



# Hurricane and Flood Plan

2011-2012

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## **Section I. Introduction**

### ***1. Overview***

This Hurricane and Flood Plan includes advice in the following areas:

- Ongoing preparations
- Phased release of faculty, staff and students in pre-defined groups
- A plan to minimize the downtime and damages
- A plan to secure buildings, building contents and campus grounds
- A plan to assist employees
- Phased return of faculty, staff and students in pre-defined groups

This plan assumes the following resources are available:

- Accurate weather forecasts, ideally 3 – 4 days out
- Essential personnel to remain on campus during the essential
- A comprehensive Facilities Department Plan is in place, and there are extensive physical assets available for building protection and university recovery
- A comprehensive Communication Plan is in place
- An extensive Employee Assistance Plan is in place
- A university-sponsored student shelter is planned (optional)
- An ITS recovery site location has been secured for ITS (optional)
- An office recovery site location(s) with sufficient capacity has been secured for non-ITS staff to perform mission-critical university services (optional)
- The Hurricane and Flood Plan is a guideline of preparation and response action steps for senior management and does incorporate some margin for error

### ***2. Mission***

The objectives of this Hurricane and Flood Plan are as follows:

- During the pre-hurricane strike period, the primary objective is to protect university assets, and to position faculty, staff and students at safe locations on an orderly basis that minimizes the interruption of normal operations.
- During and immediately surrounding the actual strike period, the primary objective is life safety, with a secondary objective of protecting assets while maintaining mission-critical life-safety operations.
- During the recovery portion, the primary objective is to maintain all mission-critical operations at all times and to return to full normal operations as soon as possible.

### **3. *Employee Groups***

- ITS Recovery Site Personnel – This group is comprised of IT employees who are assigned to travel to the IT recovery site.
- Administration Recovery Site Personnel – This group is comprised of non-IT employees who are assigned to travel to recovery sites.
- Essential Personnel – This group is assigned to return to campus after the storm to aid in the cleanup.
- Other Employees – All other faculty and staff personnel who are released prior to the actual hurricane strike.

## **Section II. Teams and Key Individuals**

### **Teams and Key Individuals**

#### ***4. Key Individuals***

##### ***President***

This plan is promulgated under the authority of the President of the university. All decisions concerning the discontinuation of function, cancellation of classes or cessation of operations rest with the President or his/her designee. After consulting with the Incident Commander and the Executive Policy Group (see section 8), the President shall be responsible for declaring a major institutional emergency.

##### ***Incident Commander***

The University Incident Commander is a senior member of the Executive Policy Group and is in charge of the Emergency Response Teams (see section 9). The Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. The Executive Vice President is the university Incident Commander.

If the Incident Commander is unavailable, the next highest available person on the following list should be contacted:

- 1. Vice President, Finance & Facilities**
- 2. Vice President, Academic Affairs**
- 3. Vice President, Institutional Advancement**
- 4. Associate Vice President, Student Life**

##### ***Executive Policy Group (EPG)***

The Executive Policy Group is chaired by the President and composed of executive/senior officials who are accountable for the overall operations/decisions of the institution. By virtue of their position these individuals have the authority to make policy decisions, commit resources, obligate funds, and obtain the resources necessary to protect the students, employees and facilities. They delegate authority to the Incident Commander.

Having the responsibility does not mean that the Executive Policy Group assumes a command role over the on-scene incident operation. Rather, the Executive Policy Group:

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Management & Operations Plan.
- Oversees resource coordination and support to the on-scene command from the Emergency Operations Center.

##### **Membership**

Executive Policy Group Members are as follows:

**Executive Policy Group Members**

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- President
- Executive Vice President
- Vice President for Finance & Facilities
- Provost/Vice President for Academic Affairs
- Vice President for Institutional Advancement
- Assistant to the President for External Affairs
- Assistant Vice President for Institutional Advancement
- Associate Vice President for Enrollment Management
- Associate Vice President for Student Life and Dean of Students
- Associate Vice President for Marketing/Communications
- Director of Human Resources
- Chief Information Officer
- Chief, Campus Police
- Executive Director for Financial Services

**Structure**

The Executive Policy Group is organized in a ‘committee-type’ structure chaired by the President.

## 5. *Emergency Response Teams (ERT)*

### **Responsibilities**

At the direction of the University Incident Commander, the Emergency Response Teams (ERT) are responsible for plan execution during an emergency situation. The Emergency Response Teams report directly to the Executive Policy Group via the Incident Commander. The ERT is comprised of management personnel representing areas that have critical COOP execution responsibilities as follows:

- Operations team:
  - Represents the campus emergency services units – the actual on-scene emergency responders. They are responsible for the implementation of field operations and management of staffs assigned to response roles.
  
