Hurricane Preparedness Annex

Reviewed and Updated 2018
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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.

University-wide Level
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 Vice President for Finance and Operations 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 various activities that have been initiated and the resources that have been mobilized for information and guidance.

The following positions are identified as comprising the EOT:

- Provost and Vice President for Academic Affairs
- Vice President for Finance and Operations
- 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 positions are identified as comprising the CCMT:
• Vice President for Finance and Operations
• Director of EHS & Risk Management
• Chief of Police
• Assistant Vice President, Administration
• Assistant Vice President, Planning & Construction
• Associate Vice President for Finance-Controller
• Executive Director, Administrative Service
• Director of Student Health Center
• Associate Director Marketing & Communication
• Senior Director of Infrastructure Services
• Lieutenant/Police Department

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.
• 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.
• Safety Officer - Advises IC on issues regarding incident safety; works with Operations to ensure safety of field personnel; ensures safety of all incident personnel and campus.
• Liaison Officer - Assists the IC by serving as point of contact for representatives from other response organizations; provides briefings to and answers questions from supporting organizations; may be assigned at City/County/Joint EOC.

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 Section – Oversees the collection, evaluation, and dissemination of operational information related to the event. This includes the preparation and dissemination of the Incident Action Plan (IAP), as well as tracking all incident resources.
• Logistics Section – Responsible for providing material support for the incident and is responsible for providing sufficient food and water, in addition to providing communication equipment, computers, transportation and other resources.

• Finance/Administration 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.

• Medical Section – Responsible for the development of the Medical Emergency Plan and for providing emergency medical treatment of incident personnel.
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:
   - University President
     - Executive Operations Team
       - Academics
       - Resident Life
       - Safety Officer
         - Campus Security/Campus Access
         - Employee/Vendor Check In/Check Out
         - Public Info Office
       - Information Technology
       - Liaison Officer
     - University EOC Incident Commander
     - Operations
       - General Facilities Operations
         - Damage Assessment/Vendor Management
         - General Facilities Housekeeping
       - Situation Unit
       - Resource & Documentation Unit
       - Business Continuity Unit/Space Planning Unit
     - Planning
     - Finance/Admin
       - Time & Cost Unit
       - Reimbursement Unit
     - Logistics
       - Procurement Unit
     - Medical
       - Food & Water Unit
       - Communications Unit (Radios)

ICS 207 IAP Page #: 4. Prepared by:
Name Position/Title Signature Date/Time

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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 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.
☐ 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 Vice President for Finance and Operations

- 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.
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, Logistics, and Finance/Administration, Medical)
   c. Damage Assessment Team
8. Ensures readiness of Emergency Operations Center (EOC) (see Appendix E)

**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 and transfers to emergency power.
2. Checks roof and storm drains.
3. Checks equipment tie downs.
4. Seal underground mechanical rooms.
Police/Public Safety
1. University representative (IC Liaison) deploys to City of Beaumont Operations Center (EOC).
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). The University representative (IC Liaison) at the City of Beaumont EOC 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 Operations Section Team Leader.
3. Utilize Continuity Plans to restore and sustain critical operations (IC/Planning/Operations).
4. Establish alternate workspaces, as necessary (IC/Planning/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/Damage Assessment Unit).
8. Emergency protective measure vendors begin restoration process (IC/Operations/Damage Assessment Unit).

8.2. Damage Assessment Unit
The Damage Assessment Unit is responsible for conducting a preliminary damage and safety evaluation of the campus after a tropical storm or hurricane. The Damage Assessment Unit will not initiate operations until sustained winds have dropped below 39 mph and it is daylight. The Task Force 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. Damage Assessment Unit Members
1. Emergency Management
2. Facilities
3. Police/Public Safety
4. Debris Removal (FEMA Category A) Vendor
5. Emergency Protective Measures (FEMA Category B) Vendor

8.5. Key Safety Precautions
1. Damage Assessment Unit members will operate in teams of three.
2. Damage Assessment Unit members must maintain radio contact with the Police Dispatch Communications Center.
3. All Damage Assessment 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 Damage Assessment Unit will report to the EOC when storm winds have dropped below 39 mph, and it is daylight.
2. The Damage Assessment Unit will utilize the Damage Evaluation Form (Appendix F) to document all impacts observed during their survey.
3. Each Damage Assessment 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. 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 prevent entry.
6. 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 and Student Status
Immediately following the storm, all employees should evaluate their personnel 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 Damage Assessment 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. Additional information can be found in the MAPP XX Employee Emergency Fuel Plan.

8.13. Alternate Workspace

Immediately following an incident, units/sub-units will coordinate with the Space Planning 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.

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11.2. Section A: Hurricane Season Preparations

PREPARATION SUMMARY

90 Days Before Hurricane Season
1. University management to review and approve Hurricane Manual.
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. Procurement to ensure appropriate agreements with vendors.

7. Finance to review and update Business Continuity Plan.

8. Finance to prepare checklist for documentation of damage and recovery.

9. Risk Management and senior administrators 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, Office of Diversity and Inclusion and Procurement, create a contract via Request for Proposal (RFP) to supply buses for student evacuation.

13. Contracted food services provider to inform University Student Engagement and Procurement of plans for food services in event of emergency.

14. University, through Student Engagement and the Office of Diversity and Inclusion, create contract/agreement with other University’s 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, coliseum) 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. Facilities Management 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. Office of EHS & Risk 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.

During Hurricane

1. Executive management on site in ride-out facility.
2. Facilities Management, Police Department to monitor campus conditions and hazards and report to Incident Command.
3. Executive management to determine tentative timing for re-opening of campus.

Post Hurricane

1. Police Department and Facilities Management to provide campus status to Incident Command.
2. Executive Management to implement Business Continuity Plan to determine anticipated campus opening schedule or alternate site operations.
3. Police Department to secure campus until conditions are determined to be safe.

