed before June 1st.

4.1. Preparations for All Units

- ☐ Update Unit response plan, if applicable.
- ☐ Update Continuity of Operations Plan.
- ☐ Review and update the personnel needed to perform the unit's critical functions and designate them as essential personnel.
- ☐ Have all employees update contact and evacuation information.
- ☐ Update contact/notification list, print copies, and distribute them to all unit employees. Consider maintaining extra copies in a central, easily accessible location.
- ☐ Download a copy of your unit LU Emergency Contact List.
- ☐ Have employees enter important unit and University phone numbers into mobile phone.
- ☐ Backup all computer files on a network drive or approved cloud based storage program.
- ☐ Remove and/or surplus any unnecessary items from your office, workspace, hallways, exterior storage.
- ☐ Ensure that required emergency/disaster supplies are on hand.
- ☐ Verify that all emergency or back-up equipment is operational and create/update list of all emergency items and include in Continuity Plan.
- ☐ Review specific roles and responsibilities with all employees and students.

- ☐ For insurance claims and FEMA reimbursement, photograph all workspaces and capital (high value) equipment. (Appendix B – Photo Documentation).

4.2. Preparations for Research Units

- ☐ Review research emergency preparedness information.
  Discovery Research (PI checklists) Appendix C
  Clinical Research: (Clinical Research info) Appendix D
- ☐ Develop/update plans for relocation and/or safe storage of sensitive and valuable equipment.
- ☐ Inventory contents of all freezers and ensure they are labeled with contact information.
- ☐ Be cautious about starting long term experiments which might be impacted by power loss.
- ☐ Ensure non-essential equipment is not plugged into emergency power outlets in order to reduce the strain on electrical circuits.
- ☐ Do not use fume hoods for chemical storage.
- ☐ Develop or update plans for relocation of critical samples and specimens through arrangements with bio-repositories and/or non-local collaborators/colleagues.

4.3. Preparations for Students

- ☐ Designate a non-local relative or friend to serve as a family contact. Be prepared to communicate your pre-storm plan and to confirm that you are okay after the storm.
- ☐ Build or purchase an emergency kit with supplies to last 3-5 days. Ensure this includes cash and prescription medication.
- ☐ Keep your car filled with gas and check all fluids and tire pressures (including the spare). Know how you will evacuate and the route options available if an evacuation order is issued.
- ☐ Back up your computer data and consider using a University approved cloud based storage solution.
- ☐ Purchase rental insurance for and take pictures/inventory of your personal possessions.

4.4. Preparations for Chief Operating Officer

- ☐ Meet with University Executive Operations Team (EOT) to begin pre-season review and planning.
- ☐ Publish calendar of preparation events and requirements for all units.
- ☐ Confirm contracts and memorandums of understanding for evacuation and sheltering and disaster recovery services.
- ☐ Review University and unit's emergency response plans and continuity of operations plans.

- Identify essential personnel and assign operational responsibilities
- Identify Emergency Operations Center (EOC) location and ride-out locations for all essential personnel

5. PRE-STORM PREPARATIONS

5.1. Declaring a Campus State of Emergency

The University President or designee will determine if a state of emergency will be declared for Lamar University. As a result of the incident, employees and resources may be utilized for tasks outside of their normal scope of operations. All units will be required to implement their unit emergency procedures as well as take whatever prudent actions are necessary to protect the health, safety, and welfare of the Lamar University campus community and prevent damage to University property.

5.2. Communication

The University EOT will issue directives on pre and post landfall operational changes and protective actions. Updated information on the current campus status and operations will be made available via:

- Storm Alert Emails (University-wide)
- Website link
- Social media links

All supervisors are responsible for providing their employees with relevant information on actions being taken by their unit. Specific procedures including the development of an emergency phone tree should be implemented by each unity and included in the Continuity of Operations Plan (COOP).

5.3. Hurricane Monitoring

Emergency Management constantly monitors all Atlantic Ocean tropical storm and hurricane activity. The University EOT will be notified anytime the University may be threatened by a storm. Situation reports will be emailed to the EOT twice a day (generally after the 8am and 5pm National Hurricane Center (NHC) Advisories) when a tropical storm/hurricane enters or develops west of Longitude 55° W and south of Latitude 30° N (see figure below, and has the potential to impact Texas. For systems which show no signs of threatening Texas, only one advisory will be sent. The Lamar Community can refer to the Emergency Management website for similar messaging.

Situation reports may include the following information:

Lamar University Specific Information:

- Potential impact to University facilities
- Tropical Storm Force Wind probabilities for Texas for the next 5 days
- Current University actions

Storm Specific Information:

- Name
- Current Location
- Maximum Sustained Wind Speed (Storm Category)
- Forward Speed
- Forward Direction
- Potential for Development or Weakening
- Current Related Watches and Warnings for Texas

6. PRE-STORM ACTION STEPS

Pre-storm Action Steps are guidelines used during a potential impact from a hurricane or tropical storm. Based on the predicted impact, some action steps may require completion at varying times or may not be required at all.

6.1. PHASE 1: 120-72 Hours Before Arrival of Tropical Storm Force Winds

University Emergency Management

1. Monitors the progress of the storm and provides situation reports.
2. Participates in partner conference calls with appropriate county and city emergency management offices.
3. Sends preliminary advisories to the University EOT.

4. Notifies Food Service Contractor if *Memorandum of Understanding – Hurricane Food Services for Essential Personnel* is being activated.
5. Determines whether it is necessary to purchase additional non-perishable foods for consumption by essential employees.
6. Review Mutual Aid Agreements.
7. In coordination with EOT, completes Incident Command Team rosters:
    a. Command Staff (IC, Deputy IC, Liaison Officer, Safety Officer, Public Information Officer, Information Technology)
    b. General Staff (Operations, Planning & Assessment, Finance/Logistics, Information Technology, Campus Security)
    c. Damage Assessment Team
8. Ensures readiness of Emergency Operations Center (EOC))

Executive Operations Team (EOT)

1. Meets as needed to discuss forecasts and potential for initiating protective actions.
2. Confirm readiness of Emergency Operations Center (EOC) and ride-out facility(ies).

Incident Command (IC) Teams

1. IC Teams meet as necessary to review operational plans.
2. Inform essential staff of their functions and responsibilities before, during and after the storm.
3. Prepare forms (check-in lists, time logs, etc.) for emergency operations tracking documentation.

Facilities Management

1. Checks generators and emergency systems to ensure they are operational.
2. Top off diesel and gasoline fuel storage.
3. Conducts planning conference calls with remediation/recovery and debris removal vendors.
4. Contact on-campus construction contractors/vendors to request information on their pre-storm preparatory action timeline.
5. Checks emergency equipment/materials inventory and procures resources, as needed.
6. Conducts a visual check of storm drains to ensure they are operational.

Police & Public Safety

1. Test Emergency Equipment

All Units

1. All unit heads review list of essential personnel and make updates, as needed. Inform Human Resources and Emergency Management of any changes.
2. Units conduct a review of existing plans with employees and students and ensure they are able to accomplish assigned roles and responsibilities.

6.2. PHASE 2: 72-48 Hours Before Arrival of Tropical Storm Force Winds

University Emergency Management

1. Monitors the progress of the storm and provides situation reports.
2. In coordination with Human Resources, pulls all faculty, staff and student contact information.
3. Prepares ID badges for all essential personnel.

Executive Operations Team (EOT)

1. Meets as needed and monitors the forecast track.
2. Establish a set point for discontinuation for all non-essential operations.
3. Meets to discuss:
   a. Campus operational changes/closure timeline
   b. Shuttering of buildings
   c. Official communication to University employees and students
   d. Whether to declare a campus state of emergency
   e. Ceasing construction activity, as applicable

Facilities

1. Determines whether to request Debris Removal Vendor to activate a Campus Site Supervisor.
2. Ensures Disaster Debris Management Site is available for activation.
3. Contacts construction contractors and provides information on current preparatory actions.

Police/Public Safety

1. Reviews emergency staffing plan and provides officers with notification to prepare for possible activation of the plan.

All Units

1. All unit heads ensure photo-documentation of all offices, laboratories, and equipment has been completed and properly saved in multiple locations.
2. All unit heads provide situation status information to Emergency Management.

6.3. PHASE 3: 48-24 Hours Before Arrival of Tropical Storm Force Winds

Executive Operations Team (EOT)

1. Meets to discuss University wide protective measures and communications:
   a. Determines whether a campus state of emergency will be declared.
   b. Determines if/when classes will be cancelled and non-essential operations suspended.
   c. Determine whether buildings will be shuttered.
   d. Reviews all previous decisions.

e. Develops timeline for final preparatory actions.
f. Implement evacuation plan for students.

University Emergency Management

1. Activates EOC
2. Activates and distributes satellite telephones.
3. Provides recommendations to units on implementation of specific protective measures for their unit areas.
4. In coordination with Facilities, conducts post-storm recovery planning conference call with vendors responsible for emergency protective measures, debris removal, and debris monitoring.
5. Provides Police/Public Safety with updated list of essential staff (staff that will be remaining on campus during the storm).

Facilities

1. Clears loose debris/outside unsecured items.
2. Checks roof and storm drains.
3. Checks equipment tie downs.

Police/Public Safety

1. Reviews emergency staffing plan and provides officers with notification to prepare for possible activation of the plan.

All Units

1. Unit heads provide employees with post-storm instructions.
2. Unit heads ensure all emergency operation tasks have been completed.

6.4. PHASE 4: 24-0 Hours Before Arrival of Tropical Storm Force Winds

Executive Operations Team (EOT)

1. Conducts final meeting to discuss University-wide protective measures and communications.
2. Conducts a final review of all preparatory actions.

University Emergency Management

1. Meets with Facilities and vendors to review post-storm recovery plan.

Facilities

1. Starts main generators.
2. Checks roof and storm drains.
3. Checks equipment tie downs.
4. Seal underground mechanical rooms.

Police/Public Safety

1. University representatives (IC Liaison) deploy to City of Beaumont Operations Center (EOC) and DDC-15.
2. Conduct clearance check and lockdown of all pre-identified buildings after preparatory actions are complete.

Incident Command Teams

1. Section Leaders provide essential employees with preliminary post-storm instructions.

7. PHASE 5: DURING IMPACT

7.1. General

Prior to the arrival of sustained tropical storm force winds, entrances to all pre-identified buildings will be secured and card access systems will be deactivated.

When University activities have been suspended only those essential employees pre-identified by the EOT will be allowed to remain on campus. The President, in coordination with the EOT, will determine when the campus will suspend operations not related to life safety. Rapidly changing conditions may require non-essential operations to be suspended prior to a previously set time.

7.2. Buildings Occupied

The hurricane category will be taken into consideration by the EOT when determining which building on campus can remain occupied during impact.

7.3. Information Coordination

Emergency Management will continue to monitor the storm while the campus is being impacted. Response and recovery planning will be conducted in coordination with the University Emergency Operations Center (EOC).

Lamar University also has a dedicated seat at the City of Beaumont Emergency Operations Center (EOC) and DDC-15. The University representatives (IC Liaison) at the City of Beaumont EOC and DDC-15 will support on-campus operations by assisting information coordination with governmental and non-governmental partners and facilitating requests for additional resources, if needed.

8. PHASE 6: POST-STORM

8.1. Post-Storm Action Steps

EOC Operations

1. Notifies essential employees of campus status and timeline for essential employees to begin post-storm actions (IC/Public Information Officer).
2. Damage Assessment Teams conducts preliminary damage & safety evaluation (see Section 8.2. Damage Assessment Teams) as instructed by Planning & Assessment Team Leader.

3. Utilize Continuity Plans to restore and sustain critical operations (IC/Planning & Assessment/Operations).
4. Establish alternate workspaces, as necessary (IC/Planning & Assessment/Academic).
5. Faculty, Staff, and students are notified of campus status and timeline for resuming operations (IC/Public Information Officer).
6. Establishes campus perimeter control and closely monitors campus access control (IC/Operations/Public Safety Unit).
7. Debris removal vendors begin debris removal from University roads and property (IC/Operations/Safety Evaluation Unit).
8. Emergency protective measure vendors begin restoration process (IC/Operations/Safety Evaluation Unit).

8.2. Safety Evaluation Unit

The Safety Evaluation Unit is responsible for conducting a preliminary damage and safety evaluation of the campus after a tropical storm or hurricane. The Safety Evaluation Unit will not initiate operations until sustained winds have dropped below 39 mph and it is daylight. The Unit will initially focus on providing a broad snapshot of impacts sustained at a campus level. The damage evaluation process will be followed as outlined below.

8.3. Goals and Objectives

1. Take general photos of all building and building systems (including undamaged areas).
2. Take detailed photos of all building areas and systems which have sustained impacts.
3. Obtain preliminary building status information.
4. Determine whether it is safe for additional employees to return to campus.

8.4. Safety Evaluation Unit Members

1. Cardinal Village Staff
2. Facilities Management
3. Planning & Construction
4. Police/Public Safety

8.5. Key Safety Precautions

1. Safety Evaluation Unit members will operate in teams of three.
2. Safety Evalution Unit members must maintain radio contact with the Police Dispatch Communications Center.
3. All Safety Evaluation Unit members will wear closed toe shoes and long pants.
4. Additional personal protective equipment will be utilized based on the hazards present as a result of the incident.

8.6. Action Steps

1. The Safety Evaluation Unit will report to the EOC when storm winds have dropped below 39 mph, and it is daylight. On rare occasion a team might be required to assess a situation before daylight, but never before wind speeds decrease below 39 mph.
2. The Safety Evaluation Unit will utilize the Damage Evaluation Form (Appendix F) to document all impacts observed during their survey.
3. Each Safety Evaluation Unit Team will be assigned a specific geographic area and buildings to survey.
4. Unit Teams will conduct an initial exterior evaluation of all buildings in the assigned area and, if deemed safe to do so, will enter buildings and conduct an interior evaluation.
5. Once the assessment is completed, the building will be designated with signage as either safe for entry (green sign), restricted use (yellow sign), or unsafe to enter (red sign).
6. The Unit members will gather information on all facilities and then develop a recommendation for the EOC/IC on whether additional essential employees can be allowed to return or if there are safety hazards which would preventer-entry.
7. The Unit members will provide an initial damage evaluation report and preliminary recovery objectives to the EOC/IC. The EOC/IC will develop the initial response and recovery plan.

8.7. Specific Systems/Areas to be Evaluated

1. Building Impacts
    - Roof
    - Windows
    - Walls
    - Interior Support Structures
    - Hardscaping (i.e. walkways, fences, sidewalks, etc.)
    - Building Amenities (i.e. fountains, art, plazas, etc.)
    - Drainage (i.e. storm water, gray water, black water, etc.)
    - Water Intrusion
    - Landscaping
    - Underground Utilities
    - Debris

2. System Impacts
    - Electrical Systems
    - Emergency Generator(s)
    - HVAC Systems
    - Water/Sewer Systems
    - Fuel Systems
    - Fire Alarm Systems

- Fire Suppression Systems
- Elevators
- IT & Communications
- Security Systems

8.8. Employee Status

Immediately following the storm, all employees should evaluate their personal status and then follow their unit contact procedures. Employees should monitor the University website, and other information sources for updates on when to return to work.