- Planning team:
  - Provides accurate information about incident
  - Provides resources such as maps and floor plans
  - Develops incident action plans
  - Maintains chronology of events
  - Develops plans for demobilization
  
- Logistics team:
  - Provides resources and services required to support incident activities
  - Develops portions of Incident Action Plan and forwards them to the Planning Section.
  - Contracts for and purchases goods and services needed at the incident.
  
- Finance team:
  - Financial and cost analysis
  - Compensation for damage to property and equipment
  - Documentation for reimbursements and purchase authorizations
  - Tracks personnel and equipment time
  - Tracks FEMA documentation both during and after emergency
  - Works with Logistics to ensure resources are procured

### **Membership**

All members are management personnel who are familiar with their department's planning responsibilities.

All members need to be knowledgeable of overall COOP operations. Members must also be available during a crisis situation. ERT members are identified on the following page. ERT members are required to attend annual plan exercises organized by the Incident Commanders.

### **Section III. Plan Execution**

Pre-hurricane strike periods are identified in specific time periods. This Hurricane and Flood Plan defines actions to be taken during the following 14 defined periods:

1. Ongoing Preparations
2. Initial Alert (72 – 96 hours from expected impact)
3. Alert (48 – 72 hours from expected impact)
4. Initial Watch (36 – 48 hours from expected impact)
5. Watch (24 – 36 hours from expected impact)
6. Warning (6 – 24 hours from expected impact)
7. Immediate Pre-Strike (0 – 6 hours from expected impact)
8. Strike (hurricane-force winds/actual flooding)
9. Initial Post-Strike (tropical essential-force winds/flood waters cresting)
10. Immediate Response (wind speed now below tropical essential-force/flood waters receding)
11. Disaster Response (travel can now be safely conducted)
12. Initial Recovery
13. University-Wide Recovery
14. Plan Review



## 6. *Ongoing Preparations*

- The ERT and IC meets regularly during the year
- The EPG meets periodically during the year
- The Hurricane and Flood Plan is exercised periodically
- Facilities will have critical responsibilities
  - Maintain supplies to secure building contents, systems and structures
  - Develop plans to maintain environmental controls
  - Develop and maintain a plan to restore building contents, systems and the building structure
  - Backup equipment is tested regularly
  - Maintain emergency supplies
  - Monitor the weather
- Human Resources has critical responsibilities
  - Develop and maintain a plan to assist employees after a communitywide disaster
- Information Technology Services has critical responsibilities
  - Recovery site plans are exercised
- Marketing/Communications has critical responsibilities
  - Maintain a Crisis Plan to coordinate all communications
- Residence Life and Dining Services have critical responsibilities
  - Maintain plans to provide a shelter for students
- Campus Police has critical responsibilities
  - Campus Police assigned to shelters to maintain order
  - Special planning for a post-disaster environment that may include widespread damage
  - Monitor the weather
- A major joint EPG and ERT meeting is held approximately one month before hurricane season commences
  - The Hurricane and Flood Plan is reviewed
  - Survival supplies for the ERT and EPG are checked
  - Tools and equipment needed to repair the building are checked
  - Materials to secure the building, building systems and building contents and equipment are checked
- Meetings are scheduled with employees
  - Employees are provided with information about the Hurricane and Flood Plan and the Employee Assistance Plan
  - If applicable, assign certain employees are assigned to travel to remote locations
  - If applicable, assign certain employees are assigned as essential personnel to remain on campus during the event
- Meetings are scheduled with students
  - Review emergency response procedures
  - Review conduct and procedures at student shelters

**7. *Initial Alert or Pre-Strike (72 – 96 hours from expected impact)***

- Open the EOC (see Appendix B) and conduct regular meetings of the ERT (this meeting schedule is maintained throughout the pre-strike period)
  1. Meetings should be held at 5:30 a.m. (early morning meetings may be conducted by telephone among selected members) and at 5:30 p.m. or more frequently as necessary
  2. The National Hurricane Center will update forecasts at 5:00 a.m. and at 5:00 p.m.
  3. Government officials will generally announce evacuation orders either in the late afternoon or pre-dawn hours following weather updates (this is generally true for school closings as well)
- The university emergency line and the university emergency website page should be updated at 6:00 a.m. and at 6:00 p.m. or more frequently if necessary
- Backup equipment should be tested
- Emergency supplies should be checked
- Consideration should be given to executing the steps defined in the Alert Period during this Initial Alert Period, particularly if the threat is from a major hurricane