DEPARTMENTAL RESPONSIBILITIES

Facilities Management
Warehouse
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 in University Property Storage Warehouse 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 Associate Vice President for Procurement Services.

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 Associate Vice President for Procurement Services.

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 Brooks/Shivers Dining Hall, 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 Associate Vice President for Procurement Services.
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 Associate Vice President for Procurement Services.

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 Associate Vice President for Procurement Services.

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 the Associate Vice President for Procurement Services.

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 Associate Vice President for Procurement Services.

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 Associate 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 University officials 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. University will provide the necessary credentials for admittance back into the City of Beaumont after it has been closed.
4. Have a plan in place with Facilities/Maintenance to install generators at the Main Dining Hall to operate walk-in freezer (#4) and walk-in refrigerator (#1) and the loading dock freezer, also located at the Main Dining Hall.

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 Lamar Physical Plant.
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, student families and employees.

11.3. Section B: Beginning of Hurricane Season

Overview of Responsibilities
1. Risk Management to distribute the basic Hurricane Preparedness Plan.
2. All departments:
   a. Review the Hurricane Plan 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 use of Blackboard for continuity of instruction.
4. Disaster Recovery Team to determine key personnel who will be needed to initiate clean up and restoration after any storm, and coordinate with LUPD and DPS.
5. Facilities Maintenance 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 Office of Diversity and Inclusion to review contracts with bus companies for evacuation transport and with sister institution(s) for housing evacuated dorms and international students.

11.4. Section C: Gulf of Mexico Storm Monitoring

General Items
1. Office of EHS & Risk 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. VP for Finance and Operations
   d. VP of Information Technology
   e. AVP of Facilities Management
   f. VP of Student Engagement
   g. VP of Diversity and Inclusion
   h. Director of Marketing Communications.
2. Facilities Management 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 TRI-Supply.
2. Make certain there are window personnel available to handle material requests from shop personnel. Be certain to account for all material removed from warehouse.
3. Order a delivery of gasoline and diesel fuel to fill underground tanks.
4. Enter as much data as possible 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 TRI-Supply.
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 Tri-Supply 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 Management Office to keep Incident Command informed.
Office of Diversity and Inclusion
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 and Athletics of bus arrival for evacuation.

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. The Director of Athletics will conduct a meeting of all coaches and staff members to collect their contact lists of all student-athletes. Have a list with all contact information for the teams and students, their location and whether or not the student athlete evacuated.
3. Secure department assets (office, all sports equipment and building contents) and secure athlete transportation and lodging if in other locale.
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 Shutdown/Evacuation plans, and monitors progress.
2. University informs and maintains contact with Beaumont Emergency Management.
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 informs and maintains 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 computers off the floor and unplug them.

PHASE III -- Preparation for School Closing/Evacuation

Facilities Management
Warehouse
1. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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. Move University vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers 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 Jefferson County Emergency Management Agency 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 Dauphin Athletic Complex.

1. Acquisition of non-perishable food and water for up to 30 people for one week (used during post-storm recovery)
2. Selection of Police Department “ride out” team. IT personnel must be accounted for in this team.
3. Provisions for protection of building to be used as a command post. (Shutters or plywood protection of glass areas.)
4. Move operations to Command Center.

**Marketing Communications**

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

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).


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.

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.


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

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

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

5. Water plants in greenhouse.

6. Feed fish in Room 109.

7. Return hazardous materials in all labs (including Ocean Biology Lab) to best available storage locations in Hayes Biology Building, away from windows, and off the floor, to extent possible.
8. Update Hazardous Waste Records. Department Chair and Lab Coordinator to take copies of list of stored wastes with them, and supply one to Director of EHS and Risk Management and to first responders.

9. 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).

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Lucas 123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Unit Operation Laboratory</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Tracy Benson [redacted]</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 1408</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>X-Ray Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Carrie Martin</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 1408</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>XRD Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Carrie Martin</td>
</tr>
</tbody>
</table>
| 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). |
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 1413</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Microwave Research Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Thomas Ho</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 1415</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Photo catalysis &amp; Solar Processing Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Daniel Chen</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 2405</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Microbalance Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Thomas Ho</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3102</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Molecular Simulation Laboratory</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Peyton Richmind</td>
</tr>
</tbody>
</table>
| 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. |
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3104</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Process Control Laboratory</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Peyton Richmond</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3105</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Energy Materials Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Sidney Lin</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3107</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Laboratory of Sustainability Engineering</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Helen Lou</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3118</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Intermolecular Force Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Clayton Jeffreys</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Nano Composites Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Clayton Jeffreys</td>
</tr>
</tbody>
</table>
| 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. |
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Renewable Energy Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Tracy Benson</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3207</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Laboratory of Integrated Systems Engineering</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Qiang Xu</td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Cherry 3218</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Nano sensors Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/ extension</td>
<td>Dr. Rafael Tadmor</td>
</tr>
</tbody>
</table>
| 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)

<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>NMR Room</td>
</tr>
<tr>
<td>Emergency contact person/extension</td>
<td>Dr. Lei</td>
</tr>
</tbody>
</table>
| 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 |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Chemistry Rm 111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>Emergency Contact Person/extension</td>
<td>Dr. Kenneth Dorris x 8274 or 409 832 8273</td>
</tr>
</tbody>
</table>
| 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 |
|-----------------------------|------------------------------------------------|

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Chemistry 113</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Inorganic Research Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/</td>
<td>Dr. Perumalreddy Chandrasekaran</td>
</tr>
<tr>
<td>extension</td>
<td></td>
</tr>
</tbody>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Chemistry 114</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Waste Handling Area</td>
</tr>
<tr>
<td>Emergency contact person/</td>
<td>Nathan Macy</td>
</tr>
<tr>
<td>extension</td>
<td></td>
</tr>
</tbody>
</table>
| Safety Plan for Lab shutdown| a) Log in any waste remaining in this area  
b) Move all logged waste to storage units  
c) All up to date log to be given Waste manager for entering on to server  
d) Waste handling assistant to carry out and report to supervisor  
e) All logs to be given to the Director of Risk Management. |