8.9. Utilizing Continuity of Operations Plans (COOP)

Continuity of Operations Plans (COOP) are designed to support a unit's ability to restore or sustain critical operations following an emergency or disaster impacting their space, employees, equipment, and information. Well-developed COOPs include:

- Employees who are considered essential
- Minimum requirements for continued operations
- Emergency contact information for employees
- IT systems required to support critical equipment and supplies
- Methods for coping when lacking key resources
- Photo documentation of all work spaces and equipment

8.10. Access Control

Only essential personnel will be allowed on campus until the EOC has determined limited or normal campus operations and resume. Any employee working on campus during the recovery phase must have their ID badge on display at all time. Contractors working on campus will be properly uniformed and/or displaying company issued ID. All personnel entering and leaving campus will be required to sign in/out at the Command Post.

8.11. Campus Re-Entry

After the Safety Evaluation Unit has determined the campus is safe for re-entry, designated essential personnel designated as a member of the Call-Back Team will be allowed to return. Essential personnel must be pre-designated by their supervisors and approved by the EOT/EMT prior to re-entry. Extreme caution will be exercised when initially entering all facilities and safety hazards must be immediately reported to the Dispatch Communications Center. Photos should be taken of all workspaces prior to initiating cleanup or recovery operations. Non-essential personnel will not be allowed on campus until it has been determined safe and the campus is declared open by the President. Unauthorized persons may be ejected or criminally trespassed during the assessment/recovery period.

8.12. Emergency Fuel for Employees

Fuel for essential employee's personal vehicles may be provided by the University if fuel stations are significantly impacted.

8.13. Alternate Workspace

Immediately following an incident, units/sub-units will coordinate with the Planning & Assessment Unit to identify appropriate temporary work locations for displaced departments/employees. Once an appropriate location has been identified, Operations, Information Technology, and other support departments will facilitate the set-up of temporary workspace.

9. RECOVERY

9.1. Debris Removal (FEMA Category A)

Vendors should be contracted to provide debris removal and monitoring services for the University.

9.2. Emergency Protective Measures (FEMA Category B)

Emergency protective measures are taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety. Protective measures also serve to eliminate/reduce an immediate threat of significant damage to public and private property through cost-effective measures.

These vendors are responsible for the implementation of emergency protective measure at the University and facilities, and procuring approved response and recovery resources.

Emergency Purchase Orders should also be in place to procure resources and services that cannot be provided by these vendors. All requests for resources from an emergency protective measures vendor or via an emergency purchase order must be routed through the Command Post/EOC.

Permanent repair, demolition, and reconstruction of facilities and infrastructure are the responsibility of the Facilities and Planning Divisions. Also see TSUS Disaster Management Guide, Section - Post Disaster, 3. Perform Permanent Work).

10. PLAN DEVELOPMENT & MAINTENANCE

University Emergency Management is responsible for coordinating preparation and regular updates of the University Hurricane Preparedness Manual. The document will be reviewed on an annual basis and updated no later than June 1st of each calendar year.

11. REFERENCE & SUPPORT DOCUMENTS

11.1. University Closure Checklist

SPECIFIC AREA TASKS OUTLINED IN SECTIONS A THRU H

In the event the University suspends normal operations in response to the threat of a tropical storm or hurricane, each functional unit is to complete the following activities. It is the responsibility of each unit manager to prepare for Emergency Closure by ensuring that the individuals responsible for each task have been identified and trained, and that department specific plans have been developed.

- ❑ Protect vital records. Clear desktops, table tops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
- ❑ Back-up computer hard drives. Place flash drives and CDs in zip-lock bags or other protective containers and take/send duplicate copies off site. Be sure to consult with Supervisor or Dept. Head.
- ❑ Shut down and unplug computers, printers and other electrical appliances. Ensure that equipment that must remain energized is connected to "surge protectors". (Applicable only to buildings with emergency power capability.)
- ❑ Relocate equipment, books, papers and other items away from windows to interior areas of the building. Tag equipment and items that are relocated for easy identification and retrieval.
- ❑ Ground floor occupants of buildings that are likely to flood should, relocate equipment and other items to a higher floor.
- ❑ Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water.
- ❑ Disconnect laboratory equipment from power and other utilities and protect sensitive apparatus.
- ❑ Properly store glassware.
- ❑ Ensure back-up availability for critical utility-dependent processes.
- ❑ Ensure all hazardous materials are properly stored and protected.
- ❑ Check contents of refrigerators and set to coldest temperature setting.
- ❑ Ensure that view panels allow clear view into labs and corridors.
- ❑ Close and latch all filing cabinets.
- ❑ To the extent possible, turn bookcases and shelving units in exterior offices to face the wall.
- ❑ Empty trash receptacles of items likely to decompose.
- ❑ Remove all personal items of value from University premises.
- ❑ Update office/department voice mail.
- ❑ Close and lock all windows and doors behind you as you leave.
- ❑ Check with your supervisor for tentative post occurrence work schedule.

11.2. Section A: Hurricane Season Preparations

PREPARATION SUMMARY

90 Days Before Hurricane Season

1. University management to review and approve Hurricane Manual.
2. Emergency Management to post approved Hurricane Preparedness Manual to Lamar University website.
3. Executive management to designate emergency personnel, members of the Disaster Recovery Team and assign responsibilities.
4. University administrators to review and update contact lists.
5. Marketing Communications to prepare communication plan, and to compile contact lists for staff, media, and administration.
6. Campus Operations to ensure appropriate agreements with vendors.
7. EHS & Risk Management to review and update Continuity of Operations Plan.
8. Finance to prepare checklist for documentation of damage and recovery.
9. Emergency Management to review the Hurricane Preparedness Plan (including "step-down" plans); update and modify as needed.
10. Senior administrators review the conditions and procedures, including timeline, under which an institutional closure decision would be made.
11. University review employee notification procedures and have the employee notification strategy in place (Connect Ed, phone, e-mail, web site, social media, & KVLU).
12. University, through Student Engagement and Procurement, create a contract via Request for Proposal (RFP) to supply buses for student evacuation.
13. Contracted food services provider to inform Campus Operations of plans for food services in event of emergency.
14. University, through Student Engagement, create contract/agreement with other Universities to house student evacuees.
15. Department chairs and managers prepare/update checklists for department-specific preparations to cover situations not addressed in general plan, and provide copies to Deans and/or Directors.

60 Days Before Hurricane Season

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

2. University to decide the conditions under which and procedures for giving students partial and/or proportional refunds for lodging and meals during evacuation period, full tuition/fee refunds in case of inability to return to school because of storm damage to their residence, and paying student employees.
3. Athletic Department to prepare plans to cover athletic teams and should include a plan for any team that may be on the road during an evacuation.
4. 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) and establish timing plan for activation post‑storm.
5. Facilities Management 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).
6. Campus Operations, with input from Facilities Management and Planning & Construction, review 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 a hurricane (or similar) disaster, and to coordinate the creation of appropriate agreements with these vendors.
7. Facilities Management review stock levels of supplies likely to be needed if University evacuates and in disaster recovery.
8. Facilities Management ensure availability of hand or generator powered fuel pumps.
9. Emergency Management will identify source of non-perishable supplies and building/rooms to be used as command center for on campus post-storm activities.
10. Data Center Services contact phone service provider and prepare contingency plans to establish "conference bridges."
11. Departments with items that will spoil and/or create environmental issues if deprived of refrigeration should prepare contingency plans for dealing with these materials in the event of evacuation and power interruption and notify EHS & Risk Management of these plans.

<u>During Hurricane</u>

1. ICS Team on site in ride-out facility.
2. ICS Units, Operations & Campus Security, to monitor campus conditions and hazards and report to Incident Command.

Post Hurricane

1. Planning & Assessment unit to provide campus status to Incident Command.
2. Executive Operations Team to implement Continuity of Operations Plan to determine anticipated campus opening schedule or alternate site operations.
3. Campus Security unit to secure campus until conditions are determined to be safe.

DEPARTMENTAL RESPONSIBILITIES

Facilities Management

Warehous

1. Review emergency preparedness plan.
2. Have in stock all sizes of batteries for the use in flashlights, lanterns and other essential battery powered equipment.
3. Have available at Carpenter's Shop an inventory of plywood for boarding up broken windows.
4. Make certain that all vehicle key rings have the required stamped brass tag with license number.
5. Prepare a list of emergency phone numbers for all regular University vendors and provide a copy to the Chief Operating Officer.

Grounds Department

1. Review emergency preparedness plan.
2. Check operation of all chainsaws 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 a rental company for 2 dump trucks.
6. Make certain that all vehicle key rings have the required stamped brass tag with license number.
7. Prepare a list of emergency phone numbers for all of our regular vendors and provide a copy to the Chief Operating Officer.

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. Make certain that all vehicle key rings have the required stamped brass tag with license number.

Electric Shop

1. Review emergency preparedness plan.

2. Provide a connection source for connecting a portable generator to the President's Residence, the fueling station, soccer field house, Dishman Art, Biology, Chemistry and the Nest Loading Dock.
3. Verify emergency numbers with annual electrical contractor.
4. Make certain that all vehicle key rings have the required stamped brass tag with license number.
5. Prepare a list of emergency phone numbers for all of our annual contractors and vendors and provide a copy to the Chief Operating Officer.

Utility Shop

1. Review emergency preparedness plan
2. Make certain all small portable and stationary generators have been serviced, are operational and have been fueled.
3. Make certain all portable and stationary sump pumps, and trash pumps have been serviced, are operational and have been fueled as needed (including the football field).
4. Make certain that all vehicle key rings have the required stamped brass tag with license number.
5. Prepare a list of emergency phone numbers for all of our annual contractors and vendors and provide a copy to the Chief Operating Officer.

Carpenter Shop

1. Review emergency preparedness plan
2. Make plywood protection panels for the windows in the Energy Management Office. (They are stored in the South Central Plant.)
3. Locate plywood protection panels for the Soccer Complex and the President's residence.
4. Check and clean all building roof drains of debris.
5. Make certain that all vehicle key rings have the required stamped brass tag with license number.
6. Prepare a plywood board with eighty cup hooks to hang vehicle keys in dispatch office.
7. Prepare a list of emergency phone numbers for all of our regular vendors and provide a copy to the Chief Operating Officer.

Energy Management

1. Review emergency preparedness plan.
2. Make certain that the portable laptop has a spare battery and all software is the current version for all three systems.
3. Make certain that all vehicle key rings have the required stamped brass tag with license number.
4. Prepare a list of emergency phone numbers for all of our annual contractors and vendors and provide a copy to Chief Operating Officer.

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 all vehicle key rings have the required stamped brass tag with license number.

Planning and Construction

1. Review emergency preparedness plan.
2. 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.
3. Make certain that all vehicle key rings have the required stamped brass tag with license number.
4. Prepare a list of emergency phone numbers for all regular contractors, engineering services, and architects and provide a copy to the Chief Operating Officer.

Lock & Hardware Shop

1. Change all locks that are not on a master key to the master key system except for the cashier's office in the Wimberly Building and the Pharmacy in the Student Health Center.
2. Make certain that all vehicle key rings have the required stamped brass tag with license number.
3. Prepare a master key and core change key for every key system on campus and have ready to deliver to the Assistant Vice President of Facilities.
4. Ensure that all keys in lock box are properly marked and index sheet is clear and accurate.

Other Administrative Areas

1. Prepare an emergency telephone listing for all employees using the format provided. Make enough copies for all employees.
2. Establish work orders for each department for hurricane preparedness.
3. Make labels with vehicle license numbers to be placed on board provided by carpenter shop.
4. Have several cameras with batteries and memory chips available.
5. Have teams take pictures of buildings with disposable camera's prior to departure.

Food Service

1. Food service Director to meet with the Chief Operating Officer to review University plans and needs, including food services to any emergency response team(s).
2. Provide University names and telephone numbers of all management personal.
3. Designated essential personnel should prepare for ride-out team status.

Information Technology

1. Review emergency preparedness plan.
2. Confirm back-up and fail-over arrangements for Information Technology.

Student Health Center

1. Confirm contact numbers of all staff, including at least one contact number located outside hurricane area.
2. Confirm installation and maintenance of generator with Facilities Maintenance.
3. Assign responsibilities to each staff member and provide each with a checklist.

Intercollegiate Athletics

1. Update the Department of Intercollegiate Athletics Hurricane Plan.
2. Maintain complete contact list of all staff that includes current contact, and evacuation information.
3. Maintain a current and complete list of all student-athletes that includes contact and evacuation information.
4. Ensure department inventory lists are up to date.

Marketing Communications

1. Prepare communication plan for pre-hurricane, hurricane and post-hurricane notices to students, and employees.

11.3. Section B: Beginning of Hurricane Season

Overview of Responsibilities

1. Emergency Management to distribute the basic Hurricane Preparedness Annex.
2. All departments:
    a. Review the Hurricane Annex and initiate any actions needed in this phase and ensure revisions are current for new activities involving materials that will be damaged or lost in the event of prolonged power or other utility outage.
    b. Prepare a backup of computer data held on computers outside the IT department.
    c. Confirm updated contact information for all employees. Copies should be retained by the department Chair and senior level employees.
3. Academic Affairs to confirm procedures for online continuity of instruction.
4. ICS Unit Leaders to determine key personnel needed to initiate clean up and restoration after any storm.

5. Planning & Construction to advise all contractors to minimize loose equipment and materials on campus through November 30 and be prepared to secure and/or remove equipment if storm threatens.
6. Food Service to determine supply needs for ride-out and recovery teams.
7. Information Technology to test back-up systems.
8. Marketing Communications and Information Technology to test emergency notification systems.
9. Student Engagement and Athletics to review contracts with bus companies for evacuation transport and with sister institution(s) for housing evacuated dormitory residents and athletes.

11.4. Section C: Gulf of Mexico Storm Monitoring

General Items

1. Emergency Management to monitor storm tracks and intensity projections by the National Weather Service, US Navy and private services, reporting to Executive management at least twice daily as situation warrants.
    a. President
    b. Provost/VP for Academic Affairs
    c. Chief Operating Officer
    d. Chief Financial Officer
    e. VP of Student Engagement
    f. VP of Strategic Initiatives
    g. AVP Planning & Construction
    h. AVP Facilities Management
    i. AVP Finance
    j. AVP Human Resources
    k. AVP Information Technology
    l. Director of Marketing Communications.
2. Campus Services to review level of gasoline and diesel fuel in the Facilities Management tanks and order more if necessary.
3. Marketing Communications to disseminate updates to the website, media, telephone announcements, and to the staff.

PHASE II Preparation for a Hurricane Warning

Facilities Management (Revised April 2017)

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 Surplus.
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 into the facility focus program so that records will be up-to date.
5. Fuel all vehicles.
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.