**8. Alert/Pre-Strike (48 – 72 hours from expected impact)**

- Facilities secures the campus grounds
- Facilities distributes supplies to secure work area contents and equipment to ITS recovery site personnel and any other employee who is evacuating
- A Disaster Declaration may be made to activate the ITS recovery site\*
- ITS recovery site personnel\*
  1. Are to secure their workstations before leaving
  2. Secure their own personal property
  3. Remain in contact with the ERT during this entire period
  4. Travel to the ITS recovery site
- If the entire campus environment is expected to be dangerous or if an evacuation order is issued, or expected to be issued, by civil authorities, then the entire campus will have to be evacuated
  1. Students are sent home or transported to safe shelter locations
  2. Employees are sent home after securing their workstations
  3. Plans for having essential personnel remain on campus during the essential are cancelled

\* Many universities will not activate these sites until after the disaster strikes and damage assessments can be made.

**9. Initial Watch/Pre-Strike (36 – 48 hours from expected impact)**

- A Disaster Declaration may be made to activate the administration recovery site\*
- Facilities secures building envelopes – roof, windows, doors, etc. – while maintaining access to the buildings
- Facilities distributes supplies to secure work area contents and equipment to all employees
- Essential personnel employees who are released
  1. Are to secure their workstations before leaving
  2. Remain in contact with the ERT during this entire period
  3. Secure their own personal property
  4. Return to the campus within 18 – 24 hours after the storm ends

**10. Watch (24 – 36 hours from expected impact)**

- After securing campus grounds and buildings, Facilities secures building contents and equipment in common areas not critical to ongoing university operations
- Athletics prepares to have athletic facilities used as student shelters
- Residence life prepares to have resident halls used as student shelters
- Facilities deploys equipment designed to maintain environmental controls, give special attention to:
  - Assets of high value
  - Perishable assets
  - Living organisms
  - Non-replaceable assets

\* Many universities will not activate these sites until after the disaster strikes and damage assessments can be made.

***11. Warning/Pre-Strike (6 – 24 hours from expected impact)***

- Facilities makes final campus and building content preparations
- If not already accomplished, deploy equipment to maintain environmental controls
- Residence Life, Facilities and Campus Police open the shelter if and only if the shelter facility is expected to provide a safe environment during the essential
- As necessary, students are relocated to shelters in athletic facilities
- Information Technology Services\*
  - Applications should now be supported from the ITS recovery site
  - Employees should shut down and secure the main data center
- Essential personnel return to the shelter or other designated safe locations
- All remaining employees
  1. Are to secure their workstations before leaving
  2. Are to remain in contact with the ERT during this entire period
  3. Secure their own personal property

***12. Immediate Pre-Strike (0 – 6 hours from expected impact)***

- Weather conditions should now be deteriorating
- Non-essential utility services shut down
- All travel should cease
- Essential personnel should patrol areas of the campus where it is safe to do so
- Students remain safe at the shelter
- Relocated employees work from recovery sites\*
- All employees impacted by the essential should focus on safety matters

\* Many universities will not activate these sites until after the disaster strikes and damage assessments can be made.

***13. Strike (hurricane force winds/actual flooding)***

- Weather conditions severe
- Travel is impossible
- Essential personnel patrol areas of the building where it is safe to do so
- Students remain safe at the shelter or in residence halls
- If applicable, relocated employees work from recovery sites
- Non-relocated employees will likely not be able to work
- All employees impacted by the essential should focus on safety matters

***14. Initial Post-Strike (tropical essential (TS) force winds/flood waters cresting)***

- Weather conditions improving but still bad
- Except for life-threatening emergencies, travel should not be attempted
- Students remain safe at the shelter
- If it is safe to do so, essential personnel should conduct a damage assessment
- If applicable, relocated employees work from recovery sites
- Non-relocated employees will not likely be able to work
- All employees impacted by the essential should focus on safety matters

***15. Immediate Response (wind speed below TS force/flood waters receding)***

- Except for emergencies, travel should not be attempted, as flooding, downed power lines, debris, etc. all present dangers
- If it is safe to do so, essential personnel should conduct a damage assessment
- Students remain safe at the shelter
- If applicable, relocated employees work from recovery sites
- Non-relocated employees will not likely be able to work
- All employees impacted by the essential should focus on safety matters