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Chemistry 118</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Chemistry Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/</td>
<td>Suying Wei/7976 or 626-230-8794</td>
</tr>
<tr>
<td>extension</td>
<td></td>
</tr>
</tbody>
</table>
| 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-top.  
g) Move chemicals from shelves onto bench top. |
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Chemistry 120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Organic Chemistry Lab</td>
</tr>
<tr>
<td>Emergency Contact Person/extension</td>
<td>Xiangyang (Sunny) Lei</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Chemistry 122</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Distinguished Professor Research Labs</td>
</tr>
<tr>
<td>Emergency Contact Person/extension</td>
<td>Xiangyang (Sunny) Lei</td>
</tr>
</tbody>
</table>

**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 flammable cabinet
f) Turn off all water faucets

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Chemistry 212</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Solutions Preparation Room</td>
</tr>
<tr>
<td>Emergency Contact Person/extension</td>
<td>Ms. Emely Munda</td>
</tr>
</tbody>
</table>

**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
<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 202</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>ESL Room</td>
</tr>
<tr>
<td>Emergency contact person/extension</td>
<td>Xiangyang (Sunny) Lei</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 202A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Research Lab</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr. Richard Lumpkin</td>
</tr>
<tr>
<td>Emergency contact person/extension</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 212</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Solutions preparation room</td>
</tr>
<tr>
<td>Emergency contact person/extension</td>
<td>Ms. Emely Munda</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 223</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Name</td>
<td>Computational Chemistry Lab</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr. Christopher Martin</td>
</tr>
</tbody>
</table>

**Safety Plan for shutdown**

- a) Log computers off
- b) Unplug
- c) Raise any computers off the floor
<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 221</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab name</td>
<td>Research Lab</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr. Christopher Martin</td>
</tr>
<tr>
<td>Safety Plan for shutdown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Request waste pick-up</td>
</tr>
<tr>
<td></td>
<td>b) Log off all computers</td>
</tr>
<tr>
<td></td>
<td>c) Switch off all instruments and computers</td>
</tr>
<tr>
<td></td>
<td>d) Turn off all gas cylinders and cap</td>
</tr>
<tr>
<td></td>
<td>e) Remove flammable reagents from refrigerator to a flammables cabinet</td>
</tr>
<tr>
<td></td>
<td>f) Remove all remaining chemicals in fridge to bench</td>
</tr>
<tr>
<td></td>
<td>g) Unplug instruments computers and refrigerator</td>
</tr>
<tr>
<td></td>
<td>h) Move computers from windows</td>
</tr>
<tr>
<td></td>
<td>i) Check faucets are turned off</td>
</tr>
<tr>
<td></td>
<td>j) Research student assigned to help to report to Dr. Martin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 219</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab name</td>
<td>Research Lab</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr. Bernazzani</td>
</tr>
<tr>
<td>Safety Plan for shutdown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Request waste pick-up</td>
</tr>
<tr>
<td></td>
<td>b) Log off all computers</td>
</tr>
<tr>
<td></td>
<td>c) Switch off all instruments and computers</td>
</tr>
<tr>
<td></td>
<td>d) Turn off all gas cylinders and cap</td>
</tr>
<tr>
<td></td>
<td>e) Remove flammable reagents from refrigerator to a flammables cabinet</td>
</tr>
<tr>
<td></td>
<td>f) Remove all remaining chemicals in fridge to bench</td>
</tr>
<tr>
<td></td>
<td>g) Unplug instruments computers and refrigerator</td>
</tr>
<tr>
<td></td>
<td>h) Move computers from windows</td>
</tr>
<tr>
<td></td>
<td>i) Check faucets are turned off</td>
</tr>
<tr>
<td></td>
<td>j) Research student assigned to help to report to Dr Bernazzani</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 217; 215; 213; 211; 210; 208; 207 206 201 203</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab name</td>
<td>Teaching Labs and Stores</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Xiangyang (Sunny) Lei</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Safety Plan for shutdown</td>
<td></td>
</tr>
<tr>
<td>a) Request waste pick-up</td>
<td></td>
</tr>
<tr>
<td>b) Turn off all water faucets</td>
<td></td>
</tr>
<tr>
<td>c) Log off any computers</td>
<td></td>
</tr>
<tr>
<td>d) Unplug any electronic equipment</td>
<td></td>
</tr>
<tr>
<td>e) Move any flammable reagents (including from fridge if present) to flammables cabinet</td>
<td></td>
</tr>
<tr>
<td>f) Turn off all gas cylinders and cap</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Room number</th>
<th>Chemistry 214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab name</td>
<td>Research Lab</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr. Thi Nguyen</td>
</tr>
<tr>
<td>Safety Plan for shutdown</td>
<td></td>
</tr>
<tr>
<td>a) Request waste pick-up</td>
<td></td>
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<tr>
<td>b) Turn off all water faucets</td>
<td></td>
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<tr>
<td>c) Log off any computers</td>
<td></td>
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<tr>
<td>d) Unplug any electronic equipment</td>
<td></td>
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<tr>
<td>e) Move any flammable reagents (including from fridge if present) to flammables cabinet</td>
<td></td>
</tr>
<tr>
<td>f) Turn off all gas cylinders and cap</td>
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</tbody>
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<table>
<thead>
<tr>
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<th>Chemistry 216</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab name</td>
<td>Research Lab</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr. Shyam Shukla</td>
</tr>
<tr>
<td>Safety Plan for shutdown</td>
<td></td>
</tr>
<tr>
<td>a) Request waste pick-up</td>
<td></td>
</tr>
<tr>
<td>b) Turn off all water faucets</td>
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<tr>
<td>c) Log off any computers</td>
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<tr>
<td>f) Turn off all gas cylinders and cap</td>
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<th>Chemistry 202A</th>
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</thead>
<tbody>
<tr>
<td>Lab name</td>
<td>Research Lab</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Dr. Richard Lumpkin</td>
</tr>
<tr>
<td>Safety Plan for shutdown</td>
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</tr>
<tr>
<td>a) Request waste pick-up</td>
<td></td>
</tr>
<tr>
<td>b) Turn off all water faucets</td>
<td></td>
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<tr>
<td>c) Log off any computers</td>
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</tr>
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<td>d) Unplug any electronic equipment</td>
<td></td>
</tr>
<tr>
<td>e) Move any flammable reagents (including from fridge if present) to flammables cabinet</td>
<td></td>
</tr>
<tr>
<td>f) Turn off all gas cylinders and cap</td>
<td></td>
</tr>
</tbody>
</table>
Room number | Chemistry 218; 220; 222  
Lab name | Research Lab  
Contact Person | Dr. Max Sokhoudolet  
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 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 Diversity and Inclusion  
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. 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.  
7. Contact the International Office and maintain list of students for SEVIS reporting purposes.