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 chainsaws.
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 Surplus.
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. 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.
10. Confirm the presence of street barriers at the Surplus building to use after the event has passed.
11. 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. Do not leave at the entrance to the buildings or in the hallways.
2. Located wet vacuums and ensure they are in good working condition. Provide a list of locations and give to Associate Vice President for Facilities.
3. Fuel up all custodial vehicles.
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.

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, and The Nest Loading Dock and then connect them and ready for use.
2. Have a small generator connected for the fueling station.
3. Fuel up all vehicles and 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.

Utility Shop

1. Fuel up all vehicles and equipment.
2. Have a small generator connected for the fueling station.
3. Work with fleet to top off all emergency generators. Make certain to pull disconnect switches on generators so that they will not 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. Provide new utility cut-off map.
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.

Carpenter Shop

1. Work with the Grounds Department to 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. Back up 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.
6. Install hurricane shutters on 3 buildings. (Energy management, Soccer, President's Residence)

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. 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 are 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.
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.

Planning and Construction

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. 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.
4. Fuel up all vehicles.

Lock & Hardware Shop

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. 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.

Other Administrative Areas

1. Make certain that all keys are returned to lock box.
2. Establish work orders for hurricane recovery and issue to departments.
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 planning office. Be sure to identify it as your copy.
4. Back-up the main server and store tape in safe in facility planning office.
5. Assist departments with making back-up copies of computer information.

Police Department

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.

1. Call mandatory meeting of all Police Officers to update job assignments and emergency work schedules.

a. Complete a FEMA ICSA Incident Action Plan prior to making assignments.

2. Notify any civilian employees required of need to remain on duty during emergency.
   a. Notify Telecommunications Officers, Campus Safety Officers, Police Officers, and Security Guards of need to remain on duty during emergency.

3. Assign officer to Beaumont Emergency Operations and DDC 15 Emergency Operations to keep Incident Command informed.

Office of International Student Services

1. Notify off-campus international students of the public assembly location at 4301 Highland Avenue at Pietzch MacArthur Elementary School for transportation to a public shelter outside Jefferson County.

Division of Student Engagement

1. Determine with Cardinal Village the number of resident students needing transportation. Make arrangements for pick up time and place with the contracted bus company. Company must be contacted 24 hours before pickup and 48 hours prior to evacuation.
2. Contact evacuation site to re-verify location of sheltering residence students. Notify Cardinal Village staff of bus arrival for evacuation.
3. Keep ICS informed of arrangements.

Finance Department

1. Staff meeting to discuss preparedness and assign tasks.
2. Evaluate Payroll schedule to be accelerated if necessary. Request all F3.2s be completed, signed and sent to Data Entry immediately. Evaluate to send payroll early.
3. Evaluate Financial Aid upcoming disbursement dates.
4. Review documentation requirements in event of disaster recovery.

Student Health Center

1. Review departmental emergency call list with all staff, ensuring that each staff member is aware of their contact responsibility.
2. Inventory and relocate all medications including injectable and refrigerated, and all diagnostic test kits from the medicine room to the pharmacy refrigerator for storage in a climate controlled area.
3. 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.
4. Review staff responsibilities and verify that each has a plan for completing them.

Intercollegiate Athletics

1. The Department of Intercollegiate Athletics will be advised by the university administration when the campus is under a hurricane threat and when preparation should begin.
2. Athletic Director 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.

11.5. Section D: Tropical Storm or Hurricane Threatens Golden Triangle

General Items

In the event 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. Command Structure decision on probable University closure and schedule with a final decision timeline.
2. Activate all Departmental Preparation Plans.
3. Disseminate information.

11.6. Section E: Shutdown/Evacuation

General Items

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 Beaumont Emergency Operations and DDC 15 Emergency Operations.
3. University informs and maintains contact with the Texas State University System.
4. The Provost and Vice President for Academic Affairs and Vice President for Finance and Operations inform and maintain contact with the Coordinating Board.
5. Administration continues to monitor storm reports and forecasts.
6. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.
7. Move all first-floor computers off the floor and unplug them.

PHASE III -- Preparation for School Closing/Evacuation

Facilities Management

Warehouse

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Grounds Department

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Custodial Department

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Electric Shop

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Utility Shop

1. Activate Natural Disaster Parking Plan

2. Turn off all natural gas to the campus.
3. Move all computers off the floor and unplug them.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Carpenter Shop

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Energy Management

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Fleet Management

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Planning and Construction

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.

5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Lock & Hardware Shop

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Other Administrative Areas

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerator.
4. Be certain to place all radios on chargers before leaving.
5. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

Police Department Checklist to Include

When a State of Emergency has been declared by the County Judge of Jefferson County or Lamar University, pre-identified Police Department employees must report to campus. Police Department Employees will remain on campus until the State of Emergency has been lifted, or until released from duty. All Lamar University personnel deemed as essential during the emergency will be housed at the Police Department.

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 employee must be accounted for in this team.
3. Move operations to Command Center.
4. Activate Natural Disaster Parking Plan.

Marketing Communications

1. Activate Natural Disaster Parking Plan.
2. Move all computers off the floor and unplug them.
3. Clean out the department refrigerators.

4. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.
5. Back-up data, copy files
6. Verify Status of Web Support.
   a) Test Availability/operation of CMS for all Lamar University Websites managed through any officially approved CMS.
   b) ConnectEd system.
   c) Social media accounts
7. Check out equipment
   a) Laptops, Photo, Etc.
   b) Cables, Chargers, Media

Academic Department Plans for Departments without Hazardous or Perishable Materials

1. Activate Natural Disaster Parking Plan.
2. 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.
3. Make certain that university computers, including those in faculty/department offices and labs, are above floor level, away from windows, unplugged and moved to protect against roof and ceiling failure (no bagging!).
4. Remind faculty, staff, and students to take personal valuables (e.g., money, jewelry, computer, radio, television, paintings/posters, and keepsakes) with them when evacuating. Lock desks, drawers and cabinets.
5. Compile lists of intended evacuation locations of employees as well as their contact information.
6. Designate alternate(s) to act as Department Chair or manager if necessary.
7. Remove all food items from refrigerators and dispose of debris in dumpster.

Academic Department Specialized Plans for Departments with Hazardous or Perishable Materials (Revised June 2015)

Departments have additional Departmental Specific Checklists

1. Activate Natural Disaster Parking Plan.
2. 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).
3. Shut down sensitive electronic equipment.
4. 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, and upload inventory to CampusOptics.

5. Disconnect electronic equipment from power source.
6. 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.

Biology Department Checklist

In addition to items on checklist for all Departments, the following 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 any off-campus research areas. 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, below eye level (especially liquids) and off floor, to extent possible.
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. Update Hazardous Waste Records. Department Chair and Lab Coordinator to take copies of list of stored wastes with them, upload a copy to CampusOptics, and supply one to Director of EHS and Risk Management and to first responders.
8. Shutdown all electronic equipment and disconnect from power source.

Chemical Engineering

(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 123
Lab Name	Unit Operation Laboratory
Emergency Contact Person/ extension	Dr. Tracy Benson
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.

Room Number	Cherry 1408
Lab Name	X-Ray Lab
Emergency Contact Person/ extension	Jenny Zhou
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) 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	Jenny Zhou
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 instrument). f) Lift all the computers from the floor.

Room Number	Cherry 1413
Lab Name	Microwave Research Lab
Emergency Contact Person/ extension	Thomas Ho
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) Lock the cabinets for chemicals. e) 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	Photo catalysis & Solar Processing Lab
Emergency Contact Person/ extension	Dr. Daniel Chen
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) 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
Safety Plan for Lab Shutdown	a) Log the microbalance off. b) Unplug the electric power. c) 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 3102
Lab Name	Molecular Simulation Laboratory
Emergency Contact Person/ extension	Dr. Peyton Richmind
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.

Room Number	Cherry 3104
Lab Name	Zargarzadeh Lab
Emergency Contact Person/ extension	Dr. Hassan Zaragarzadeh
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.

Room Number	Cherry 3105
Lab Name	Energy Materials Lab
Emergency Contact Person/ extension	Dr. Sidney Lin
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) Turn off and secure all gas cylinders.

	e) Store all flammable chemicals inside the flammable cabinet.

Room Number	Cherry 3107
Lab Name	Laboratory of Sustainability Engineering
Emergency Contact Person/ extension	Dr. Helen Lou
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.

Room Number	Cherry 3118
Lab Name	Intermolecular Force Lab
Emergency Contact Person/ extension	Dr. James Henry
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) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet.
Room Number	Cherry 3202
Lab Name	Nano Composites Lab
Emergency Contact Person/ extension	Dr. Clayton Jeffryes
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) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet.

Room Number	Cherry 3205
Lab Name	Renewable Energy Lab
Emergency Contact Person/ extension	Dr. Tracy Benson
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) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet.

Room Number	Cherry 3207
Lab Name	Laboratory of Integrated Systems Engineering
Emergency Contact Person/ extension	Dr. Qiang Xu
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.

Room Number	Cherry 3218
Lab Name	Nano sensors Lab
Emergency Contact Person/ extension	Dr. Tianxing Cai
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) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet.

Chemistry/Biochemistry and Physics Labs

(In addition to items on checklist for all departments)

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

Room Number	Chemistry 103
Lab Name	Inorganic Research Lab
Emergency Contact Person/ extension	Dr. Ozge Gunaydin-Sen
Safety Plan for Lab Shutdown	Request waste pick-up a) Log all the computers off. b) Unplug all the electric power. d) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet.

Room Number	Chemistry Rm 111
Lab Name	Environmental Science
Emergency Contact Person/extension	Dr. Genomartin Canlas
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
Safety Plan for Lab Shutdown	Request waste pick-up a) Log all the computers off. b) Unplug all the electric power. d) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet.

Room number	Chemistry 114
Lab Name	Waste Handling Area
Emergency contact person/extension	Nathan Macy
Safety Plan for Lab shutdown	a) Log in any waste remaining in this area b) Move all logged waste to storage units c) Keep log of waste on server up to date 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
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) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet. f) Flammable solvents in refrigerators should be placed in flammables cabinets but all others can be placed on bench-tops. g) Move chemicals from shelves onto bench top. h) Move computers/instrument away from window area

Room Number	Chemistry 120
Lab Name	Organic Chemistry Lab
Emergency Contact Person/ extension	Xiangyang (Sunny) Lei
Safety Plan for Lab Shutdown	a) Log the computer off. b) Lift the computer from the floor. c) Unplug all the electric power.

	d) Turn off and secure all gas cylinders. e) Store all flammable chemicals inside the flammable cabinet. f) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed. g) Turn off all water faucets

Room Number	Chemistry 122
Lab Name	Distinguished Professor Research Labs
Emergency Contact Person/extension	Xiangyang (Sunny) Lei
Safety Plan for Lab Shutdown	a) Log off all computers b) Unplug electronic equipment c) Lift any computers from the floor d) Turn off and secure all gas cylinders e) Move any flammable reagents to a flammables cabinet f) Turn off all water faucets

Room Number	Chemistry 212
Lab Name	Solutions Preparation Room
Emergency Contact Person/extension	Ms. Alexa Raney
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

Room number	Chemistry 202
Lab Name	ESL Room
Emergency contact person/extension	Xiangyang (Sunny) Lei
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) Move any flammable solvents to flammables cabinet

	e) Instrument assistant to help and report back to supervisor

Room number	Chemistry 202A
Lab name	Research Lab
Contact Person	Dr. Richard Lumpkin
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
Room number	Chemistry 223
Lab name	Computational Chemistry Lab
Contact Person	Dr. Christopher Martin
Safety Plan for shutdown	a) Log computers off b) Unplug c) Raise any computers off the floor d) Assigned research student to report to Dr. Martin

Room number	Chemistry 221
Lab name	Research Lab
Contact Person	Dr. Christopher Martin
Safety Plan for shutdown	a) Request waste pick-up b) Log off all computers c) Switch off all instruments and computers d) Turn off and cap all gas cylinders 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) Check faucets are turned off j) Research student assigned to help to report to Dr. Martin

Room number	Chemistry 219
Lab name	Research Lab
Contact Person	Dr. Bernazzani
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) Check faucets are turned off j) Research student assigned to help to report to Dr Bernazzani

Room number	Chemistry 217;215; 213; 211; 210; 208; 207 206; 201; 203; 222
Lab name	Teaching Labs and Stores
Contact Person	Xiangyang (Sunny) Lei
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

Room number	Chemistry 214
Lab name	Research Lab
Contact Person	Dr. Thi Nguyen
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 Turn off all gas cylinders and cap

Room number	Chemistry 216
Lab name	Research Lab
Contact Person	Dr. Shyam Shukla
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

Room number	Chemistry 218; 220
Lab name	Research Lab
Contact Person	Dr. Max Sokhoudolets
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) Check faucets are turned off j) Research student assigned to help to report to Dr. Martin

Physics Department

(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 and electrical 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 EHS & 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 EHS & Risk Management.

Office of Strategic Initiatives and Community Relations

1. Move all computers off the floor and unplug them.
2. Clean out the department refrigerators.
3. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended

evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

4. Determine the number of students needing transportation. Make arrangements for pick up time and place with the contracted bus company. Then notify the students of the arrangements and their intended destination.
5. Keep Emergency Management informed of arrangements.

Division of Student Engagement

1. Move all computers off the floor and unplug them.
2. Clean out the department refrigerators.
3. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.
4. Keep Emergency Management informed of arrangements.

Cardinal Village

1. Notify students 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 of 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.

Food Service

1. Secure outside of Dining Hall Building. Objects that might become airborne due to wind conditions should be put inside building.
2. Generator to be readied to operate #1 and #4 refrigeration, along with the loading dock freezer, in the event of power outage.
3. All perishable food to be moved to walk-in refrigerator (#1), the loading dock freezer, or walk-in freezer (#4).
4. All refrigeration units to be disconnected, except for #1, loading dock freezer, 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 Emergency Management on what is needed from foodservice and when re-opening of feeding facilities will occur.

Information Technology

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. Clean out the department refrigerators.
4. Employees should take any and all personal items with them at the time of evacuation.
5. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.
6. Move important items in your office you don't want to get wet to table or desk top.
7. Instruct staff to shut down, unplug and move PC's from floor to desktop.
8. Lock and secure all documents, flashdrive, portable harddrives, etc. that contain sensitive information. If files or documents need to be accessed remotely, copy to One Drive instead of using a flashdrive.
9. For Central I.T. and all university staff working remotely, verify VPN connectivity and remote access prior to university shut down.
10. Implementing access control schedule. When decision made to shut down, Network Services need notification to lock all access-controlled doors.

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.

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

encrypted portable storage drives and sent with Sr. Network Analysts as well as the Director of IT Services.

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 TSUS 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.

Data Center Services

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 IT Services 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.

Finance Department

1. Conduct 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.
4. When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag moved equipment with department contact information for easy identification and retrieval.
5. Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliances plugged in.
6. Close and latch (or secure with tape if needed) filing cabinets and cupboards.
7. Place important records and files in cabinets and cover.
8. Back-up electronic data and store in multiple locations.
9. Follow IT's provided instructions for computer equipment preparations.
10. Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
11. Change voice mail to indicate Lamar closure.
12. Place telephone in desk drawer if the cord is long enough. Do not unplug phone.
13. Remind staff to take personal items of value with them.
14. Confirm that all Finance personnel have updated contact information including personal cell phone numbers and personal email.
15. Close and lock all doors, including office doors, before leaving.