**16. Disaster Response (travel can now be safely conducted)**

- ERT and EPG assemble at the EOC to commence response and recovery efforts
  1. Address injuries and life safety issues
  2. In an extreme emergency, determine if the university should close and the campus evacuated
  3. ERT members who have not been designated to report should
    - Stay away from the disaster scene
    - Be prepared to receive emergency instructions or
    - Report to the EOC if you believe communications to be disabled
  4. Account for all employees and students
  5. For any missing employees or students
    - Note the place they were last seen
    - Activate search and rescue teams from NEARAC
  6. Address physical damage and operational issues
  7. Restore essential services
  8. Release essential personnel after debriefing
  9. As necessary, activate the recovery site(s)
  
- President's Office
  - Provide leadership
  - Provide resource direction
  
- Facilities
  - Continue to check equipment that has been deployed to maintain environmental controls, give special attention to:
    - Assets of high value
    - Perishable assets
    - Living organisms
    - Non-replaceable assets
  - Establish contact with civil authorities and utility companies
  - Determine if the campus and building environments are safe
  - Account for and secure all known hazardous materials
  - Alert Campus Police to cordon off any dangerous areas
  - Make a preliminary damage assessment
    - Building structures
    - Building contents and equipment
    - Campus grounds
  
- Human Resources
  - Establish contact with employees
  - Make a preliminary workforce assessment

- Information Technology Services
  - ITS recovery site
    - Maintain communications and applications support from the IT recovery site, or
    - If directed by the EPG, establish communications and applications support from the ITS recovery site
  - Make a damage assessment of the main data center
  
- Marketing/Communications
  - Establish contact with
    - University Incident Commander
    - Essential personnel
    - Recovery site personnel
    - ERT and EPG members
  - Assemble the Crisis Team
  - Prepare for the media
  - Assist Campus Police with internal emergency information dissemination, if possible
  
- Residence Life and Dining Services
  - Maintain student shelters until dormitories are deemed to be safe
  - Check supply levels
  - If dormitories are badly damaged, then
    - The shelter will have to remain operational
    - Secure alternate living quarters in the general area
    - Students may have to be sent home if the campus is shut down for an extended period



- Campus Police
  - Secure the campus
  - Cordon off any dangerous areas
  - Address injuries and life safety issues
  - Assist civil authorities with search and rescue efforts
  - Establish contact with police departments
  - Control access to university property
  - Risk Management
    - Collect and analyze damage assessments
    - Take pictures
    - Contact the insurance company
  
- Student Health Services
  - Address emergency medical needs
  
- Students
  - Follow the instructions recorded on the university emergency line and posted on the university emergency website
  - When residence halls are deemed to be safe, students are released from the shelter and return to their dormitories
  - If dormitories are badly damaged, then
    - The shelter will have to remain operational
    - Alternate living quarters in the general area will need to be secured
    - Students may have to be sent home if the campus is to be shut down for an extended period
  
- All Employees
  - After a debriefing meeting with the ERT and EPG, essential personnel should now be sent home
  - Relocated employees should remain working at recovery sites and not return until instructed to do so
  - All other employees should make contact with their supervisor and (once their personal situation has stabilized) report to work or follow the instructions recorded on the university emergency line and posted on the university emergency website
  
- All Faculty, Staff and Students
  - Do not congregate around disaster scenes
    - They are often dangerous
    - You may interfere with police, medical and other recovery efforts
  - Follow the instructions of Campus Police and other university officials

**17. Initial Recovery**

- ERT and EPG
  - Maintain a regular meeting schedule at the EOC
  - Direct university resources
  - Develop a recovery plan and timeframe
  - Determine if
    - Classes should be cancelled temporarily
    - The entire campus should be closed
    - The current semester cancelled
  - Depending on damage levels
    - Instruct Facilities to make repairs
    - Instruct Financial Services to secure alternate facilities or temporary structures/modules
    - Instruct Academic Affairs to be prepared to use distance learning
    - Activate alternate/recovery sites
  - If serious injuries or fatalities have occurred, become involved with family and relative contact

Make safety matters the top priority throughout the entire recovery process

- President's Office
  - Provide leadership
  - Provide resource direction
  - Notify other institutions and state educational systems as appropriate
- Academic Affairs
  - Prepare to utilize distance learning
  - Process admissions, manually if necessary
  - Work with Financial Services to acquire laptops necessary for distance learning
  - Reschedule the curriculum to accelerate the use of distance learning
- Athletics
  - Prepare to reschedule events
  - Athletic facilities may be used as shelters and may be unavailable for athletic events for a period of time
  - Be prepared to activate mutual aid agreements to continue athletics at alternate/backup locations
- Financial Services