Division of Student Engagement
4. Move all computers off the floor and unplug them.
5. Clean out the department refrigerators.
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.

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. Generators 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.

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 IRON KEY USB drives and sent with Sr. Network Analysts as well as the Director of Central IT Infrastructure.
2. Confirm that all Network Services employees have backed up their office computer data to the Central IT storage array and have secured all equipment and personal computers.
3. If necessary, relocate all Central IT Infrastructure owned carts to areas designated by Facilities Management.
4. Confirm that all Network Services personnel have updated contact information including personal cell phone numbers and personal email.
5. Assure that all Network Services employees have the conference bridge information and specified meeting times to assist in communication and recovery efforts.
6. Begin shut down and power down activities as directed by University Administration.
7. Notify University of Texas Network Operations Center in Austin that Lamar University is preparing for an emergency event and that services will remain up unless and until the buildings lose power.
8. Evacuate campus and adhere to established conference schedule times as necessary.

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 Central Computing is initiating State of Emergency full backup and shut down procedures.
3. Contact IRONMOUNTAIN for additional pickup of backup media prior to evacuation.
4. Shutdown and power off all servers in Computer Center.
5. Pull power receptacles from false floor, unplug, and rest on floor tiles.
6. Use of sand bags or other materials is recommended to block water from entering, if materials are on hand.

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.
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 (Director, Asst. Director, and Administrative Associate Sr.).
8. When evacuating, empty all refrigerators and freezers with the exception of those necessary for storing medicine. Director, Asst. Director and Admin. Assoc. Sr. tour facility to verify completion of checklists. Ensure generator is working.
9. Review emergency call list just prior to evacuation.
10. Notify EMR (Electronic Medical Record Vendor) Medicate 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. Use CD's, flash drives, etc. Take these backups with you during evacuation.
3. Unplug all electrical equipment.
4. Move items away from outside windows to an interior area or against an interior wall.
5. Pick equipment up off the floor, if possible.
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 VP of Finance and Operations will serve as incident commander until the threat has passed.

11.8. Section G: Immediate Post-Storm Checklist

General Items
1. ICS Operations/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, Central Computing, etc. to make decisions regarding activation of building generators.
3. Regardless of insurance situation, document (photos, video) any damage and begin repairs immediately in order to minimize long-term damage and unnecessary costs.

4. Define the Disaster Recovery Team. Disaster Recovery Team 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 your vehicles from the stadium.
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 the stadium and assess the damages to the grounds and contact our contractors to provide assistance in the clean-up effort. Depending upon the amount of debris determine the number of roll-off containers that will be needed and locate the strategically around the campus. 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 the stadium.

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 the stadium.

3. Upon returning to campus, if power is off, systematically go to main substation and pull disconnect to feeders to prevent power surges when power is restored. Isolate all other buildings and facilities not on main campus power grid. If the generators at the Small Business Development Center and the President’s residence are not running start them and connect 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 the stadium
3. Inspect utility tunnel and begin pumping water out.
4. Inspect, drain and clean cooling towers.
5. Upon arrival to campus assist Facility Planning in assessment of damages to buildings and report findings to Associate Vice President.
6. If power has been restored and the facility is usable, uncover your computer and re-establish its use. *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 the stadium
3. Upon arrival to campus assist Facility Planning in assessment of damages to buildings and roofs report findings to Associate Vice President. When inspecting roofs, all roof drains should be clear of debris.
4. Board up all broken windows found during inspections of buildings.
5. If power has been restored and the facility is usable, uncover your computer and re-establish its use. *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 the stadium.
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 the stadium
3. Assess damages to fleet equipment and make a list of damages incurred. Report the damages to the Associate Vice President.
4. Make certain that the fueling station is operational. If operating on generator, keep generator filled with fuel.
5. Keep generators filled with fuel throughout the campus.
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 Cardinal Stadium.
3. Upon arrival to campus begin assessment of damages to buildings and report findings to Associate Vice President.
4. Inspect construction sites and advise contractors of conditions. If unsafe conditions exist, they need to respond and resolve problems.
5. If power has been restored and the facility is usable, uncover your computer and re-establish its use. 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 Cardinal Stadium.
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 the stadium.
3. Uncover your computer and re-establish its use.

Grounds Department
1. All employees are to return to work as normal.
2. Return dump trucks to supplier.
3. Retrieve your vehicles from the stadium.
4. Retrieve road barriers and return them to Tri-Supply.
5. Replace lids to trash receptacles.
6. Uncover your computer and re-establish its use.

Custodial Department
1. All employees are to return to work as normal.
2. 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 the stadium.
3. Uncover your computer and re-establish its use.
4. Disconnect emergency generators from Soccer Complex, Dishman Art, Chemistry, Brooks-Shivers Dining Hall, the President’s Residence, and the fueling station.
5. Re-energize the transfer switches at all of the stationary generators.