Student Health Center

1. As soon as University administration predicts a possible evacuation, begin preparation of the Student Health Center facility, each staff member or team member 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 Atlanta, GA, therefore no action is required.
4. Ensure that all HIPAA protected information is stored in locked 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 and elevate to desktops, when possible.
7. When evacuating, confirm security of HIPAA protected information in locked cabinets and verify key possession (Executive Director, Asst. Director Medical Services, and Administrative Specialist).
8. When evacuating, empty all refrigerators and freezers with the exception of those necessary for storing medicine. Executive Director, Asst. Director

Medical Services, and Coordinator Healthcare Administration tour facility to verify completion of checklists. Ensure generator is working.

9. Review emergency call list just prior to evacuation.
10. Notify EMR (Electronic Medical Record Vendor) Medicat of evacuation and shutdown of clinic.

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. Upload files to One Drive if needed during evacuatin.
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.
6. Close and lock all filing cabinets.
7. Close and lock all windows, if applicable.
8. Employees should take any and all personal items with them at the time of evacuation. Employee should provide their supervisors their intended evacuation location and a contact number and should have contact with supervisor often to keep informed on University plans.

11.7. Section F: During Tropical Storm or Hurricane –Pre-Identified Personnel Only on Campus

During the Storm (Revised October 2016)

1. Provide campus police presence to prevent looting.
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 Incident Commander resumes 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 Operating Officer will serve as incident commander until the threat has passed.

11.8. Section G: Immediate Post-Storm Checklist

General Items

1. ICS Operations/Planning & Damage Assessment to perform immediate, complete damage and safety assessment, including check on hazardous materials storage areas, fuel storage areas.
2. ICS Operations/General Facilities Operations in consultation with DATA CENTER SERVICES, IT Services, 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 establish repair and renovation priorities.
5. Disaster Recovery Team contact key personnel and confirm their optimal date of return to campus.
6. Marketing Communications, via appropriate media, inform faculty, staff, students and their parents that they should not return until notified to do so.
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 and Vice President for Academic Affairs, Senior Associate Provost and other team members) 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.

Finance Department

1. Distribute any paychecks.
2. Electronically transfer Financial Aid disbursements to students' Cardinal One Cards.
3. Do assessment and prioritize to determine an action plan.
4. Refer and utilize the Texas State University Disaster Recovery Guide.
5. Oversee collection of records for cost recovery.

11.9. PHASE IV—Response to Hurricane Event

Facilities Management
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 your facility and report it to the Associate Vice President of the department.
3. Retrieve vehicles from staged area.
4. If power has been restored and the facility is usable, uncover your computer and re-establish its use. IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS.
5. Restore communication with radios if system is operational.
6. All employees 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 of the department.
3. Retrieve your vehicles from staged area 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. They are to be used for construction debris only.
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 its use. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS.*
10. As cleanup work becomes completed and covers for trash receptacles.
11. All employees 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 staged area.
3. If power has been restored and the facility is usable, uncover your computer and re-establish its use. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS.*
4. Assign personnel to buildings after they have been assessed for damage and begin clean-up.
5. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

Electric Shop

1. All employees who are able to return to the area should contact their supervisor and return to work as soon as 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 staged area.
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 them 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. If power is off and after damage assessment is completed, 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 its use. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS.*

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

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 staged area.
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. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS.*
7. All employees 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 staged area.
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. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS.*
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 staged area.
5. If power has been restored and the facility is usable, uncover your computer and re-establish its use. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS*.
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 staged area.
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.
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. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS*.
8. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

Planning and Construction

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 staged area.
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. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTER*.
6. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

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 staged area.
3. If power has been restored and the facility is usable, uncover your computer and re-establish its use. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS*.
4. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

Other Administrative Areas

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. If power has been restored and the facility is usable, uncover your computer and re-establish its use. *IF POWER HAS NOT BEEN RESTORED, DO NOT PLUG IN COMPUTERS*.
3. All employees 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.

11.10. PHASE V–Response after Evacuation/Closure, No Significant Damage

Facilities Management (Revised June 2013)
Warehouse

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

2. Retrieve your vehicles from staged area.
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 staged area.
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. Uncover your computer and re-establish its use.
3. Assign personnel to buildings after they have been assessed for damage
4. And begin clean-up.

Electric Shop

1. All employees are to return to work as normal.
2. Retrieve your vehicles from staged area.
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 staged area.
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 staged area.
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.
4. Retrieve your vehicles from staged area.

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 staged area.
3. Uncover your computer and re-establish its use.
4. Make certain that the fueling station is operational.

Planning and Construction

1. All employees are to return to work as normal.
2. Uncover your computer and re-establish its use.
3. Retrieve vehicles from staged area.
4. Inspect construction sites and advise contractors of conditions. If unsafe conditions exist, they need to respond and resolve problems.

Lock & Hardware Shop

1. All employees are to return to work as normal.
2. Retrieve vehicles from staged area.
3. Uncover your computer and re-establish its use.

Other Administrative Areas

1. All employees are to return to work as normal.
2. Uncover your computer and re-establish its use.
3. Retrieve vehicles from staged area.

Marketing Communications

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 Social Media accounts; address inaccurate information.

Biology Department

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.

Information Technology Infrastructure and Microcomputer Support & Services (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.

Conference Calling Information

Information Technology—Conference Calling

Primary Moderator
Patrick Stewart
Associate Vice President – Information Technology

Daily Conference Time	Department Name	Department Moderator
8:00 – 9:00	IT Directors	VP Information Systems
9:00 – 10:00	Banner	Senior Director - Banner
10:30 – 11:30	Infrastructure Services	Senior Director-Infrastruct
11:30 – 1:00		
1:00 – 2:00	Enterprise Applications	Senior Director-IT Compli
2:30 – 3:30	Security Operations Center	Director – IT Security
3:30 – 4:00	Customer Support Services	Director–Media Event Tec
4:00 – 5:00	Project Management	Senior Director - Customer

Academics—Conference Calling

Primary Moderator

Dr. Brenda Nichols
Provost and Vice President for Academic Affairs

Daily Conference Time	Department Name	Department Moderator
8:00 – 9:00		
9:00 – 10:00	Academic Affairs (Deans/AP)	B. Nichols
10:00 – 11:00	College of Arts & Sciences	L. Maurer
11:00 – 12:00	College of Business Chairs	D. French
12:00-1:00	Academic Affairs Others	B. Nichols
1:00-2:00	College of Educ. & Hum. Dev.	B. Spina
2:00 – 3:00	College of Engineering Chairs	B. Craig
3:00 – 4:00	College of Fine Arts & Comm.	D. Holtzhausen
4:00 – 5:00		

Moderator may decide up front to hold conference call every other day (or some variation) and/or schedule additional calls during evening hours.
All changes must be cleared through Provost and Vice President for Academic Affairs.

Administrative—Conference Calling

Primary Moderator
Dr. Robert Wagner
Chief Operating Officer

Daily Conference Time	Department Name	Department Moderator
8:00 – 9:00	Executives	President
9:00 – 10:00	Directors	VP Finance and Ops
10:00 – 11:00	Facilities Management	Assoc. VP Facilities
11:00 – 12:00	Human Resources	Assoc. VP Human Resources
12:00 – 1:00	Campus Services	Assoc. VP Facilites
1:00 – 2:00	Finance	Assoc. VP Finance
2:00 – 3:00	Student Health Center	Exec. Director of Health Center
4:00 – 5:00		
Other times TBA		

Student Health Center

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.

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 athletic events must be cancelled, through conversations between administration, coaches, and the Southland Conference.
3. Monitor Lamar University website and other media outlets for updates.
4. If temporary relocation is necessary, coaches will assist the Lamar Athletics Administration with relocation efforts. The Lamar Athletics Administration will coordinate the relocation with the other institution 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.

11.11. Section H: Recovery Checklist

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, and insurance executives. Refer to the Texas State University System Disaster Recovery Guide.

Student Health Center

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.

12. APPENDIX A – EMERGENCY/DISASTER PAY POLICY

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: HUMAN RESOURCES **MAPP 06.03.01**

AREA: CLASSIFICATION/SALARY

Emergency/Essential Personnel Pay Policy for a Declared ICS/EOC Incident

I. POLICY

A. The following pay procedures apply when any natural, technological or human caused emergency or disaster requires a Declaration by either the President of the University or the President's designee.

B. The Emergency Management Team (see definition below), will submit names of recommended essential personnel to work during a declared emergency/disaster. For each incident, the Incident Commander will review and approve essential personnel to work as needed as the incident evolves.

II. PURPOSE AND SCOPE

A. This policy outlines requirements for (1) work schedule assignment, and (2) pay or compensation for employees in the event of a University-declared emergency.

B. This policy establishes guidelines for pay continuance during a period of time, to be defined by the LU President or President's Designee, when a University-declared or "non-University"-declared emergency/natural disaster prevents employees from performing their regular duties.

III. DEFINITIONS

A. **Damage Assessment Task Force (DATF).** Team responsible for conducting a preliminary damageand safety evaluation of campus after an emergency.

B. **Emergency Management Team (EMT).** Team comprised of a pre-identified group of University employees that fill the Incident Command System Command and Section Chief positions during emergencies.

C. **Executive Operations Team (EOT).** Team comprised of a pre-identified group of

University-wide leaders and possible other subject matter experts as requested that reports to the President.

D. **Recovery Team.** Team comprised of Essential Personnel who return to work after the campus has been cleared by the Damage Assessment Task Force (DATF) but is still under Suspension of Operations.

E. **Ride-Out Team.** Team comprised of Essential Personnel that will remain on campus working to ensure that critical infrastructure components are uninterrupted during an emergency incident.

F. **Suspension of Operations.** The decision of the President or President's Designee to suspend University operations in whole or in part. A Suspension of Operations may include University closure and/or class cancellation.

G. **University-Declared Emergency.** An emergency declaration made by the Lamar University President or President's Designee. The emergency may be due to a natural disaster (e.g.,hurricane, flooding, etc.) or human-caused event.

IV. PROCEDURES: WORK SCHEDULING FOR SUSPENSION OF OPERATIONS

A. PRELIMINARY IDENTIFICATION OF ESSENTIAL PERSONNEL

1. Emergency Management Team members will submit names of essential personnel for approval by the Incident Commander.

2. The names of persons identified as essential will be recorded on Form 203.

    - For most types of emergency situations, persons working in the following departments are likely to be identified as essential personnel.
        - Lamar University Police Department
        - Facilities and Building Maintenance
        - Residence Halls
            - Resident Assistants
            - Security
            - Maintenance and repair
        - Food Service workers (typically contracted through dining services providers)
        - Planning and Construction
        - Information Technology
        - Finance
            - Payroll
            - Procurement and Payment Services

3. Additional essential personnel will be identified in accordance with the needs imposed by the situation being addressed.

B. DECLARING A SUSPENSION OF OPERATIONS AND OPERATIONAL STATUS

1. The LU President or President's Designee makes decisions regarding Suspension of Operations and Operational Status, in consultation with other University leadership as appropriate, necessary, and feasible.

2. Once a Suspension of Operations has been declared, the University's Communications department sends out official notifications through Lamar's channels of communications.
    - The channels of communications may include the following: LU Campus Announcements, web page announcements, LU Phone Tree (audio and/or text), LU emails, public broadcasting venues (Local TV, KVLU), the LiveSafe App and social media outlets (Facebook, Instagram, Twitter).

C. CAMPUS DEPARTURE AND RETURN

1. Upon notice of official University closing, Non-Essential Personnel are to leave the campus immediately and not report to work until further notice.

2. An employee who returns to campus during an official closing who is not required or authorized to work (i.e., not designated as Essential Personnel) will be turned away and may be subject to disciplinary action.

3. An employee may submit a request to return to campus by contacting the Emergency Operations Center via email at eoc@lamar.edu. If approved, the employee must report to the Emergency Operations Center check-in desk and be escorted to their work location by an LUPD officer for safety and security purposes. If email communication is not readily available, employees may also request campus access in person at the Emergency Operations Center check-in desk when the EOC is operating on Campus, on the 1st floor of the Wayne A. Reaud Administration building.

D. REPORTING FOR DUTY DURING SUSPENSION OF OPERATIONS

1. Once activated, Essential Personnel must report to work as soon as feasible. Essential Personnel must remain on duty as instructed to ensure the uninterrupted delivery of Essential Services, unless directed or permitted to do otherwise by the Incident Commander.

E. FAILURE TO REPORT TO WORK DURING SUSPENSION OF OPERATIONS

1. An employee who has been informed that their position is subject to emergency duty (Essential Personnel) and who subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination.

F. REIMBURSEMENT OF EXPENSES

1. Essential Personnel may receive reimbursement for lodging, meals, and mileage in accordance with campus travel policies when having to report to work during Suspension of Operations.

G. DAILY LOG AND COMPENSATION

1. Each Essential Personnel member is required to maintain a detailed daily log of activities/tasks performed and the hours and minutes spent on each task. Form 214 serves as the daily log. The log (Form 214) is to be turned in to the Documents Section of the EMT at the end of each day. This log, in conjunction with the 203 Form, will provide the documentation used for the extra pay awarded to Essential Personnel and the basis of FEMA reconciliation of damage recovery costs. Essential Personnel are eligible for extra pay during their periods of activation and upon completion/approval of their daily logs (214).

2. The LU Office of EHS & Risk Management maintains the daily log template (Form 214) and makes it available to activated employees. Employees can either complete the form digitally or may pick up hard copies when they check in for daily briefing.

V. PROCEDURES: COMPENSATION DURING SUSPENSION OF OPERATIONS

A. ESSENTIAL PERSONNEL

1. Personnel who are designated as essential, and are assigned to work during a declared emergency/disaster when normal University operations have been closed, shall be compensated in the following manner:

    - Designated employees who are required to report to work or remain at work during the suspension of operations receive the following compensation:
        - Exempt Employees
            - Vice Presidents, and members of equal standing within the President's Council, are not eligible to receive additional compensation for emergency related work.
            - For all hours worked in an emergency designated status, other exempt employees receive their calculated hourly rate multiplied by 1.5 times that calculated hourly rate. The hourly rate is calculated by dividing the employee's base annual salary by 2080. The total amount an employee receives is inclusive, and not in addition to, their regular salary for that pay period.
        - Non-Exempt Employees
            - For all hours worked in an emergency designated status, non-

exempt employees receive their regular hourly rate multiplied by 2.5 times that hourly rate. Any overtime (over 40 hours) worked during a week in which a non-exempt employee works in an emergency designated status will be calculated according to the requirements of the Fair Labor Standards Act (FLSA), as amended.