- Provide for emergency transportation of students
- Redirect mail services as necessary
- Activate plans for alternative locations for critical housing, academic and administration functions
  - Alternate/available campus locations
  - Temporary structures – trailers/modules
  - Mutual aid agreements
- Business Operations
  - Maintain payroll operations
  - Activate procedures to rapidly approve emergency purchasing requests
  - Establish emergency bank, federal, state, etc. revenue collection procedures
- Facilities
  - Complete a comprehensive damage assessment
    - Building structures
    - Building contents and equipment
    - Campus grounds
  - Assess critical utility services
    - Provide critical utility services or
    - Shut down any utility service that presents a danger
    - Contact utility providers
    - Commence repairs
  - Maintain safe campus and building environments
  - Commence cleanup and debris removal activities
  - Account for and secure all known hazardous materials
  - Provide building information to civil authorities
  - Contact cleanup, restoration and repair subcontractors
  - Supervise the repair of buildings

- Human Resources
  - Execute the Employee Assistance Plan
    - Contact all employees – via email
    - Provide survival supplies to employees seriously affected by the disaster
    - Maintain logistical support to employees at remote locations
  - Assess workforce capabilities
  - Establish critical employee benefit services
  
- Information Technology Services
  - Maintain communications and applications support from the ITS recovery site
  - Maintain or restore the infrastructure necessary to support distance learning
  - Complete comprehensive damage assessment of the main data center
  - Commence repair of the main data center
    - Repair salvageable hardware
    - Order replacement hardware
    - Secure and supervise subcontractors
  - Maintain the emergency web site page as directed by Marketing/Communications
  
- Library
  - Make a comprehensive damage assessment
  - Protect valuable assets, collectibles, etc.
  
- Marketing/Communications
  - Maintain regular meetings of the Crisis Communication Team
  - Together with the University Incident Commander, establish an accurate description of the event
  - Coordinate all communications
  - Develop messages for the media, employees, students and other interested parties
  - Maintain contact with the media
  
- Residence Life
  - Maintain resident safety procedures
  - If applicable, maintain the student shelter, account for
    - Sleeping needs
    - Food
    - Hygiene ... and so forth
  - Account for all resident students
  
- Campus Police
  - Maintain a safe environment
  - Maintain emergency communications
  - Provide police officers at the student shelter
  - Cordon off any dangerous areas

- Provide access control
- Student Health Services
  - Address emergency medical needs
  - Coordinate the delivery of medical services with local EMS
- Student Life (Registrar & International Affairs)
  - Account for non-resident students
  - Account for international students
  - After Campus Police has contained the incident, respond quickly to student counseling needs
- Faculty and Staff
  - Contact your department or Human Resources via email
  - Establish distance learning teaching
  - Maintain critical operations at recovery sites
  - If possible
    - Work from home until the university is operational (or temporary structures/modules are secured)
    - After a major disaster, assist with the building content damage assessment and cleanup
- Students
  - Non-resident students maintain contact with Registrar through Navigator
  - International students maintain contact with International Student Office via email
  - Resident students maintain contact with Residence Life via email

**18. University-Wide Recovery\***

- ERT and EPG
  - Maintain a regular meeting schedule at the EOC
  - Direct university resources
  - Execute the recovery plan and timeframe

Make safety matters the top priority throughout the entire recovery process
  
- President's Office
  - Provide leadership
  - Provide resource direction
  
- Academic Affairs/Enrollment Management
  - If normal learning facilities are disabled, execute plans to utilize distance learning
  - Coordinate student academic needs with faculty
  - Closely track student resignations
  - Process admissions, manually if necessary
  
- Athletics
  - Activate mutual aid agreements to continue athletics at alternate/backup locations
  
- Financial Services
  - Maintain procedures to rapidly approve purchasing requests
  - Provide emergency transportation of students
  - Maintain mail service
  - Supervise the establishment of alternative locations for critical housing, academic and administration functions
    - Alternate/available campus locations
    - Temporary structures – trailers/modules
    - Mutual aid agreements
  
- Facilities
  - Maintain a safe environment
  - Maintain environmental controls
  - Complete the cleanup and debris removal activities
  - Supervise the repair of buildings

\*University-wide Recovery steps will usually be executed only if the disaster event is expected to impact normal university operations for a period of 72 hours or longer.