Utility Shop
1. All employees are to return to work as normal.
2. Retrieve your vehicles from the stadium
3. Inspect utility tunnel and begin pumping water out if necessary.
4. Inspect, drain and clean cooling towers if necessary.
5. Uncover your computer and re-establish its use.
6. Re-establish gas to campus if safe to do so.

Carpenter Shop
1. All employees are to return to work as normal.
2. Retrieve your vehicles from the stadium
3. Uncover your computer and re-establish its use.
4. Take down plywood from windows at President’s residence.

Energy Management
1. All employees are to return to work as normal.
2. Uncover your computer and re-establish its use.
3. Do not attempt to start up systems until inspections have been made and equipment is in condition to turn on.
4. Retrieve your vehicles from the stadium.
5. Re-establish automatic start-up program in case of a power failure.
6. Remove plywood boards from windows and store them.

Fleet Management
1. All employees are to return to work as normal.
2. Retrieve your vehicles from the stadium
3. Uncover your computer and re-establish its use.
4. Make certain that the fueling station is operational.
Planning and Construction
1. All employees are to return to work as normal.
2. Uncover your computer and re-establish its use.
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 Cardinal Stadium.
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.

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

Host must dial: [redacted]
Host must dial passcode: [redacted]
Hit the star key (*)
Host must dial host code: [redacted]

Conference will begin with Host.

Participant must dial: [redacted]
Participant must dial passcode: [redacted]

Primary Moderator
Priscilla Parsons
Vice President – Information Technologies
Campus extension: [redacted]

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<tr>
<th>Daily Conference Time</th>
<th>Department Name</th>
<th>Department Moderator</th>
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<tbody>
<tr>
<td>8:00 – 9:00</td>
<td>IT Directors</td>
<td>VP Information Systems</td>
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<tr>
<td>9:00 – 10:00</td>
<td>Banner</td>
<td>Senior Director - Banner</td>
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<tr>
<td>10:30 – 11:30</td>
<td>Infrastructure Services</td>
<td>Senior Director-Infrastruct</td>
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<td>11:30 – 1:00</td>
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<td>1:00 – 2:00</td>
<td>Enterprise Applications</td>
<td>Senior Director-IT Compli</td>
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<tr>
<td>2:30 – 3:30</td>
<td>Security Operations Center</td>
<td>Director – IT Security</td>
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<tr>
<td>3:30 – 4:00</td>
<td>Customer Support Services</td>
<td>Director–Media Event Tec</td>
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<tr>
<td>4:00 – 5:00</td>
<td>Project Management</td>
<td>Senior Director - Customer</td>
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Academics—Conference Calling
Host must dial: [REDACTED]
Host must dial passcode: [REDACTED]
Hit the star key (*)
Host must dial host code: [REDACTED]

Conference will begin with Host.

Participants must dial: [REDACTED]
Participants must dial passcode: [REDACTED]

Primary Moderator
Dr. James Marquart
Provost and Vice President for Academic Affairs
Campus extension (409) 880-8398

<table>
<thead>
<tr>
<th>Daily Conference Time</th>
<th>Department Name</th>
<th>Department Moderator</th>
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<tbody>
<tr>
<td>8:00 – 9:00</td>
<td>A&amp;S Chairs</td>
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<td>9:00 – 10:00</td>
<td>AA Deans or Grad Studies</td>
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<tr>
<td>10:00 – 11:00</td>
<td>AA Directors or Library</td>
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<tr>
<td>11:00 – 12:00</td>
<td>College of Business Chairs</td>
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<tr>
<td>12:00-1:00</td>
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<tr>
<td>1:00-2:00</td>
<td>College of Educ. &amp; Hum. Dev.</td>
<td></td>
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<tr>
<td>2:00 – 3:00</td>
<td>College of Engineering Chairs</td>
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<tr>
<td>3:00 – 4:00</td>
<td>College of Fine Arts &amp; Comm.</td>
<td></td>
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<tr>
<td>4:00 – 5:00</td>
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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

Host must dial: [REDACTED]
Host must dial passcode: [REDACTED]
Hit the star key (*)
Host must dial host code: [REDACTED]

Conference will begin with Host.

Participants must dial: [REDACTED]
Participants must dial passcode: [REDACTED]

Primary Moderator
Mr. Craig Ness
Vice President for Finance and Operations
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          |                                   |                                     
1:00 – 2:00           | Finance                          | Assoc. VP Finance                    
2:00 – 3:00           | Student Health Center            | Director of Health Center            
4:00 – 5:00           | Procurement                      | Assoc. VP Procurement                
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

13. MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Office of the Vice President for Finance and Operations

MAPP Number: 02.01.17

Issued: August 4, 2017,

Revised February 22, 2018, May 26, 2018

AREA: Human Resources

SUBJECT: Emergency/Essential Personnel Pay Policy

1. PURPOSE

1.1. To provide guidance and requirements 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 President of the United States declares our location a natural disaster.

1.2. To provide guidelines for the designation and use of Essential Personnel during University emergencies. During a suspension of operations, Essential Personnel provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect Lamar University property.

1.3. To provide for pay continuance during a period of time (to be defined by the President or designee) when a University or federal declared emergency or natural disaster prevents employees from performing their regular duties.

2. POLICY

2.1. Human Resources is responsible for administering this policy once the University announces Suspension of Operations due to an emergency/natural disaster.

2.2. In the event of extraordinary situations, the University may suspend normal operations and classes in whole or in part. In such instances, all staff designated as required to work, must fulfill their duties set forth in this policy in order to (1) ensure continuation of critical University operations; (2) attend to the needs of students and other members of the University community; and (3) protect the University’s assets.

2.3. In the event of a “non-University” declared emergency/natural disaster and the University (or specific units within) remains open for business, employees who are unable to report to work must use accrued vacation and/or accrued comp time to remain in pay status.

2.4. Official announcements regarding both the closing and re-opening of the University will occur through various internal modes of communication and through broadcast news media, as appropriate. Employees are to listen to appropriate news stations and use the
University hotline for updated information during the period of Suspension of Operations.