2. In reference to rest periods, essential non-exempt employees who are required to remain on campus will receive compensation as described in item 1 above for 16 hours of work during each 24-hour period provided adequate sleeping facilities are furnished and the employee can obtain an uninterrupted period of sleep. If the sleeping period is interrupted by a call to duty, the interruption will be counted as hours worked. If the period is interrupted to such an extent that the employee cannot get at least 5 hour's sleep during the period, the entire time is working time. (DOL, Code of Federal Regulations, Title 29. Labor § 785.22 Duty of 24 hours or more.)

B. NON-ESSENTIAL PERSONNEL

1. Employees who are not required to work during a declared emergency/disaster when normal University operations have been closed will be compensated for their standard scheduled work hours through Administrative Leave.

C. CAMPUS DEPARTURE AND RETURN

1. Upon notice of official University closing, Non-Essential Personnel are to leave the campus immediately and not report to work until further notice.

2. An employee who returns to campus during an official closing who is not required or authorized to work (i.e., not designated as Essential Personnel) will be turned away and may be subject to disciplinary action.

3. An employee may submit a request to return to campus by contacting the Emergency Operations Center via email to eoc@lamar.edu. If approved, the employee must report to the Emergency Operations Center check-in desk and be escorted to their work location by an LUPD officer for safety and security purposes.

D. EMPLOYEES ON LEAVE

1. Those who are already in an approved leave status such as Military Leave, Leave of Absence, Family Medical Leave, Vacation and Sick Leave will be paid according to their pre-incident leave status.
   - Persons on these other types of leave will not be provided with Administrative Leave or Compensatory Leave.

2. Employees who have scheduled vacation, sick leave, or other time off prior to the

Suspension of Operations may not rescind these time-off requests after the announcement of Suspension of Operations.

- An exception to this will be made for employees who are recalled to work as part of the ICS/EOC response. All LU employees are subject to recall as needed by the University.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review: Every three years on or before September 1

VII. APPROVAL

Jeremy C. Alltop	09/13/2021
Vice President for Finance and Operations	Date
	09/15/2021
Dr. Jaime R. Taylor	
President	Date

13. APPENDIX B – PHOTO DOCUMENTATION

Photo Documentation

The University's Photo Documentation process is a CRITICAL component to Unit/Sub-Unit level Emergency Preparedness and Recovery, and simply involves the taking pictures/video of property and saving the files with proof of purchase documentation in multiple secure locations and formats. In the event property is damaged during a disaster, such as a hurricane, Photo Documentation may be the only way to assure replacement and reconditioning through the Federal Emergency Management Agency's (FEMA) reimbursement programs. **Each Unit/ Sub-Unit is responsible for completing their own Photo Documentation process annually.**

STEP 1: TAKE PICTURES / VIDEO OF ALL SPACE & SIGNIFICANT PROPERTY AND SAVE IN MULTIPLE LOCATIONS

Pictures / video all Unit / Sub-Unit property must be taken before something happens! This is part of the Disaster Preparedness process, and should be completed annually.

13.1. *What should I take pictures / video of?*

- Broad-angle pictures / video that capture the general state of all Unit / Sub-Unit space. Include offices, hallways, break rooms, labs, meeting rooms, classrooms, exam rooms, etc.
  Close up pictures / video of significant and valuable property. Extremely valuable and large property, such as an MRI machine, may warrant several pictures. Moderately valuable and small property, such as a specialty microscope, may warrant just one picture. Use discretion; it may not be necessary to photograph all capital equipment.
- Exterior and interior pictures / video of all Unit / Sub-Unit owned, leased / rented, or operated vehicles.

13.2. *Where should I store the pictures / video files?*

The picture / video files should be labeled according to the room number or location in which they were taken and assembled into one large document. The document should then be:

- stored on thumb drives, network drives, or other secure media that is redundant.

- send to Property Management to compile University Property Recovery Plan.
- printed out and kept in multiple on and off-site locations.

13.3. ***How often should I re-take pictures / video?***

Picture / video should be updated annually, or whenever there is a significant change to Unit / Sub- Unit space or property.

STEP 2: COLLECT PROOF OF PURCHASE DOCUMENTATION FOR SIGNIFICANT PROPERTY AND SAVE IN MULTIPLE LOCATIONS

A Proof of Purchase is any form of documentation that displays what property was purchased, when, by whom, and for what cost, such as an invoice or receipt. Proof of Purchase for all significant Unit/ Sub-Unit property must collected and saved before something happens! This is part of the Disaster Preparedness Process, and should be completed annually.

13.4. ***What should I collect Proofs of Purchase for?***

Any significant and valuable property that a photo / video was taken of should have a corresponding Proof of Purchase.

13.5. ***Where should I store the Proofs of Purchase?***

The Proof of Purchase documentation files should be labeled according to the room number or location of the property (which correspond to pictures / video), then assembled into one large document. The document should then be:

- stored on thumb drives, network drives, or other secure media that is redundant.
- send to Property Management to compile University Property Recovery Plan.
- printed out and kept in multiple on and off-site locations.

13.6. ***How often should I re-assemble Proofs of Purchase?***

Proofs of Purchase should be updated annually, or whenever there is a significant change to Unit / Sub-Unit space or property.

Video of all Damaged Space & Significant Property, Complete the Claim Worksheet, and Submit Everything to Risk Management

In the event that the space or property of a Unit / Sub-Unit is damaged by a disaster impact, such as a hurricane, the following actions must be completed:

- Take pictures / video of all damaged space & significant property, ideally from the same angles at the original photo documentation was taken.
- Complete a Claims Worksheet, itemizing all damages.
- Assemble the damage space or property pictures / video with the files you created in Step 1 and Step 2, and submit everything to Risk Management.

14. APPENDIX C – PI CHECKLISTS

Hurricane Preparedness Checklist for Principal Investigators

PRIOR TO HURRICANE SEASON CHECKLIST

Time spent preparing your research area(s) and employees for a potential disaster in an essential role of Principal Investigator (PI). Safeguarding your life's work, personnel and laboratories is vital for your continued research.

This checklist has been developed to ensure that you, your employees and your work area(s) are suitably prepared in the event of a disaster. As we are unable to predict when a disaster may strike, each PI should complete this checklist *annually* prior to hurricane season (June through November).

Although this checklist focuses on the preparation of your work area(s), employees and lab equipment prior to the hurricane season, the steps you will have carried out upon completion of this document will better prepare you for the various potential disaster situations that could occur here at Lamar University.

This checklist is the first in a series of three that also includes *Hurricane Preparedness Checklist: When a Storm is Imminent* and *Hurricane Preparedness Checklist: Post-Disaster*.

PI Name: _____

Location (Building): _____

Lab/Room #: _____

PRIOR TO HURRICANE SEASON CHECKLIST

STEP 1: Preparing Samples & Lab Equipment

- ☐ 1.1 Register and label critical equipment
- ☐ 1.2 Inventory of each freezer/refrigerator/cold room
- ☐ 1.3 Inventory of items stored in liquid nitrogen
- ☐ 1.4 Inventory of chemical hazards
- ☐ 1.5 Verification of biohazard level
- ☐ 1.6 Identify critical samples, reagents, media, etc., and prepare to send offsite
- ☐ 1.7 Label animal cages, if applicable
- ☐ 1.7 Check safety equipment, where applicable

STEP 2: Preparing Labs/Offices

- ☐ 2.1 Update emergency supply inventory
- ☐ 2.2 Keep full liquid nitrogen supply tanks on hand

- ☐ 2.3 Purchase extra CO_2 cylinders for tissue culture
- ☐ 2.4 Make copies of your critical documentation and data and be prepared to take them with you
- ☐ 2.5 Photograph office/lab areas and equipment (*essential for potential insurance claims!*)

STEP 3: Preparing Administration/Personnel

- ☐ 3.1 Review/maintain individual unit Continuity of Operations Plan (COOP), distribute the unit plan to all personnel, and periodically review its contents
- ☐ 3.2 Update emergency contact information
- ☐ 3.3 Appoint an alternate in your absence
- ☐ 3.4 Designate a contact person *and* an alternate when school reopens
- ☐ 3.5 Develop and maintain an emergency phone tree for your lab
- ☐ 3.6 Compile laboratory "Go Packs"

STEP 4: NIMS Training

- ☐ 4.1 Confirm all personnel with need have completed the appropriate level of training

PRIOR TO HURRICANE SEASON CHECKLIST SUMMARY

STEP 1: Preparing Samples & Lab Equipment

1.1. Register and label critical equipment

- Applicable to critical equipment that is valued at greater than $2,499 or necessary for the laboratory's function.
- Ensure that all critical equipment has been registered with LU Property Management and labeled accordingly.
  - Upon registering, Property Management will provide an identification number associated with your critical equipment.
  - Print and post registration forms on critical equipment (which includes all emergency contact information).
    - Post normal operating values (temp, % CO_2, etc.) on critical equipment
- Check the critical equipment alarm, if applicable.
- **Upload all registration forms for critical equipment to CampusOptics, affixed to your lab area.**

1.2. Inventory each freezer/refrigerator/cold room

- An inventory sheet should contain all product/sample information, including serial/order numbers, location, quantity and value. The value of such items is required

for FEMA-related claims in the event of storm-related loss or damage. A template and sample inventory sheet is attached in Attachment A.

- Ensure that the inventory sheet for your freezer/refrigerator/cold room is current and reflects the content of the freezer.
- If biological agents exist in your freezer, please make sure you complete or update the Biological Agents Registration Form.
- Review applicable Materials Safety Data Sheet(s) (MSDS).
- **Upload your updated inventory sheet to CampusOptics, affixed to your lab area.**

1.3. Inventory items stored in liquid nitrogen

- Ensure that the inventory sheet for items stored in liquid nitrogen is current and reflects the content and to the owner of the material.
- **Upload inventory sheet for items stored in liquid nitrogen to CampusOptics, affixed to your lab area.**

1.4. Inventory of chemical hazards

- Record the hazards of all chemicals within your laboratory, in case of spills.
- **Upload hazard information to CampusOptics, affixed to your lab area.**

1.5. Verification of Biohazard Level

- If laboratory contains biological materials, verify that biohazards are as specified
- **Specify Biohazard level of your lab area in CampusOptics, as well as on hazard information signage on the door of the laboratory.**

1.6. Identify critical samples, reagents, media, etc., and prepare to send offsite

- To prepare for the possibility that only a certain amount of items can be saved, we recommend that you identify (label) those samples, reagents, media etc., that are necessary for your work/mission ("If you only had 5 minutes to grab items, what would you want to take?").
- Please note that in the case of a pending hurricane, power outage, fire, etc., it may be necessary to move or relocate your samples.
- Consider sending critical samples out of the area through pre-existing arrangements with bio-repositories and non-local collaborators/colleagues.
- **Maintain an inventory of any critical samples, reagents, media, etc. for your lab area on CampusOptics, as well as explanations of the arrangements made for relocation.**

1.7. Label animal cages, if applicable

- **Maintain an inventory of any caged animals in your lab area on CampusOptics.**

1.8. Check safety equipment, where applicable

- Record the last inspection date of the fire extinguishers in your work area(s).
  - Per NFPA 10 (Standard for Portable Fire Extinguishers).
  - Fire extinguishers shall be inspected manually at a minimum of 30-days intervals (i.e., monthly) – performed by EHS & Risk Management.
  - Fire extinguishers shall be subjected to maintenance/recertification at intervals of not more than 1 year – performed by personnel trained for recertification.

- Verify that eye wash stations and emergency shower near your work area(s) have been tested recently. Contact Risk Management for testing.

STEP 2: Preparing Labs/Offices

2.1. Update emergency supply inventory
- Supplies on hand should include plastic sheeting and tape to cover computers, lab equipment, desks, etc., and materials to protect the facility, contents, and post-disaster cleanup.
- **Upload emergency supply inventory for your lab area into CampusOptics.**

2.2. Keep full liquid nitrogen supply tanks on hand
- Please note that our gas suppliers cannot deliver where sustained winds are 35 m.p.h or higher.
- **Update liquid nitrogen supply quantity for your lab area in CampusOptics.**

2.3. Purchase extra CO_2 cylinders for tissue culture
- **Update carbon dioxide cylinder inventory in CampusOptics.**

2.4. Make copies of your critical documentation and data and be prepared to take them with you.

This includes:
- On/off campus inventory of existing samples
- Information on your data (where it is secured; how it is backed-up)
- Details of the type and quantity of animals located on campus (if applicable)
- Inventory of all your equipment (including location)
- Photos and/or video of all equipment. Detailed information on taking photo documentation can be found in Appendix B of the University Hurricane Preparedness Manual.
- Grant information including study, agency, and award number
- **Upload equipment inventory, photos/video, sample inventories, animal inventory into CampusOptics.**

STEP 3: Preparing Administration/Personnel

3.1. Review/maintain individual unit Continuity of Operations Plan (COOP)
- Distribute COOP to all personnel, and periodically review its contents.
- **Upload COOP into CampusOptics.**

3.2. Update emergency contact information
- Ensure that your information is up-to-date and accurate. If, for whatever reason, your location changes, please update information as soon as possible.
- **Update emergency contact information in CampusOptics.**

3.3. Appoint an alternate in your absence
- For example, if you intend on "getting out of dodge" during a hurricane then you will need to name an alternate to cover in your absence.