- Financial Services
  - Maintain payroll operations
  - Maintain bank, federal, state, etc. revenue collection procedures
  
- Human Resources
  - Maintain the Employee Assistance Plan
    - Contact all employees via email
    - Provide survival supplies to employees seriously affected by the disaster
    - Maintain logistical support to employees at remote locations
  - Continually assess workforce capabilities
  - Maintain critical employee benefit services
  - Maintain proper employee hiring and termination procedures
  
- Information Technology Services
  - Complete repair of the main data center
    - Repair salvageable hardware
    - Install replacement hardware
    - Supervise subcontractors
  - Shift critical operations from the IT recovery site back to the main data center
  - Maintain the infrastructure necessary to support distance learning
  - Maintain the emergency website page as directed by Marketing/Communications
  
- Library
  - If the library is likely to be disabled for an extended period of time, activate plans to maintain a virtual library using the Internet
  
- Marketing/Communications
  - Maintain regular meetings of the Crisis Communication Team
  - Together with the University Incident Commander, establish an accurate description of the event
  - Coordinate all communications
  - Develop messages for the media, employees, students and other interested parties
  - Direct Campus Police to update the university emergency line
  - Direct Campus Police to update the university emergency website page message
  - Maintain contact with the media
  
- Residence Life and Dining Services
  - Maintain the student shelter and account for
    - Sleeping needs
    - Food
    - Hygiene ... and so forth
  - Account for resident students
  - Eventually shut down the student shelter and, if residence halls are unavailable, find

- locations that are more permanent for resident students – motels, trailers, etc.
- Assist students with emergency financial and textbook needs
- Provide food, water and other logistical supplies to the ERT and EPG
  
- Campus Police
  - Cordon off any dangerous areas
  - Provide access control
  - Return to normal operations
  
- Student Life (Registrar & International Student Office)
  - Account for non-resident students
  - Account for international students
  - Maintain student counseling needs
  - Assist with the coordination of financial, counseling and other student services
  
- Student Health Services
  - Maintain student medical needs
  - Coordinate the delivery of medical services with local EMS
  
- Faculty and Staff
  - Maintain contact with your department or with Human Resources
  - Maintain distance learning teaching
  - Transfer critical operations back from recovery sites
  - To the extent possible, work from home until the university is operational (or temporary structures/modules are secured)
  
- Students
  - Non-resident students maintain contact with Registrar through Navigator
  - International students maintain contact with International Student Office
  - Resident students maintain contact with Residence Life



***19. Crisis and Continuity Program Review***

- Review the actions taken by the ERT and EPG
- Review the actions taken by the various university departments
- Review the actions taken by individual employees and students
- The Incident Commander drafts changes to the documentation and procedures for review by the ERT and approval by the EPG

## Section IV. Appendices

### *20. Appendix A – Expected Hurricane Impact*

#### Category 1 Hurricane

- Some wind damage/trees down
- Temporary utility disruptions likely
- Travel impossible during the essential and restricted temporarily after the essential
- Some employee home damage possible, most likely from flooding
- Possible building content damage from wind-driven rain
- Possible building content damage on ground floors from flooding
- Normal operations probably disrupted for a day or two (longer if flooding occurs)

#### Category 2 Hurricane

- Wind damage/trees down
- Utility disruptions likely, probably widespread and lasting for several days or even weeks
- Travel impossible during the essential and restricted after the essential
- Employee home damage likely from flooding, wind and/or essential surge
- Minor building structural damage possible
- Possible building content damage from wind-driven rain
- Possible building content damage on the ground floors from flooding
- Normal operations probably disrupted for several days (longer if flooding occurs)

#### Major Hurricane, Category 3 or higher

- Substantial wind damage/trees down
- Utility disruptions widespread and lasting for several weeks
- Travel impossible during the essential and restricted for a few days after the essential
- Significant employee home damage likely from flooding, wind and/or essential surge
- Some building structural damage possible, complete building structural failure unlikely but possible from hurricane category 4 and 5 wind speeds and/or essential surge
- Probable building content damage from wind-driven rain
- Possible building content damage on ground floors from flooding and/or essential surge
- Normal operations disrupted for weeks, perhaps longer

## ***21. Appendix B – Shelter***

**In the event of a hurricane warning, a hurricane shelter will be made available for students and essential personnel only. All non-essential personnel, faculty and staff will be sent home.**

**All individuals must register with Residence Life upon arrival and departure.**

### **Suggested supplies:**

- Change of clothing
- Bedding supplies
- Flashlights and extra batteries, if available.
- Toiletries
- Medications
- Photo ID with home address, etc.
- Paper, pencil, etc.