3. **DEFINITIONS**

3.1. **Damage Assessment Task Force (DATF):** Team responsible for conducting a preliminary damage and safety evaluation of campus after an emergency.

3.2. **Department Head:** The highest ranking administrator in a department, center or college/school within the University.

3.3. **Essential Personnel:** Staff members designated by Department Heads, the Executive Operations Team (EOT) and/or the Emergency Management Team (EMT) to be critical to the continuation of key operations and services in the event of a Suspension of Operations. Essential Personnel may be classified as either a member on the Ride-Out Team or a member on the Recovery Team.

3.4. **Essential Services:** Those services that are determined to be critical to the functioning of the University. In the event of a Suspension of Operations, the Executive Operations Team (EOT) in consultation with the Emergency Management Team (EMT) will determine which services are essential based on the nature of the event.

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

3.6. **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.

3.7. **Exempt Staff Member:** Defined under the Fair Labor Standards Act (FLSA) as a staff member holding a *bona fide* executive, administrative or professional position that is not subject to the overtime provisions of the Act. Exempt staff members are considered salaried and cannot be docked for anything less than a full day’s work.

3.8. **Non-exempt Staff:** Defined under FLSA as a staff member holding a position that is subject to the provisions of the Act.

3.9. **Operational Status:** The categorization of the situation giving rise to the Suspension of Operations in terms of the degree of severity, which in turn, may affect the activation and work requirements of Essential Personnel.

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

3.11. **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.

3.12. **Staff Member:** An individual employed in any non-faculty category by Lamar University, including an individual who is deemed to be either exempt or non-exempt under the provisions of FLSA and/or applicable state law.

3.13. **Suspension of Operations:** The decision of the President or his/her designee to suspend University operations in whole or in part and may include University closure and/or class cancellation.
3.14. **Unit**: 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.

4. **PROCEDURES**

4.1. **Identification of Essential Personnel**

4.1.1. Department Heads are responsible for identifying the Staff Members to be designated as Essential Personnel for their respective organizations and approved by the EOT/EMT. Persons “in charge” of departmental operations are to be identified and listed in the Unit’s Business Continuity of Operations Plan (COOP). This determination is made on the basis of the essential duties of the jobs and the needs of the University. The particular Essential Personnel who are activated during a Suspension of Operations will vary depending on the circumstances and the nature and severity of the event.

4.1.1.1. Essential Personnel may be classified as either a member on the Ride-Out Team or a member on the Recovery Team.

4.1.2. Department Heads shall create and maintain a list of Essential Personnel and provide the list upon request by the EOT or EMT. The respective Department must describe the duties and responsibilities the Staff Member may have during Suspension of Operations and must review this policy with their designees.

4.2. **Suspension of Operations and Operational Status**

4.2.1. Decisions regarding Suspension of Operations and Operational Status will be made by the President or his/her designee in consultation with other University leadership as appropriate, necessary and feasible.

4.2.2. During a hurricane “watch” period, Department Heads are to remind Essential Personnel of the immediate need to secure their homes and prepare their families for the impending storm. It may be necessary to provide them with a few hours of administrative leave prior to the official closing of the University. However, they are expected to report to work prior to the closing.

4.2.3. Circumstances may arise due to a natural disaster or an interruption in normal access due to neighboring industrial incidents, road closure, national security issues, or other causes, which may interrupt some aspects of normal operations, but not result in a full campus closure or suspension of operations. Such situations may require the call out of some personnel on an emergency basis during the night or on a weekend. In such cases, impacted employees will be paid in the usual overtime processes, for hours worked over 40 in a week.

4.2.4. Once it has been determined that Suspension of Operations is the appropriate course of action, the Office of University Communications will then notify all those affected by the Suspension of Operations via one or more of the following communications outlets:

- The campus emergency alert system
4.3. **Staffing Determinations During Suspension of Operations**

The EOT and/or EMT will evaluate the University’s need to activate Essential Personnel, and for any additional personnel that may be required in the light of the nature and severity of the Suspension of Operations. The EOT/EMT’s determination of these staffing needs will be communicated promptly to the appropriate Department Heads, who will designate any additional Staff Members as necessary. Department Heads will promptly notify the identified Essential Personnel of the need to report for duty. Notification will include:

- A record of the notification including date and time, to be used as confirmation of activation for pay purposes. (For example, text message or email.)
- The anticipated duration of the Suspension of Operations; and
- The expected work schedules for all Essential Personnel.

4.4. **Reporting for Duty during Suspension of Operations**

4.4.1. Essential Personnel will be notified by the University announcement and by their respective Department Heads of their activation, and they must report to work as soon as feasible. Essential Personnel must remain on duty as instructed in order to ensure the uninterrupted delivery of Essential Services, unless directed or permitted to do otherwise by their respective department administrator.

4.4.2. It is strongly recommended that, throughout the duration of a Suspension of Operations, Essential Personnel retain a copy of this policy and the written notification of their activation, in order to establish their identity to authorities. Specific identification credentials will be provided to Essential Personnel on site, which must be worn for the duration of the Suspension of Operations.

4.5. **Failure to Report to Work During Suspension of Operations**

A Staff Member who has been informed that his/her position is subject to emergency duty and subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination, unless the employee provides an acceptable reason for failure to report for duty.

4.6. **Attendance and Compensation during Suspension of Operations**

4.6.1. The following attendance and compensation policies shall be in effect for Staff Members required to report to, or remain at, work during the Suspension of Operations:

4.6.1.1. Department Heads shall have the authority and responsibility to notify those members of their departments who will be required to perform their duties during a period of suspension of operations. All Staff Members who are required to report to or remain at work (i.e., Staff
Members whose work units are not closed, or those called into work by their Department Head) shall work as scheduled by the Executive Operations Team.

4.6.1.2. A Staff Member who has been informed that his/her position is subject to emergency duty and subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination, unless the employee provides an acceptable reason for failure to report for duty.