- **Specify alternate in CampusOptics.**

3.4. Designate a contact person *and* an alternate when school reopens

- **Specify contact person and alternate in CampusOptics.**

3.5. Develop/maintain an emergency phone tree for your lab

- Purpose – To ensure all employees are safe and receive up-to-date information in the event of an emergency.
- Scope – Provide detailed instructions on the use of the phone tree and the responsibilities of the individuals listed within the tree during an emergency.
- Procedure –
    - The laboratory manager (or designated employee) compiles the emergency phone trees based on information provided by the employees.
    - The phone trees contain the following information for each employee: Name, Address, Office Phone, Home Phone, Cell Phone, and e-mail. A blank phone tree is included in Attachment B.
    - Emergency phone trees will be issued on an annual basis, or when new information is approved and/or updates. It is the responsibility of each employee to ensure correct and current information is provided to the laboratory manager (or designated employee).
    - When the emergency phone trees are issued, we strongly recommend that the "primary contact" perform a trial run to ensure their respective tree functions correctly.
    - In the event of an emergency, the phone tree is to be used as follows:
        - The primary contact (employee at the top of the tree) initiates the starting sequence.
        - In turn, each employee calls the next contact in line relaying the information they receive from the prior employee.
            - In the event *the assigned contact does not answer, the employee must leave a message advising the contact to call the "primary contact" and then call the next employee in the sequence.*
            - When the subsequent contact is called, the employee must advise they were unable to contact John/Jane Doe and ensure the contact relays this information to the next in the sequence until the end of the loop.
            - When the loop is closed (i.e., the last employee in the sequence calls the primary contact) the primary contact will then know who could not be contacted and can follow up accordingly.
            - It is the responsibility of the primary contact to ensure all their assigned employees are contacted during the event of a disaster.
    - The phone tree is considered closed when the primary contact has confirmed the status of his/her unit to the Principal Investigator.
    - In the event either an employee is out of town or they decide to leave town due to the severity of the pending hurricane, it is *their responsibility* to ensure that either the primary contact or the employee shown above them on the emergency phone tree is aware of this situation. This will help relieve any confusion during an emergency.
    - **Upload emergency phone tree into CampusOptics.**

3.6. Compile laboratory "Go Packs"

- "Go Packs" should be used by employees returning to work immediately/shortly after the disaster has passed. The kits are intended to protect staff during the inspection of work areas when assessing potential damage post-storm. It is recommended that these packs include the following:
    - Personal protective equipment including gloves and facemasks, as well as any other personal protective equipment required for safe operation in your laboratory.
    - A disposable camera
    - A notepad to help document your findings

STEP 4: NIMS Training

4.1. Confirm all personnel with need have completed the appropriate level of training

- Confirm that all personnel who have any role in emergency/disaster mitigation, planning, response, or recovery have completed the appropriate level of National Incident Management System (NIMS) training.
- **Upload training certificates into CampusOptics.**

Attachment A
Freezer/Refrigerator/Cold Rooms and Liquid Nitrogen Inventory Sheet Template and Examples

LAMAR UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

INVENTORY SHEET (EXAMPLE)
(Freezer/Refrigerator/Cold Rooms)

PI Name Lab		**-80 Freezer Inventory**	
Location:	CHEM 100	**Serial/ID#:**	A0123456
Emergency Contact:	Dr. XX	**Contact Phone:**	555-555-5555
Shelf #1	Stocks - Biohazard Level # - In case of spill, clean using appropriate decontamination method. In case of freezer malfunction, check to see if items can be stored in +4C refrigerator or on dry ice.		
Shelf #2	MISC – Samples and Kits - Limited Biohazard - In case of spill, use standard lab procedures. - In case of freezer malfunction, samples and kits can be stored on dry ice.		
Shelf #3	Rack 1 - Misc. & Samples - Limited Biohazard - In case of malfunction, dry ice	Rack 2 - Misc. & Samples - Limited Biohazard - In case of malfunction, dry ice	
Shelf #4			

Shelf #5	

LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

INVENTORY SHEET TEMPLATE

(Freezer/Refrigerator/Cold Rooms)

_____ Lab				
Location:		**Serial/ID#:**		
Emergency Contact:		**Contact Phone:**		
Shelf #1				
Shelf #2				
Shelf #3				

Shelf #4	
Shelf #5	

LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

INVENTORY SHEET (EXAMPLE)

(Liquid Nitrogen)

PI Name **Lab**		**Liquid Nitrogen Inventory**	
Location:	CHEM 100	**Serial/ID#:**	A0123456
Emergency Contact:	Dr. XX	**Contact Phone:**	555-555-5555

RACK #4

Box	Samples	# Tubes	Label	Misc. Info
1	Cell line C Cell line H	8 9	Box C P5 Box C P36	10/17/2007 04/15/2008
2	Cell line H Cell line G Cell line A	4 5 1	Box B p29 Box B p61 Box B	04/02/2003 01/27/2005
3	Misc. samples			
4	Antibodies D Samples H	3 5	Box A p12 Box A p100	01/13/2006 05/26/2006
5	Empty			

6	Empty			
7	Empty			
8	Empty			
9	Empty			
10	Hurricane drop box. 1 aliquot of each of the above			

LAMAR UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

INVENTORY SHEET TEMPLATE

(Liquid Nitrogen)

PI Name **Lab**		**Liquid Nitrogen Inventory**	
Location:		**Serial/ID#:**	
Emergency Contact:		**Contact Phone:**	

RACK #

Box	Samples	# Tubes	Label	Misc. Info
1				
2				
3				
4				
5				

6				
7				
8				
9				
10				

Attachment B
Phone Tree Template

LAMAR UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

EMERGENCY PHONE TREE	
Department Name:	
The Department Head will activate the phone tree by calling the first two people listed, who will call the individuals directly below them. Each successive employee is to call the person directly below them. If you are unable to personally speak to the person, leave a message and call the next person listed. The person you left a message for must call Department Head after receiving your message as well as call you back. The last person on each column is responsible for calling the Department Head to inform them that the phone tree has been successfully completed.	
Department Head: **Title:** **Office:** **Home:** **Mobile:**	

↓		↓	
Employee: **Title:** **Office:** **Home:** **Mobile:**		**Employee:** **Title:** **Office:** **Home:** **Mobile:**	
↓		↓	
Employee: **Title:** **Office:** **Home:** **Mobile:**		**Employee:** **Title:** **Office:** **Home:** **Mobile:**	
↓		↓	
Employee: **Title:** **Office:** **Home:** **Mobile:**		**Employee:** **Title:** **Office:** **Home:** **Mobile:**	

*Everyone must call the Department Head after the storm has passed.

Date phone tree was updated:________________

Hurricane Preparedness Checklist for Principal Investigators
WHEN A STORM IS IMMINENT CHECKLIST

Once you have completed the *Disaster Preparedness Checklist "Prior to Hurricane Season"*, you will be in a better position to respond when a storm is imminent. This is the second in a series of three disaster preparedness checklists.

As we are unable to predict when a disaster may strike, we have compiled the following checklist being mindful of what to do in the event of a storm. Many, if not all, of the points contained within this document would be relevant for other disaster situations.

It is recommended that these activities commence no later than 72 hours prior to potential impact.

PI Name: _____

Location (Building): _____

Lab/Room #: _____

WHEN A STORM IS IMMINENT CHECKLIST

STEP 1: Preparing Labs/Offices

- ☐ 1.1 General Preparation
- ☐ 1.2 Turn off and unplug all electrical equipment that does not require emergency power
- ☐ 1.3 Ensure critical equipment is registered and labeled
- ☐ 1.4 Labs and offices with windows
- ☐ 1.5 Chemicals and glassware
- ☐ 1.6 Biohazardous waste
- ☐ 1.7 Send samples for off-site storage if you have a rearranged agreement with a collaborator or approved vendor
- ☐ 1.8 Transfer your most important temperature sensitive and irreplaceable samples to freezers, refrigerators, and cold rooms that are connected to emergency power
- ☐ 1.9 Top off liquid nitrogen cryogenic storage tanks

- ☐ 1.10 Replace CO_2 cylinders with full cylinders
- ☐ 1.11 Prepare animals that require special care beyond established husbandry practice, if applicable
- ☐ 1.12 Confirm that your spill control kit is stocked and its location marked
- ☐ 1.13 Radioactive materials
- ☐ 1.14 Conduct final walk-thru before leaving

STEP 2: Preparing Administration/Personnel

- ☐ 2.1 Issue emergency phone tree to all lab members
- ☐ 2.2 Update emergency contact information
- ☐ 2.3 Issue "Go Packs" to lab
- ☐ 2.4 Ensure all critical files are backed up on your network drive (not on the hard drive) including lab/office photographs
- ☐ 2.5 Protect books, valuable papers, and equipment by covering them with plastic sheeting secured with duct tape
- ☐ 2.6 All lab notebooks and sources of data should be placed in plastic closable boxes
- ☐ 2.7 If applicable, update backup storage of valuable stocks of biological agents
- ☐ 2.8 Safeguard lab books, protocols in progress, proposals, account #'s for active awards, recent budget statements for their accounts, names and contact information for agency program officers, etc.
- ☐ 2.9 Take copies of critical documentation and data, and back up as appropriate in CampusOptics.
- ☐ 2.10 During non-business hours (i.e., weekend or holiday) contact employees to return to work in order to assist in preparing their offices for disaster, if necessary
- ☐ 2.11 In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location

STEP 3: Remaining on Campus During a Storm

- ☐ 3.1 Only approved essential employees are allowed to remain on campus during a storm.

WHEN A STORM IS IMMINENT CHECKLIST SUMMARY

STEP 1: Preparing Labs/Offices

1.1 General Preparations

- Remove any food and perishable supplies.
- Completely clean all laboratory benches (where practical).
- Lock all file cabinets, desk drawers and office/lab doors.

- Photograph office/lab areas and equipment. This is essential for potential insurance claims!

1.2 Turn off and unplug all electrical equipment that does not require emergency power

- Refrigerators and freezers should be left ON at the coldest setting. It is recommended that you tape the doors closed to ensure a better seal.

1.3 Ensure critical equipment is registered and labeled

- Refrigerators, freezers, incubators, liquid nitrogen systems, and other critical equipment should be registered.
- All critical equipment should be labeled with contact information and operational parameters (temp, % CO_2, etc.).

1.4 Preparation of labs and offices with windows

- Clear desk/table tops of books, files, papers, etc. and place them inside desks, drawers, cabinets, etc.
- Remove all items from window ledges.
- If practical, move desks, file cabinets and equipment away from windows and off the floor (store as much equipment as possible in closets or windowless rooms).
- Cover desks, drawers, cabinets, etc. with plastic sheeting and tape securely.

1.5 Chemical and glassware

- Remove bottles and chemicals from shelves and place in cabinets, or on the backs of benches again walls.
- Due to the possibility of power outages, volatile, toxic materials, as well as those displaying respiratory hazards, *should not be stored in fume hoods* or refrigerators. Instead, store in tightly sealed, impervious and break-resistant containers.
- All hazardous materials should be secured in cabinets or moved to inside labs.
- *Do not store materials in hallways.*
- Use care when handling and storing chemicals to avoid an accidental release
- Samples/chemicals should be segregated based on their compatibility

1.6 Biohazardous Waste

- Secure all waste and dispose, following biohazardous waste disposal procedures.

1.7 Send samples for off-site storage if you have a prearranged agreement with a collaborator or approved vendor

- Reference the *Prior to Hurricane Checklist* for further details.

1.8 Transfer your most important temperature sensitive and irreplaceable samples to freezers, refrigerators and cold rooms on emergency power

- For a list of cold rooms with emergency power please see your departmental administrator.
- Do not use an extension cord to connect to emergency power. This may overload the system!

1.9 Top off liquid nitrogen cryogenic storage tanks

1.10 Replace CO_2 cylinders with full cylinders

1.11 Prepare animals that require special care beyond established husbandry practice, if applicable

1.12 Confirm that your spill kit is stocked and its location marked

- For information on spill kits, please contact Risk Management.

1.13 Radioactive Materials

- Minimize waste stored in your lab.
- Make sure all radioactivity is properly packaged and secured.
- Minimize the amount of stock material held in lab and review storage and security of that material.
- Please note that in the event of a disaster, it is likely that the ordering process will be disrupted BIT the stock piling of material is inadvisable due to potential power failures and restricted access to your lab.
- If you have a significant amount of waste, you should dispose following applicable procedures. Your waste MUST be properly packed with accompanying documentation before removing.

1.14 Conduct final walk-thru before leaving

- Ensure all items are secured, cabinets and doors are locked, and that all preparations have been completed.

STEP 2: Preparing Administration/Personnel

2.1 Issue emergency phone tree to all lab members

- All employees should know who their assigned contact person is.
- Reference the *Prior to Hurricane Checklist* for further details.

2.2 Update emergency contact information

- Ensure that your information is up-to-date and accurate.

2.3 Issue "Go Packs" to lab

- "Go Packs" should be used by employees returning to work immediately or shortly after the disaster has passed. The kits are intended to protect staff during the inspection of work areas when assessing potential damage post-storm It is recommended that these pack include the following:
    - Personal protective equipment including gloves and facemasks
    - A disposable camera
    - A notepad to help document your findings

2.4 Ensure that all critical files are backed up on your network drive (not on the hard drive) including lab and office photographs

2.5 Protect books, valuable papers, and equipment by covering them with plastic sheeting secured with duct tape

2.6 All lab notebooks and sources of data should be placed in plastic closable boxes

2.7 If applicable, update backup storage of valuable stocks of biological agents

2.8 Safeguard lab books, protocols in progress, proposals, account #'s for active awards, recent budget statements for their accounts, names and contact information for agency program officers, etc.

2.9 Take copies of critical documentation and data, and back up as appropriate in CampusOptics.

Including:

- On/off campus inventory of existing samples
- Information on your data – where it is secured; how it is backed-up
- Details of the type and quantity of animals (including location), if applicable
- Inventory of all your equipment (including location)
- Photos and/or video of all equipment
- Grant information including study, agency, and award number

2.10 During non-business hours (i.e., weekend or holiday) contact employees to return to work in order to assist in preparing their offices for the disaster, if necessary

2.11 In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location

STEP 3: Remaining on Campus During a Storm

3.1 No one is allowed to stay on campus during the actual impact of a weather event, except for specially designated and approved essential personnel. Disaster response teams/emergency personnel for each unit may be on campus before and after weather events, but not remain during. During an emergency, we recommend all employees consult the University's website and the media for updates and other important information.

Hurricane Preparedness Checklist for Principal Investigators
POST-STORM CHECKLIST

This is the third in the series of *Hurricane Preparedness Checklists* and focuses on the activities that must be carried out before and after you and your employees return to work.

Post storm, the University is committed to restoring research activities back to normal as soon as possible. First, all buildings must be inspected by the Damage Evaluation Task Force to ensure they are safe.

As soon as each individual building is cleared, the information is posted on the appropriate website. Clearly, the time required to re-open depends on the severity of the storm. Please use caution before returning to the campus to inspect your laboratory and offices.

PI Name: _____

Location (Building): _____

Lab/Room #: _____

POST-STORM CHECKLIST

STEP 1: Before You Return To Work

- ☐ 1.1 Initiate Phone Tree
- ☐ 1.2 Contact your immediate supervisor
- ☐ 1.3 Update emergency contact information
- ☐ 1.4 Ensure "Go Pack" is ready

STEP 2: Returning To Work

- ☐ 2.1 Conduct a damage assessment of your work area(s)
- ☐ 2.2 Report chemical spillages immediately to Risk Management
- ☐ 2.3 Complete "Claim Worksheet"
- ☐ 2.4 Grants – Who to contact if you cannot continue working and when you are able to resume work
- ☐ 2.5 Critical samples and data
- ☐ 2.6 Relocation of laboratory activities until work space can be repaired or replaced

POST-STORM CHECKLIST SUMMARY

STEP 1: Before You Return To Work

1.1 Initiate Phone Tree

1.2 Contact your immediate supervisor

- As soon as physically possible, it is important that you contact your immediate supervisor to relay the following information about you and your staff:
  - Confirm location and status
  - Are you/your staff and your/their family in good health?
  - Are you/your staff able to help others? (if necessary)
  - Do you/your staff require any help?

- Establish a reasonable date to return to work

1.3 Update emergency contact information

- Ensure that your information is up-to-date and accurate.