### **Do NOT bring any of the following:**

- Alcohol, illegal drugs, firearms or other weapons
- Candles
- Heating devices
- Beds, furniture, etc.
- Excessive cash, jewelry, financial papers, etc.
- Pets

### **Special Rules**

- No smoking is allowed
- Only one car per employee is allowed
- No student cars are allowed – student transportation to and from the shelter will be provided as necessary
- Parking is at your own risk
- Shelter areas will be designated by Campus Police
- All individuals must remain within designated areas

**Campus Police Personnel Responsibilities**

- Enforce all shelter rules
- Maintain order while the shelter is open
- Designate shelter areas
- Supervise the distribution of food and supplies
- Designate a chain of command at the shelter
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**Residence Life and Dining Services Responsibilities**

- Register all students when they enter and leave the shelter
- Maintain a real-time accounting of all individuals
- Maintain Shelter Supplies (to be maintained as a supplement to employee supplies)
  - \_\_\_\_\_ Cots
  - \_\_\_\_\_ Blankets
  - \_\_\_\_\_ Sleeping Bags
  - \_\_\_\_\_ Gallons of water
  - \_\_\_\_\_ Cans of Food
  - \_\_\_\_\_ Flashlights
  - \_\_\_\_\_ Extra Batteries
  - \_\_\_\_\_ Radios
  - \_\_\_\_\_ TVs (small, battery operated)
  - \_\_\_\_\_

22. Appendix C – Securing Work Areas

**University Closing Checklist – Flood Threat**

*In the event that the university suspends normal university operations in response to the threat of a tropical storm or other rain/flood event, the following activities must be carried out prior to faculty and staff being released.*

1. For information not secured by ITS:
  - Back up computer hard drives.
  - Secure diskettes and CDs in zip-lock bags and take duplicate copies off-site.
2. Ground-floor occupants in buildings subject to flooding:
  - Unplug computers, printers and other electrical appliances.
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
  - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
  - If necessary, relocate equipment and other valuables to a higher floor or higher location. *(Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval).*
  - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
3. Check contents of refrigerators and set to coldest setting.
4. Empty trash receptacles of items likely to rot.
5. Take home all personal items of value.
6. Close and latch all windows and close and lock all doors.
7. Stay tuned to the radio/television for additional information, and check the university website or call the university emergency line.
8. Other: \_\_\_\_\_
9. Other: \_\_\_\_\_
10. Other: \_\_\_\_\_
11. Other: \_\_\_\_\_

## University Closing Checklist – Wind and Flood (Hurricane) Threat

*In the event that the university suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event, the following activities must be carried out prior to faculty and staff being released.*

1. For information not secured by ITS:
  - Back up computer hard drives.
  - Secure diskettes and CDs in zip-lock bags and take duplicate copies off-site.
2. All occupants:
  - Unplug computers, printers and other electrical appliances.
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
  - Move all equipment, books, papers and other valuables away from windows, off the floor and consider moving to interior areas of the building. *(Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval).*
  - For ground-floor occupants in buildings subject to flooding, if necessary, relocate equipment and other valuables to a higher floor or higher location. *(Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval.)*
  - Cover and secure or encase and seal equipment and other valuables with plastic.
  - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
  - Close and latch (or secure with tape) all filing cabinets.
  - Turn bookcases, shelving units, etc. around to face walls to the fullest extent possible
  - Place telephones in desk drawers. Leave telephones plugged in *(you will be able to receive emergency messages).*
3. Check contents of refrigerators and set to coldest setting.
4. Empty trash receptacles of items likely to rot.
5. Take home all personal items of value.
6. Close and latch all windows and close and lock all doors.
7. Stay tuned to the radio/television for additional information, and check the university website or call the university emergency line.
8. Other: \_\_\_\_\_
9. Other: \_\_\_\_\_

23. *Appendix D – Work Area Damage Assessment*

**Initial Damage Assessment – Offices, Rooms, etc.**

Building \_\_\_\_\_ Room \_\_\_\_\_ Inspected By \_\_\_\_\_ Date \_\_\_\_\_

| <b>Category</b>       | <b>Condition</b> | <b>Priority</b> |
|-----------------------|------------------|-----------------|
| Electrical Equipment: |                  |                 |
| Computers             |                  |                 |
| Printers              |                  |                 |
| Monitors              |                  |                 |
| Peripherals           |                  |                 |
| Copiers               |                  |                 |
| Calculators           |                  |                 |
| Other                 |                  |                 |
|                       |                  |                 |
| Communications:       |                  |                 |
| Telephones            |                  |                 |
| Cellular Phones       |                  |                 |
| Two-Way Radios        |                  |                 |
| Fax Machines          |                  |                 |
| Switchboard           |                  |                 |
| E-mail                |                  |                 |
| Other                 |                  |                 |
|                       |                  |                 |
| Supplies:             |                  |                 |
| Paper                 |                  |                 |
| Forms                 |                  |                 |
| Other                 |                  |                 |
|                       |                  |                 |
| Furniture:            |                  |                 |
| Chairs                |                  |                 |
| Desks                 |                  |                 |
| Credenzas             |                  |                 |
| Tables                |                  |                 |
| Other                 |                  |                 |