4.6.1.2.1. A Staff Member who is required to work during Suspension of Operations but is unable to do so as scheduled, for whatever reason, must contact her or his immediate supervisor to report the absence at least one hour in advance of the Staff Member’s scheduled work starting time.

4.6.1.2.2. Designated Essential Personnel who do not report to work during Suspension of Operations must apply accrued leave, as appropriate, for such time away from work; unless exempted by their respective Department Head.

4.6.1.2.3. Non-exempt Staff Members who are required to report to work or remain at work during the Suspension of Operations of their respective work unit, will be paid their normal hourly rate plus 1.5 times their hourly rate for all hours in which the employee is required to remain in emergency designated status, during Suspension of Operations. The premium pay described in this section is intended to include the provisions under the Fair Labor Standards Act for compensation at 1.5 times regular rate, for hours worked over 40 in a week.

4.6.1.3. Exempt Staff Members who report to or remain at work as required during the Suspension of Operations of their respective work unit will be paid their regular salary and will be additionally paid straight time for the number of hours of emergency designated status, during Suspension of Operations.

4.6.1.4. Exempt staff at the Vice-President level may be required to perform some services during the Suspension of Operations, and shall maintain a log of activities, but will not receive additional compensation for their service during Suspension of Operations.

4.6.1.5. Each designated Essential Personnel member is required to maintain a detailed daily log of activities/tasks performed and the hours and
minutes spent on each task. This log is to be turned in to the appropriate member of the EMT at the end of each day. This log will form the basis of extra pay awarded to Essential Personnel and the basis of FEMA reconciliation of damage recovery costs.

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

4.6.2. The following compensation policies shall be in effect for Staff Members whose respective work units are subject to Suspension of Operations and who are not designated as Essential Personnel or otherwise required to work:

4.6.2.1. Exempt and Non-exempt Staff Members will receive their regular rates of pay, even though Suspension of Operations prevents them from working.

4.6.2.2. The time for which Non-exempt Staff Members are paid but did not work will not be used to determine overtime compensation.

4.6.2.3. Upon notice of official closing, non-essential employees are to leave the University and not report to work until further notice. An employee who reports for work during an official closing and is not required or not authorized to work (i.e., not designated as essential personnel) will be turned away and may be subject to disciplinary action.

4.6.2.4. Staff Members who have scheduled vacation, sick leave or other time off prior to the Suspension of Operations may not rescind such time off request after the announcement of the Suspension of Operations.

- In the event that a Suspension of Operations occurs for a portion of the day, or for a specified part of the university facility, a Non-exempt Staff Member in an affected work unit may be directed to leave work earlier than the scheduled closing time, provided the Staff Member’s supervisor has a record of the early departure. Safety of the students and employees will be the primary determinant in an early-release decision.

4.6.2.7. Employees recently hired who are to start on a date when the University is closed during an event covered by this policy will be paid consistent with their offer of employment and as with other staff.
APPROVAL

Craig Ness
Vice President for Finance and Operations
Kenneth Evans
President

Date of President’s Approval: May 26, 2018
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.

15. **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.

15.1. **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. Externally 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.

15.2. **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.

15.3. **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.

16. **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 be collected and saved before something happens! This is part of the Disaster Preparedness Process, and should be completed annually.

16.1. **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.

16.2. **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.

16.3. **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.
17. 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 Identify critical samples, reagents, media, etc., and prepare to send offsite
☐ 1.5 Label animal cages, if applicable
☐ 1.6 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 CO₂ 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, % CO₂, etc.) on critical equipment
   - Check the critical equipment alarm, if applicable.

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).

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.

1.4. Identify critical samples, reagents, media, etc., and prepare to send offsite
• In the event 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.

1.5. Label animal cages, if applicable

1.6. Check safety equipment, where applicable
• Record the last inspection date of the fire extinguishers in your work area(s).
  o Per NFPA 10 (Standard for Portable Fire Extinguishers).
  o Fire extinguishers shall be inspected manually at a minimum of 30-days intervals (i.e., monthly) – performed by in-house personnel (XX).
  o Fire extinguishers shall be subjected to maintenance/recertification at intervals of not more than 1 year – performed by certified vendor.
• 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.

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.

2.3. Purchase extra CO₂ cylinders for tissue culture

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

**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.

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.

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.

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

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.
  o The phone tree is considered closed when the primary contact has confirmed the status of his/her unit to the Principal Investigator.
  o 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.

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:
    o Personal protective equipment including gloves and facemasks
    o A disposable camera
    o A notepad to help document your findings
    o Risk Management’s “Hurricane Claim Form” should also be added to this pack

**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.
Attachment A
Freezer/Refrigerator/Cold Rooms and Liquid Nitrogen
Inventory Sheet Template and Examples
# INVENTORY SHEET (EXAMPLE)
(Freezer/Refrigerator/Cold Rooms)

<table>
<thead>
<tr>
<th>Shelf #1</th>
<th>Stocks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Biohazard Level #</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #2</th>
<th>MISC – Samples and Kits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Limited Biohazard</td>
</tr>
<tr>
<td></td>
<td>- In case of spill, use standard lab procedures.</td>
</tr>
<tr>
<td></td>
<td>- In case of freezer malfunction, samples and kits can be stored on dry ice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #3</th>
<th>Rack 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Misc. &amp; Samples</td>
</tr>
<tr>
<td></td>
<td>- Limited Biohazard</td>
</tr>
<tr>
<td></td>
<td>- In case of malfunction, dry ice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #5</th>
<th>Rack 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Misc. &amp; Samples</td>
</tr>
<tr>
<td></td>
<td>- Limited Biohazard</td>
</tr>
<tr>
<td></td>
<td>- In case of malfunction, dry ice</td>
</tr>
</tbody>
</table>
**INVENTORY SHEET TEMPLATE**
(Freezer/Refrigerator/Cold Rooms)