1.4 Ensure "Go Pack" is ready

- "Go Packs" should be used by employees returning to work immediately or shortly after the disaster has passed. The kits are intended to protect staff during the inspection of work areas when assessing potential damage post-storm It is recommended that these pack include the following:
  - Personal protective equipment including gloves and facemasks
  - A disposable camera
  - A notepad to help document your findings

STEP 2: Returning To Work

2.1 Conduct a damage assessment of your work areas(s)

- Immediately after the storm, every effort should be made to reach the University for the purpose of assessing the extent of damage (if any) to your immediate work location.
- Once your building has been cleared, you should:
  - Enter the building only if it has been cleared and opened by University.
  - Make sure you have, or have access to your "Go Pack".
  - Do not enter your lab if the door is open or broken, if you detect an order or organic solvents or strong mineral acids, or if you observe any *smoke or mists*.
  - Call Dispatch and Risk Management immediately if you detect or suspect a chemical spill.
  - Do not enter the lab until the spill (if any) has been collected by Risk Management and you have been informed that it is now safe to enter.
- If your work space is deemed un-usable please refer to Section 2.6.
- Remove covering from machines.
- If it is determined that storm damage exists, your department must notify Risk Management immediately. The following represents the basic information needed to establish a claim for damaged or destroyed equipment:
  - Take photographs of the damage (where applicable).
  - Separate damaged equipment from undamaged equipment.
  - If you suspect that electrical equipment has sustained water damage, do not attempt to start the equipment. Tag this equipment indicating possible water damage and notify Risk Management so that they can schedule an inspection of all water-damaged equipment.
  - Secure all equipment against further damage or theft.
  - Identify any items that may require transferring to another freezer (due to power outage, etc.) and speak to your departmental administrator to relocate.
  - It is important that you record all activities and time taken when conducting non-research activities while attempting to restore your working environment to normal condition for FEMA re-imbursement claims (e.g. separate damage from undamaged equipment – 10 hours). Contact Risk Management for Individual Activity Log (ICS Form 214) to properly document activities.
  - Document all expenses.

2.2 Report chemical spillages immediately to Risk Management

2.3 Complete "Claims Worksheet"

- General information needed:
  - Department account number
  - Department name, address, building, room number
  - Department phone number
- Property information needed:
  - Description of damaged equipment
  - University decal number and equipment serial number
  - Original cost of item (supply a copy of the purchase order and invoice, if possible)
- Provide information to respective administrator:
  - Your administrator must contact Risk Management to set up an inspection of all damaged equipment, giving the name and phone number of the contact person and the location where the damaged equipment may been seen. *DO NOT DISCARD ANY DAMAGE OR DESTROYED ITEMS.*
- Do not replace damaged equipment until approval has been given by University's insurance carrier and Risk Management.
- Due to limitations established by the University's property carriers, all information pertaining to a claim for loss must be submitted to them immediately following a loss. *Failure to provide information in a timely manner could result in individual claims being denied.*

2.4 Grants – Who to contact if you cannot continue working and when you are able to resume work

- Contact the Office of Research and Sponsored Programs (409.880.7238).
  - The director will be responsible for notifying the proper agency (Program Official and Grants Management Specialist).
  - Provide the following information:
    - PI Name
    - Study/Agency/Award Number impacted
    - Extent of the impact:
      - If delay, how much additional time is needed?
      - If complete loss, what are the specifics associated with the loss?

2.5 Critical samples and data

- On campus – where applicable, provide an inventory of each of the following to your administrator:
  - Existing samples
  - Data – where it is secured; how data is backed-up?
  - Animals, if applicable?
  - Equipment – what is damaged?
- Off campus – where applicable, provide an inventory of each of the following to your administrator:
  - Existing samples
  - Data – where it is secured; how data is backed-up?

- Animals, if applicable?
- Equipment – what is available?

- Newly generated samples
  - If sample storage space within the new laboratory space in unavailable:
    - Send samples to a collaborator or to your off-site repository.

2.6 Relocation of laboratory activities until work space can be repaired or replaced

- Staffing
  - Refer to your departmental unit plan to determine staff *critical* to continue your laboratory operations (contact your departmental administrator for more information).
  - Essential laboratory personnel return and evaluate the condition of the lab.
  - If the laboratory is useable, those individuals will contact remaining personnel to return to work.
  - Reminder: the entire campus and your building will have restricted access. You must make arrangement to allow entry of personnel prior to the opening of campus.
  - Personnel entering the laboratory should bring their personal hurricane "Go Pack" (with personal protective equipment, camera, etc.)
  - Alert your administrator as to which personnel will not return during the interim period.
- Location
  - Contact your departmental administrator to alert them and coordinate if you need to enact your alternate research space plan; contact Emergence Management to determine if the space is suitable.
  - Be prepared to discuss your laboratory's business continuity of operations plan (COOP) described in your department's unit plan. Contact your departmental administrator for more information.

15. APPENDIX D – CLINICAL RESEARCH CHECKLIST

Hurricane Preparedness Checklist for CLINICAL RESEARCH

In addition to the standard preparedness plan for safeguarding staff and securing the physical location, additional concerns must be addressed before and during an emergency situation for researchers with active clinical trials.

The objectives for PIs and Clinical Research Staff must include:

1. A plan to continue FDA-regulated studies where investigational drugs or devices are involved.
2. A capability of communicating with regulatory authorities.
3. Procedures for access to investigational drugs and devices during a disaster, especially if an evacuation has disrupted normal research operations.
4. Written documentation of the continuity plan for each clinical trial or category of clinical trial.

BEFORE AN EMERGENCY EVENT

- ☐ Ensure up-to-date list of research subjects is maintained, with all contact information.
- ☐ Keep a copy of the contract list in a secured off-site location.
- ☐ Provide research participants with a contact number for the study personnel.
- ☐ Coordinate an alternative site to conduct study visits.
- ☐ Establish a process to unblind studies in the case of a disaster and to provide investigational drugs for treatment purposes – this may require remote access by the research pharmacist who has the key to unblind studies.
- ☐ Establish partnerships with other academic institutions so collaborative emergency sites are available.
- ☐ Ensure all electronic research records are backed up and retrievable from a remote location.

IMMEDIATELY BEFORE AN EMERGENCY EVENT

- ☐ Contact research participants and provide direction regarding any medications or study visits.
- ☐ Confirm contact information with all participants.
- ☐ Complete as must study activity as possible in advance of the event, within the constraints of the protocol.
- ☐ Secure all clinical trial research records, both paper and electronic format.

DURING AN EMERGENCY EVENT

- ☐ Ensure the safety of clinical trial staff and participants.
- ☐ Follow the lead of the clinical sites in moving participants to other areas.

FOLLOWING THE EMERGENCY EVENT

- ☐ Contact the sponsor to discuss any impact on the protocol.
- ☐ Resume the protocol timeline as soon as practical.

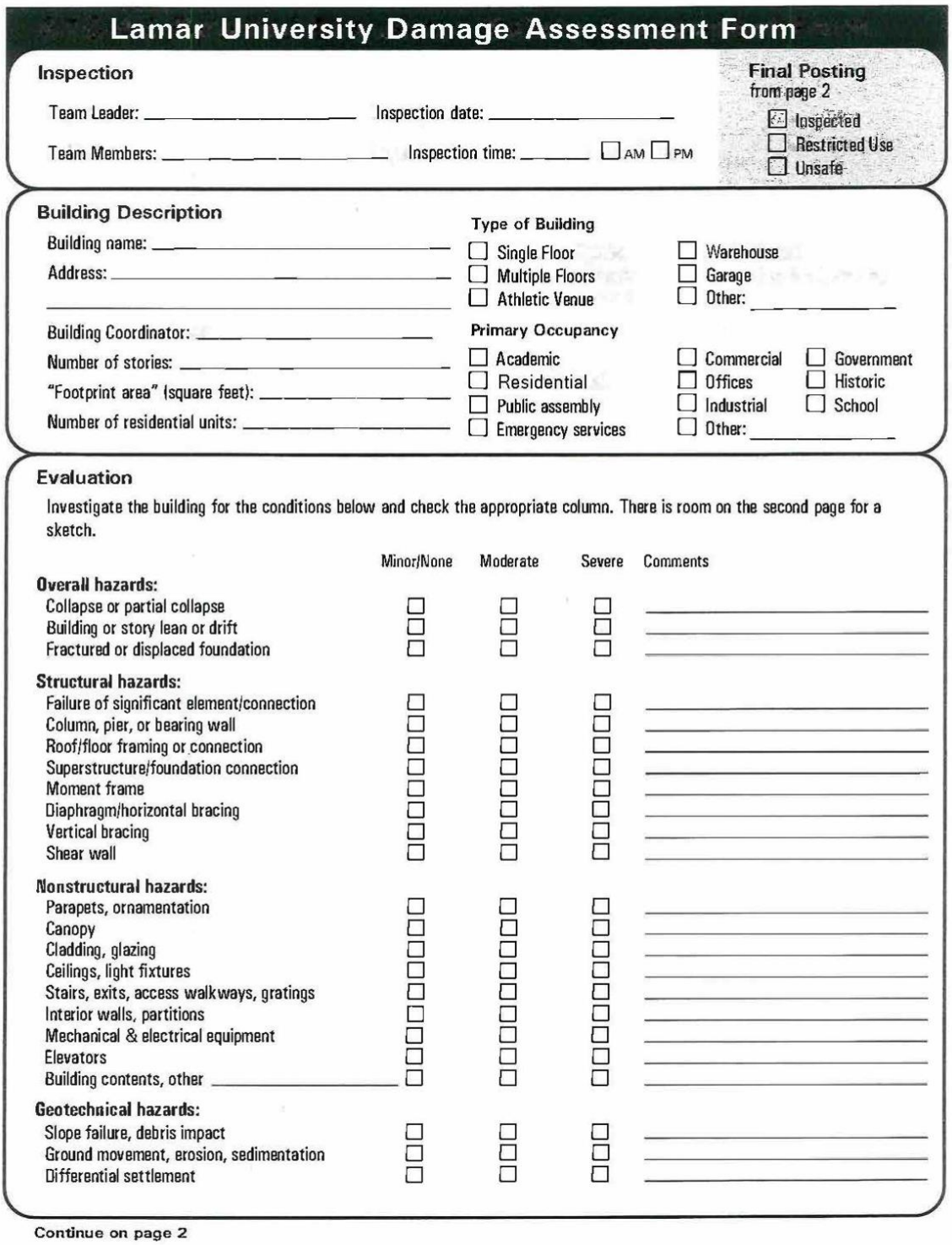
16. APPENDIX E – EOC SETUP CHECKLIST

Emergency Operations Center (EOC) Setup Checklist

General Setup Responsibilities Include**:**

- ☐ Ensure the EOC is accessible.
- ☐ Ensure that adequate furniture, computer equipment, fixtures, telephones, and space are available.
- ☐ Locate the EOC Activation binder and supplies in EOC.
- ☐ Locate the "forms" box in the EOC room.
- ☐ Establish a sign-in/sign-out log by the entrance to the EOC.
- ☐ Remove the EOC entry/exit log sheet clipboard and ensure staff sign-in as they arrive.
- ☐ Set up and test telephones, fax machines, and other logistical supplies that may have been held in storage pending EOC activation.
- ☐ Connect computers to network.
- ☐ EOC Command and General members are to bring their own laptops into the EOC, when possible.
- ☐ Set-up pre-positioned emergency EMP, ERG and visual aids including:
  - General message board
  - White boards
  - Flip Charts
  - Maps
- ☐ Establish a resting and sleeping space where the EOC staff can take a break and make private calls.
- ☐ Continue to monitor the EOC operations and logistical needs during the time the EOC is operational.
- ☐ Schedule the EOC operations staffing in regular intervals, as required by the incident, to begin after the first operational period.

17. APPENDIX F – DAMAGE ASSESSMENT FORM



Lamar University Damage Assessment Form

Inspection

Team Leader: _____ Inspection date: _____

Team Members: _____ Inspection time: _____ ☐ AM ☐ PM

Final Posting
from page 2

☒ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____
Address: _____
_____
Building Coordinator: _____
Number of stories: _____
"Footprint area" (square feet): _____
Number of residential units: _____

Type of Building

☐ Single Floor ☐ Warehouse
☐ Multiple Floors ☐ Garage
☐ Athletic Venue ☐ Other: _____

Primary Occupancy

☐ Academic ☐ Commercial ☐ Government
☐ Residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	
Building or story lean or drift	☐	☐	☐	
Fractured or displaced foundation	☐	☐	☐	
Structural hazards:				
Failure of significant element/connection	☐	☐	☐	
Column, pier, or bearing wall	☐	☐	☐	
Roof/floor framing or connection	☐	☐	☐	
Superstructure/foundation connection	☐	☐	☐	
Moment frame	☐	☐	☐	
Diaphragm/horizontal bracing	☐	☐	☐	
Vertical bracing	☐	☐	☐	
Shear wall	☐	☐	☐	
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	
Canopy	☐	☐	☐	
Cladding, glazing	☐	☐	☐	
Ceilings, light fixtures	☐	☐	☐	
Stairs, exits, access walkways, gratings	☐	☐	☐	
Interior walls, partitions	☐	☐	☐	
Mechanical & electrical equipment	☐	☐	☐	
Elevators	☐	☐	☐	
Building contents, other _____	☐	☐	☐	
Geotechnical hazards:				
Slope failure, debris impact	☐	☐	☐	
Ground movement, erosion, sedimentation	☐	☐	☐	
Differential settlement	☐	☐	☐	

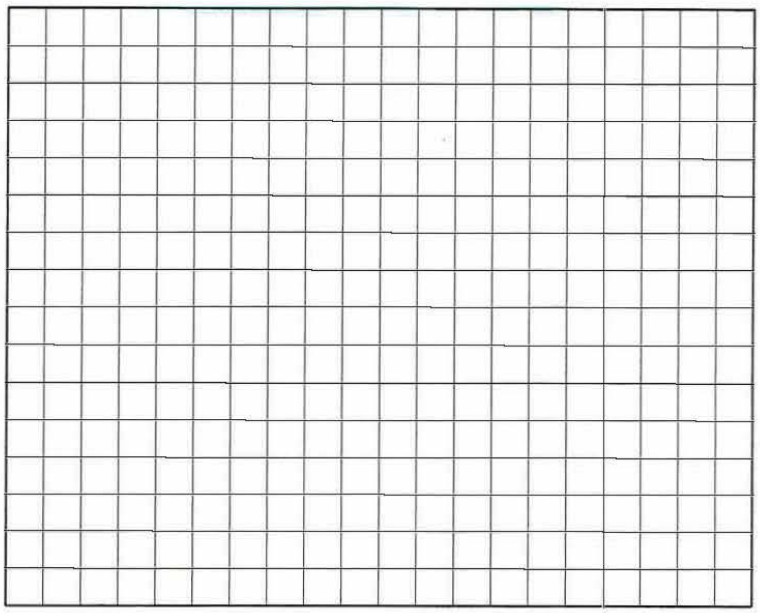
Continue on page 2

Lamar University Damage Assessment Form — Page 2

Building name: _____ Team Member: _____

Sketch

Make a sketch of the damaged building in the space provided. Indicate damage points.



