UNIT LEVEL PREPARATION

When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each unit of the university must do advance preparation, with periodic review of contingency plans for destruction by fire, flood or other cause.

Supervisor Action—To Be Done Routinely

• Keep the Individual Unit Plan available in appropriate locations. Distribute the Unit Plan to all personnel (especially new hires) and periodically review it to ensure that the staff is familiar with its contents.

• Appoint an alternate who will be responsible in your absence, or if people cannot contact you.

• Review the Individual Unit Plan annually, updating as necessary any of the following:
  – Names, addresses, and telephone numbers of all personnel, consultants, services, etc.
  – Names of personnel assigned specific duties
  – Emergency procedures
  – Location of supply rooms and local stores
  – Floor plans
  – Physical inventory (take pictures or video all facilities and equipment). Maintain a written inventory of equipment including description, make, model, serial number, Armstrong tag number, and approximate age

• Designate critical personnel to report back as soon as possible after a disaster and update their contact information.

• Verify that back-ups of critical data for the unit are current through IT Services.

• Photo Documentation (FEMA often requires pictures as proof of any item(s) lost or damaged items when processing claims)
  – Pictures should include the entire department. For example, take pictures of the office space as a whole and not just each specific item of value in an office.
  – The picture should reflect the office setting and show items of value.
  – If equipment is in a storage room and/or closet or filing cabinet in the office, take a picture of the contents.
  – Each department should upload their own pictures to ITS, as well as have a hardcopy available.
Review your individual Unit Plan with your supervisor and only take the following actions when authorized by the department or supervisor:

- Verify that critical files are backed up and stored in an off-site location.
- Turn off (preferably disconnect from the wall outlets) all electrical equipment, including computers, lights, microwaves, etc. Refrigerators should be turned off, left open, and completely empty (food will spoil if left in the refrigerator and power is off). Perishable items should be removed from desks, cabinets and other storage areas.
- If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls and off of the floor where possible.
- Clear desktops completely of paper and other articles.
- Remove all food and perishable supplies. Provide for the necessary care and feeding of all animals, where applicable.
- 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.
- Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) outside buildings. Remove all items from window ledges.
- Lock all file cabinets and desk drawers. Lock and secure all doors and windows (close blinds).

All personnel shall notify their supervisor when hurricane office preparations have been completed and they are planning to leave campus. Before leaving, meet with supervisor and confirm personal contact information, evacuation plans, and verify when you are expected to contact your supervisor after the storm.

**No university building is designated as an official hurricane shelter.** Employees should follow CEMA recommendations and direction concerning evacuation. Employees and their families should consider having on hand emergency supplies that would include:

- Cash
- Water and non-perishable food for at least a 48 hour period (canned and dry food and drinks)
- Bedding items
- Map of the area with landmarks on it
- Bleach or water purification tablets
- Extra batteries (include hearing aid)
- First Aid Kit, including aspirin, bandages, antibiotic cream, hand sanitizer, personal medications (30 day supply)
- Mosquito repellent and sunscreen (SPF 45 recommended)
- Ice chest and ice
- Battery-powered radio/television, alarm clock, flashlights (1 flashlight per person)
- Waterproof matches/butane lighter
- Camp stove or grill with fuel and/or charcoal and lighter fluid
- Fire extinguisher
- Manual can opener
- Disposable plates, cups, utensils, napkins and paper towels
- Large trash bags (lots of them)
- Reading material/toys for children
- Special supplies/food for babies and/or pets
- Listen for storm updates on the radio and/or television. All instructions given by the local authorities should be followed; do not attempt to come to the office until the “all clear” is given by local authorities.
- After the storm, check the university website for updates concerning returning to work. Your department may want you to call the designated contact for your department or call your supervisor/department chair; make sure you have the phone numbers of the contact(s) with you during a disaster
- Do not attempt to return to campus unless specifically instructed by your supervisor or unless the University Web site instructs you to do so.
SUPERVISOR ACTION

Once an Alert Has Been Declared

- Notify employees who report to you of impending disaster and remind them of what is required for event preparation before the storm.
- Designate contacts who would communicate with key staff and serve as the contact for all staff to report to immediately after a disaster. Contacts would also determine any critical needs of disaster victims and offer assistance.
- Ensure that the general contact telephone number(s) for your unit/school are correct and that all employees know who their designated contact is. Keep their contact telephone number(s) (including cell and home numbers) handy, so that once a disaster is over, the status of employees can be shared with university administration. Any special employee needs can be determined.
- A copy of the contact numbers should be forwarded to your department and division director.
- Verify that your critical data is backed up to the campus backup solution (currently atempo LiveBackup).
- Contact vendors under assistance agreement and make appropriate support arrangements.
- Ensure university vehicles are fully fueled.
- Provide key employee with a list of everyone’s address (if possible, attach map to show location) and phone number (home, cellular, emergency contact person), and evacuation location (if relevant).
- Ensure individual actions (outlined below) have been satisfactorily completed; assist everyone with vacating the facility within target time frame and do a final walk-through of your area before leaving.
- Contact your immediate supervisor with an update on status of employees who report to you.
- 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, as approved by your supervisor.
- After hurricane, contact Business and Finance for claims forms for damages to university property and equipment.

<table>
<thead>
<tr>
<th>DATE CHECKED</th>
<th>PRE-DISASTER ACTION STEP</th>
<th>INITIAL</th>
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<tbody>
<tr>
<td></td>
<td>Critical files identified, backed-up, and stored securely off site</td>
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<tr>
<td></td>
<td>All electronic/electrical equipment unplugged</td>
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<tr>
<td></td>
<td>Refrigerator empty; all perishables removed, including garbage</td>
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<tr>
<td></td>
<td>Critical equipment away from windows, off floor</td>
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<td></td>
<td>Desks and counter tops cleared; desks and cabinets locked</td>
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<td></td>
<td>Loose items outside building secured</td>
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<td>Golf cart secured</td>
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