<table>
<thead>
<tr>
<th>Lab</th>
<th>Location:</th>
<th>Serial/ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency Contact:</td>
<td>Contact Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelf #5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
# INVENTORY SHEET (EXAMPLE)
## (Liquid Nitrogen)

<table>
<thead>
<tr>
<th>Box</th>
<th>Samples</th>
<th># Tubes</th>
<th>Label</th>
<th>Misc. Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cell line C</td>
<td>8</td>
<td>Box C  P5</td>
<td>10/17/2007</td>
</tr>
<tr>
<td></td>
<td>Cell line H</td>
<td>9</td>
<td>Box C  P36</td>
<td>04/15/2008</td>
</tr>
<tr>
<td>2</td>
<td>Cell line H</td>
<td>4</td>
<td>Box B  p29</td>
<td>04/02/2003</td>
</tr>
<tr>
<td></td>
<td>Cell line G</td>
<td>5</td>
<td>Box B  p61</td>
<td>01/27/2005</td>
</tr>
<tr>
<td></td>
<td>Cell line A</td>
<td>1</td>
<td>Box B</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Misc. samples</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Antibodies D</td>
<td>3</td>
<td>Box A  p12</td>
<td>01/13/2006</td>
</tr>
<tr>
<td></td>
<td>Samples H</td>
<td>5</td>
<td>Box A  p100</td>
<td>05/26/2006</td>
</tr>
<tr>
<td>5</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Hurricane drop box. 1 aliquot of each of the above</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# INVENTORY SHEET TEMPLATE (Liquid Nitrogen)

<table>
<thead>
<tr>
<th></th>
<th>PI Name</th>
<th>Lab</th>
<th>Liquid Nitrogen Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location:</td>
<td>Serial/ID#:</td>
<td>Emergency Contact:</td>
</tr>
</tbody>
</table>

# RACK #

<table>
<thead>
<tr>
<th>Box</th>
<th>Samples</th>
<th># Tubes</th>
<th>Label</th>
<th>Misc. Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment B
Phone Tree Template
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.

<table>
<thead>
<tr>
<th>Department Head:</th>
<th>Employee:</th>
<th>Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Office:</td>
<td>Office:</td>
<td>Office:</td>
</tr>
<tr>
<td>Home:</td>
<td>Home:</td>
<td>Home:</td>
</tr>
<tr>
<td>Mobile:</td>
<td>Mobile:</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

*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 CO₂ 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
- 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

2.1. 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!

2.2. 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.

2.3. 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, % CO₂, etc.).

2.4. 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.

2.5. 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

2.6. Biohazardous Waste
• Secure all waste and dispose, following biohazardous waste disposal procedures.

2.7. 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.

2.8. 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!

2.9. Top off liquid nitrogen cryogenic storage tanks

2.10. Replace CO₂ cylinders with full cylinders

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

2.12. Confirm that your spill kit is stocked and its location marked
• For information on spill kits, please contact Risk Management.

2.13. 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 but 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.

2.14. 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**

5.1. Issue emergency phone tree to all lab members
• All employees should know who their assigned contact person is.
5.2. **Update emergency contact information**
- Ensure that your information is up-to-date and accurate.

5.3. **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 packs include the following:
  - Personal protective equipment including gloves and facemasks
  - A disposable camera
  - A notepad to help document your findings
  - Risk Management’s “Hurricane Claim Forms”

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

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

5.6. **All lab notebooks and sources of data should be placed in plastic closable boxes**

5.7. **If applicable, update backup storage of valuable stocks of biological agents**

5.8. **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.**

5.9. **Take copies of critical documentation and data**
   - 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

5.10. **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**

5.11. **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**
6.1. **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

3.1 Initiate Phone Tree

3.2 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:
     o Confirm location and status
     o Are you/your staff and your/their family in good health?
     o Are you/your staff able to help others? (if necessary)
     o Do you/your staff require any help?
     o Establish a reasonable date to return to work

3.3 Update emergency contact information
   • Ensure that your information is up-to-date and accurate.

3.4 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:
     o Personal protective equipment including gloves and facemasks
     o A disposable camera
     o A notepad to help document your findings
     o Risk Management’s “Hurricane Claim Forms”

STEP 2: Returning To Work

7.1 Conduct a damage assessment of your work area(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:
     o Enter the building only if it has been cleared and opened by University.
     o Make sure you have, or have access to your “Go Pack”.
     o 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.

7.2. Report chemical spillages immediately to Risk Management

7.3. 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.**
7.4. **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?

7.5. **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 is unavailable:
    - Send samples to a collaborator or to your off-site repository.

7.6. **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 usable, 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.
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 much 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.

19. 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.
## DAMAGE ASSESSMENT SUMMARY:

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<th>Issue</th>
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**Damages/Current Assessment**

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20. APPENDIX F – DAMAGE ASSESSMENT FORM
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**Major Transportation Infrastructure Affected**

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**Critical Infrastructure Affected**

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<th>*Restoration</th>
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*Estimated date of restoration, if known*
21. APPENDIX G – TSUS DISASTER MGMT GUIDE


19. APPENDIX H – WEATHER EMERGENCY COMMUNICATION PLAN
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 or other threats 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 Imminent 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:

<table>
<thead>
<tr>
<th>STATION</th>
<th>MAIN PHONE</th>
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<tr>
<td>KFDM-6 / FOX 4</td>
<td>409.892.6622</td>
</tr>
<tr>
<td>KBMT-12 / KJAC-12</td>
<td>409.838.1212</td>
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<tr>
<td>KLVI AM 560</td>
<td>409.896.5584</td>
</tr>
<tr>
<td>BMT ENTERPRISE</td>
<td>409.838.2859</td>
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<tr>
<td>THE EXAMINER</td>
<td>409.832.1400</td>
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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.
  o Daily updates are to be segmented by students and employees.
  o 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.
  o 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.
  o 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.
  o 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 inquiries. 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.
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
- Social Media
- Lamar.eduAlerts
- Press Release

- Public Information Officer
- Social Media Manager
- Web Communications
- Media Relations