Estimated Building Damage
(excluding contents)

- ☐ None
- ☐ >0 to <1%
- ☐ 1 to <10%
- ☐ 10 to <30%
- ☐ 30 to <70%
- ☐ 70 to <100%
- ☐ 100%

Posting

If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: ☐ INSPECTED ☐ RESTRICTED USE ☐ UNSAFE Team Member: _____ Date: _____

If necessary, revise the posting based on the new evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Local *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one, whether the posting has been revised or not.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

Number of residential units vacated: _____

Further Actions

Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

_____

☐ Engineering Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other _____

☐ Substantial Damage determination recommended

☐ Other recommendations: _____

_____

18. APPENDIX G –TSUS DISASTER MGMT GUIDE

http://gato-docs.its.txstate.edu/jcr:699c6c17-7e13-494a-8b3d-0d3a51dddebe/Disaster%20Management%20Guide.pdf

19. APPENDIX H – WEATHER EMERGENCY COMMUNICATION PLAN

LAMAR UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Lamar University Weather Emergency Communication Plan

1. Introduction

1.1 This plan provides guidelines for communicating within the university, and from the university to the media and the public in the event of a weather-related incident. The intensity, length of the event and the potential landfall all play a role in the variety of messages. Any weather event has the potential to disrupt the university's normal activities and may require activation of Lamar University's Emergency Management Plan. This document describes the role of the Marketing Communications and Public Relations Departments within the Emergency Management Plan.

1.2 This plan is to be flexibly used with emergency decision-making procedures of the university. No two emergency situations are alike; therefore, this plan is to act as a guideline based on previous emergency situations.

2. Emergency communications context and approach

2.1 Immanent weather threats such as tropical storms, hurricanes, heavy rains and flash flooding can present an immediate threat to members of the campus.

2.2 Through social media, information and speculation can spread quickly.

2.3 In consideration of the above, timely and accurate communication is critical for the safety and wellbeing of the campus community.

2.4 Lamar University is committed to working to meet expectations for quickly sharing information by enabling rapid, accurate communication in coordination with the institution's broader processes.

2.5 Therefore, those responsible for mobilizing LU's communications in preparation for a weather-related event will initiate the following Emergency Communication Plan in accordance with the university's Hurricane Preparedness Manual.

3. Audiences

Important audiences to name during an emergency event include:

- Incident Command Staff (ICS)
- Staff
- Faculty
- Students
    - Campus residents
    - Commuter students
    - Online students
- Parents
- Alumni
- Media
- The general public

4. Objective

4.1 The objective is to provide information and safety instruction as quickly and accurately as possible and updates as circumstances evolve to ensure the safety of all involved.

5. Procedures

5.1 **Initiating the Emergency Communication Plan:** Lamar University's Emergency Communication Plan will be initiated in accordance with the Hurricane Preparedness Manual by the university Incident Commander. This communication plan will remain in effect until the Incident Commander and Public Information Officer deem necessary.

5.2 **Convening the emergency communications team:** In the event of an emergency, the Incident Commander will partially or fully activate the Emergency Operations Center (EOC). The public information officer (or designate) will mobilize a team including those responsible for website communications, social media communications and media relations. (See appendix A for messaging structure)

5.3 **Outgoing information & Approvals:** Simple, clear and concise messaging in the event of an emergency are always preferred. When monitoring storms that may impact the university, a message to all audiences should be delivered through ConnectEd informing all of the processes taking place. For example:

> "Lamar University officials are actively monitoring the situation with *Tropical Storm Red*. All are asked to stay alert and monitor your LU email, lamar.edu/alerts and the university's social media sites for important and official announcements. Updates will be provided as the situation progresses."

It is important to maintain a unified message from all key stakeholders including administration, faculty and staff. All messages are to be approved by the acting public information officer attending the ICS meetings.

Initial social media messages are to be written in accordance with best practices for their respective networks by the social media manager or the public information officer. Questions are to be answered quickly with available information that reinforces the initial message posted. Comments that are inflammatory in nature or critical of decisions being made more than likely do not need response. Any response to such messages should be approved through the Public Information Officer.

The same messages will be posted to lamar.edu/alerts, are to be written in accordance with best practices, and will be posted by the designated web communications liaison immediately upon receipt unless otherwise noted.

5.4 **Communicating with the media:** The Public Relations Director will manage communication with local, regional and national media outlets. Time is of the essence in communicating crucial information to the university community and the news media.

Depending on the severity of the situation, some news outlets may opt to go live with full coverage of the event. This means that timely, up-to-date information should be provided to news outlets on a regular basis. Routine checks and constant communication with individuals from local media ensures accurate content. This should be done by direct contact with liaisons from each media outlet through email, phone and social media. As soon as an update is issued from the ICS, a message should be prepared and released to media outlets

Local media outlets include, but are not limited to:

STATION	MAIN PHONE
KFDM-6 / FOX 4	409.892.6622
KBMT-12 / KJAC-12	409.838.1212
KLVI AM 560	409.896.5584
BMT ENTERPRISE	409.838.2859
THE EXAMINER	409.832.1400

A situation may arise where the Public Information Officer elects to offer a message from the President or the Incident Commander to be sent to local media, or for local media to be invited for an interview. These situations will be handled case-by-case.

5.5 **The role of social media:** Social media plays an important role in disseminating important information as well as responding to questions and comments. In an

emergency situation, social media can provide a great deal of information on the overall pulse of the various audiences.

An automatic response message is to be placed on Facebook and Twitter reading:

> "Thank you for contacting Lamar University. Your questions and comments are extremely important to us. We will answer them as soon as possible. Please continue monitor your LU email and lamar.edu/alerts for important and official messages."

All messages are to be answered on their respective platform unless otherwise noted. In the event questions become too numerous and difficult to answer, a web form will be placed on an appropriate page and all questions will be directed there. At no point should any personal student information be transmitted through social media. This includes, contact information, student ID number, social security number and others. The web form will allow for important student data to be obtained should the need arise.

Additional members of the marketing communications staff will be prepared and can be called upon to monitor and engage with individuals through Facebook, Twitter and Instagram.

5.6 **Frequency of messaging:** The frequency of messaging is important to maintain lines of communication with constituents. If messages are too infrequent or new information is not disseminated, rumors begin to swirl and faith in the command staff begins to dwindle. The following is a sample guide by which to operate:

Phase 1: 120-72 hours before arrival:

- Send 1 message through ConnectEd to all informing of potential threat
  - Include text messages, phone calls and emails.
- Initiate Lamar.edu/alerts website
  - Place link on homepage
  - Site should contain links and a how-to on updating emergency contact information in Banner
- Post initial message to social media referenced in section 5.3
  - Post video of how to update emergency contact information in Banner

Phase 1 – Stage 2: 96-72 hours before arrival:

- Send 1 message through email and text notifying if and when an evacuation or cancellation of classes will be decided.
  - If no decision has been made, a time when the decision will be made and communicated is to be sent to all.
  - This message should be broken into two segments; employees & students

        - Employee message to include steps to take should an evacuation order be declared (established in the Hurricane Preparedness Manual).
        - Student message to include information on how to prepare in the event of an evacuation and how to stay up to date with LU news. Should act as a reassuring message.

Phase 2: 72-48 hours before arrival:

- Send 1 message through ConnectEd notifying if an evacuation or cancellation of courses will occur or if classes will continue unaffected.
    - If no decision has been made yet, an exact time of when to expect an announcement through ConnectEd should be communicated.

Phase 3: 48-24 hours before arrival:

- On Campus Students:
    - Send 1 message through ConnectEd if an evacuation or cancellation of courses will occur.
        - Include information on evacuation options and what to do next.
- Commuter Students:
    - Send 1 message through ConnectEd if an evacuation or cancellation of courses will occur.
- Online Students:
    - Send 1 message through ConnectEd informing of continuation of courses or suspension of courses will occur (keeping in mind the non-local population)
- Employees:
    - Send 1 message through ConnectEd if an evacuation or cancellation of courses will occur.
        - Include information

Phase 4: 24-0 hours before arrival:

- No scheduled messages are to be delivered at this time

Phase 5: During Impact:

- No scheduled messages are to be delivered at this time

Phase 6: 0-24 hours Post-Storm landfall:

- Employees:
    - Send 1 message through ConnectEd informing of restoration timeline and when normal operations will resume.
- Students:
    - Send 1 message through ConnectEd informing of restoration timeline and when courses will resume or when a decision to resume courses will be made.

Phase 6: 24+ hours Post-Storm Landfall:

- If campus cannot resume normal operations at this time, a daily update email is to be established.
    - Daily updates are to be segmented by students and employees.
    - Updates should be sent no later than 10:00am every morning to personal and LU email addresses and posted on the Lamar.edu/alerts webpage.
        - Content submissions will be due by 7:00pm the prior day
        - The University President, Provost for Academic Affairs and EOC Incident Commander will review and provide any feedback by 9:00am before delivery at 10:00am.
- An informational website with FAQs and question submission form is to be created at Lamar.edu/*storm-name* to place important links and information on recovery efforts.
- University President to address student body and employees about on-going recovery efforts and next steps.
    - This is to be done through a recorded video to be placed on the Lamar.edu/*storm-name* website as well as social media outlets.
    - An interpreter is to be present during the delivery of the message and a link to the transcript is to be presented with its posting.
    - If live video is used, moderators must be present to respond to comments and an interpreter is to be present during delivery.

6. Duties & Responsibilities

6.1 Public Information Officer: The Public Information Officer (PIO) is part of the Incident Command Staff and will attend all Emergency Operations Team (EOT) meetings. The PIO is considered essential personnel and will stay at the EOC in the event a storm threatens the area.

6.2 Media Relations: The media relations designate is considered essential personnel, but is not required to stay during the storm's landfall. Once the storm passes, the media relations designate is to return to campus as quickly as possible.

This person will work directly with the PIO to develop appropriate messaging for mass media outlets. Direct contact should be established with each major news outlet to ensure accurate delivery and dissemination of messaging. Refer to section 5.4 for additional information. All press releases are to be written and dispersed by the media relations designate.

If media outlets request comments or interviews, the media relations designate is to coordinate with the PIO to facilitate the request if possible.

6.3 **Social Media:** The social media manager is considered essential personnel, but is not required to stay during the storm's landfall. Once the storm passes, social media manager is to return to campus as quickly as possible.

This person's main job is to post and respond to emergency messages in accordance with best practices for each social network for maximum reach and exposure.

Questions will surface throughout the weather event. All efforts should be taken to answer questions in a calm, professional and informative manner. If too many questions pour in, or answers become too varied or specific to answer, an FAQ page will be developed by the web communications team with a submission form for all other inquires. Questions should then be directed to that page in the event the PIO elects to use that option.

The social media manager should provide regular updates to the PIO about the demeanor and pulse of the student body. Social media is a crucial tool that can be used to gauge and monitor reactions to decisions. See section 5.5 for more details on social media expectations.

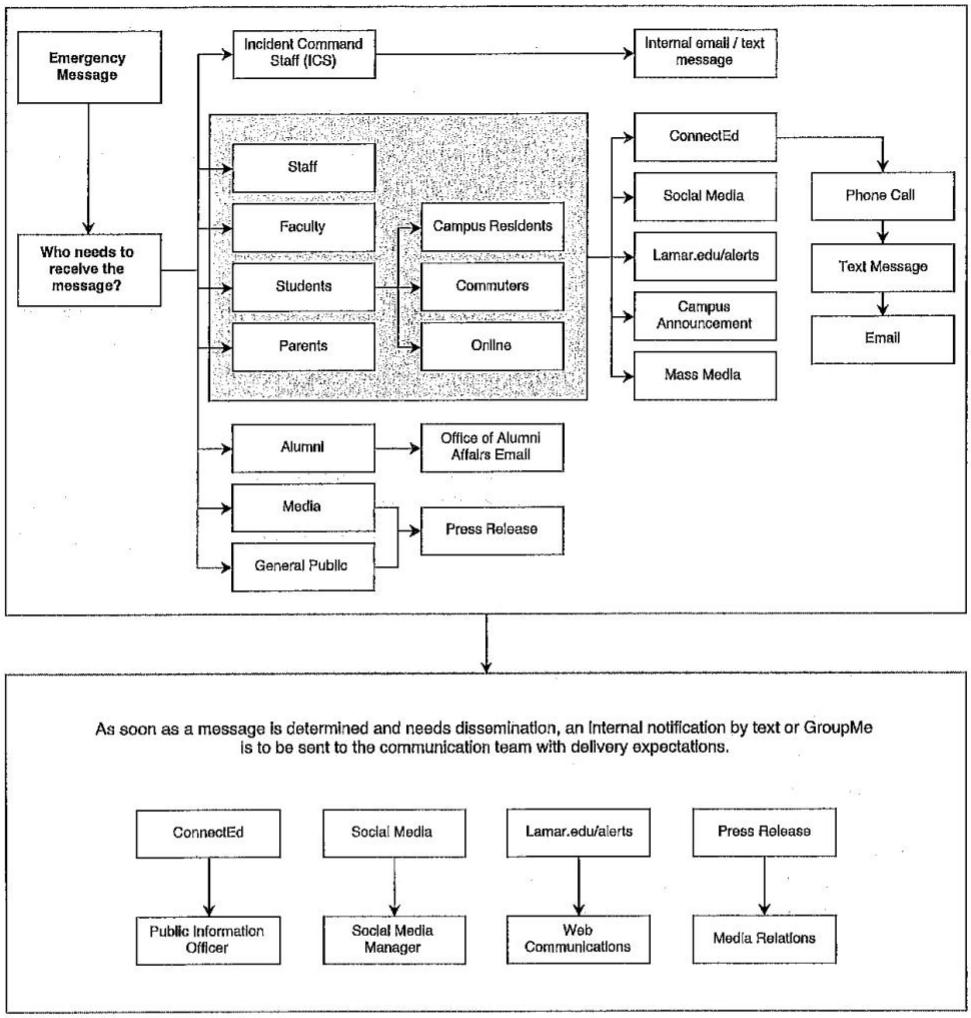
6.4 **Web Communications:** The web communications designate, or team, are considered essential personnel, but not required to stay during the storm's landfall.

This team can be one person designated by the director of web communication, or a group of members from the team. There should be one person from the team to act as a liaison with the PIO.

In the event an emergency situation occurs, the lamar.edu/alerts page is to be initiated and prominently linked to the lamar.edu homepage. All messages sent to any audience from section 3 are to be posted on the alerts page with clear definitions of who the intended audience is for the message.

7. Message Workflow

7.1 Once a message has been created, approved and an audience segment determined, an internal notification by text or GroupMe is to be sent from the PIO to the communication team with delivery expectations. From the time ICS determines a message is to be communicated, it should take no longer than 45 minutes to write and publish the content to the various communication channels.


Emergency Message
Who needs to receive the message?
Incident Command Staff (ICS)
Internal email / text message
Staff
Faculty
Students
Parents
Campus Residents
Commuters
Online
ConnectEd
Social Media
Lamar.edu/alerts
Campus Announcement
Mass Media
Phone Call
Text Message
Email
Alumni
Office of Alumni Affairs Email
Media
General Public
Press Release
As soon as a message is determined and needs dissemination, an internal notification by text or GroupMe is to be sent to the communication team with delivery expectations.
ConnectEd
Public Information Officer
Social Media
Social Media Manager
Lamar.edu/alerts
Web Communications
Press Release
Media Relations