**24. Appendix E – Important National Weather Service Terms****Floods:**

**Flood Watch** – Flooding is possible.

**Flash Flood Watch** – Flash flooding is possible.

**Flood Warning** – Flooding is occurring or will occur soon.

**Flash Flood Warning** – Flash flooding is occurring.

**Urban and Small Stream Advisory** – Flooding of small streams, streets and low areas is occurring.

**Tornadoes:**

**Tornado Watch** – Tornadoes are possible.

**Tornado Warning** – Tornadoes are occurring.

**Severe Thunder Storm Watch** – Severe thunder storms are possible.

**Severe Thunder Storm Warning** – Severe thunder storms are occurring.

**Fujita Scale and Enhanced Fujita Scale (of tornado force)**

| <b>Fujita Scale</b> |                   | <b>Enhanced Fujita Scale</b> |                   |
|---------------------|-------------------|------------------------------|-------------------|
| <b>F</b>            | <b>Wind Speed</b> | <b>EF</b>                    | <b>Wind Speed</b> |
| 0                   | 40 – 72           | 0                            | 65 – 85           |
| 1                   | 73 – 112          | 1                            | 86 – 110          |
| 2                   | 113 – 157         | 2                            | 111 – 135         |
| 3                   | 158 – 207         | 3                            | 136 – 165         |
| 4                   | 208 – 260         | 4                            | 166 – 200         |
| 5                   | Over 260          | 5                            | Over 200          |



**Hurricanes:**

**Hurricane Watch** – A hurricane threat exists for the next 24 to 36 hours.

**Hurricane Warning** – A hurricane strike is expected within the next 24 hours.

**Hurricane Categories (Saffir-Simpson Scale)**

Tropical Essential – Wind speed 39 to 73mph, isolated damage

Category 1 – Wind speed 74 to 95 mph, minor damage

Category 2 – Wind speed 96 to 110 mph, moderate damage

Category 3 – Wind speed 111 to 130 mph, extensive damage

Category 4 – Wind speed 131 to 155 mph, extreme damage

Category 5 – Wind speed over 155 mph, catastrophic damage

**Wind Speed** – This is really sustained wind speed; higher gusts may (probably will) be present.

**Major Hurricanes** – Category 3, 4 and 5 hurricanes.

**25. Appendix F – Ongoing Exercise, Training and Update**

**Meeting of the Emergency Response Team (quarterly meetings)\***

|            |           |       |
|------------|-----------|-------|
| Meeting #1 | Scheduled | _____ |
|            | Held      | _____ |
| Meeting #2 | Scheduled | _____ |
|            | Held      | _____ |
| Meeting #3 | Scheduled | _____ |
|            | Held      | _____ |
| Meeting #4 | Scheduled | _____ |
|            | Held      | _____ |

**Meeting of the Emergency Management Committee (at least one per year)\***

|            |           |       |
|------------|-----------|-------|
| Meeting #1 | Scheduled | _____ |
|            | Held      | _____ |

**Tabletop Exercise (one per year)**

|             |           |       |
|-------------|-----------|-------|
| Exercise #1 | Scheduled | _____ |
|             | Held      | _____ |

**Testing (building evacuations, drills, etc.)**

|          |           |       |
|----------|-----------|-------|
| Exercise | Scheduled | _____ |
|          | Held      | _____ |
| Exercise | Scheduled | _____ |
|          | Held      | _____ |

\* Meetings will occur as needed during potential or actual emergency events.

**Training**

| <b>Department/Division</b> | <b>Type of Training</b> | <b>Scheduled</b> | <b>Held</b> |
|----------------------------|-------------------------|------------------|-------------|
|                            |                         |                  |             |
|                            |                         |                  |             |
|                            |                         |                  |             |
|                            |                         |                  |             |
|                            |                         |                  |             |
|                            |                         |                  |             |
|                            |                         |                  |             |

Consider training for fire extinguisher use and medical procedures (CPR, Heimlich Maneuver, etc.). Certain employees, such as Campus Police personnel, will need to have special training.

**Emergency Operations Plan Updates**

- Scheduled \_\_\_\_\_
- Received \_\_\_\_\_
- Reviewed \_\_\_\_\_

**Section V. Attachment A –Contact Information**