

Lamar University

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**Hurricane Preparedness/Evacuation  
Timelines and Checklists**

**August 2006  
Reviewed and Updated June 2008  
Reviewed and Updated 2011**

## Hurricane Preparedness/Evacuation Timelines and Checklists

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## Section A Pre-Hurricane Season Preparations

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**A. Pre-Hurricane Season Preparations**

**Hurricane Preparedness/Evacuation Timelines and Checklists**

**General --During Spring Leading up to June 1**

1. Risk Management and senior administrators to review the entire Hurricane Preparedness Plan (including “step-down” plans) and update and modify as needed.
2. Senior administrators to review the conditions and procedures, including timeline, under which an institutional closure decision would be made.
3. University to review employee notification procedures. Have employee notification scheme in place (phone, e-mail, web site, KVLU)
4. University (through Student Affairs) to create contract (via RFP) with local company to supply buses for student evacuation.
5. University (through Student Affairs) to create contract/agreement with a university located out of harm's way to house student evacuees.
6. Department Chairs and Managers to prepare/update checklists for Department-specific preparations to cover situation not addressed in general plan, and provide copies to Deans and/or Directors.
7. Senior administrators to identify key personnel who will be expected to return to campus after storm – both immediately and in (specified) stages - to begin campus clean up and reclamation.
8. Facilities Management to secure/ensure full serviceability of backup generators for critical buildings (e.g., computer center, phone system, data network, library, police, radio station, coliseum) and establish timing plan for activation post-storm.
9. Facilities Management to secure and store free-standing generators that will be used in the repair and recovery effort after the storm (e.g., for dining hall, housing, command center).
10. Facilities Management to create list of contractors (short-term water, wind, and mold remediation, construction, positioning campus to reopen for classes as rapidly as possible) and disaster recovery experts (efficacy of short-term plan, long-term damage assessment, cost projections) – to include contact information - whom the university wishes to employ in the case of hurricane (or similar) disaster
11. Facilities Management to review stock levels of supplies likely to be needed if University evacuates and in disaster recovery.

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**A. Pre-Hurricane Season Preparations**

12. Facilities Management to ensure availability of hand or generator powered fuel pumps.
13. Police Department to identify source of (non-perishable) supplies and building/rooms to be used as command center for on campus post-storm activities.
14. DVVN to acquire/test satellite phones with battery charging equipment for key personnel (President, Chief of Police, VP for Finance, AVP for Facilities Management, VP of Student Affairs, official who accompanies student evacuees, AVP for Information Technology; Director DVVN, Director Central Computing)
15. DVVN to contact phone service provider and prepare contingency plans to establish "conference bridges."
16. Departments with "academic" items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption.
17. Advancement/DVVN to arrange contingency plan for 'mirror' web site which can be used if on-campus systems fail.
18. University to prepare plan for return of employees critical for recovery efforts, with approximate time frame.
19. University to decide the conditions under which (and procedures for) giving students partial refunds for lodging and meals during evacuation period as well as full tuition/fee refunds in case of inability to return to school because of storm damage to home.
20. Athletic Department to prepare plans to cover athletic teams. Should include plans for any team that may be on the road during evacuation.
21. Public Relations to review plans and Update Emergency Web Site
22. Public Relations to Designate Emergency Personnel
23. Public Relations to Review and Update Contact Lists.
24. Public Relations to Compile Contact Lists for Staff, Media, Administration and Vendors.

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**A. Pre-Hurricane Season Preparations**

**FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT  
PROCEDURE MANUAL FOR A HURRICANE EVENT (MAY 1,  
2006)**

**PHASE I -- Pre-Hurricane Season**

**WAREHOUSE**

1. Review emergency preparedness plan
2. Have on hand enough plastic sheeting for covering our computers.
3. Have in stock all sizes of batteries for flashlights and lanterns.
4. Have available in Tri-supply an inventory of plywood for boarding up broken windows.
5. Have on hand 3 spare 12 volt batteries of the most common type used.
6. Make certain that vehicle key rings have a brass tag with license number stamped on it.
7. Prepare a list of emergency phone numbers for all of our regular vendors and provide a copy to the Associate Vice President.

**GROUNDS DEPARTMENT**

1. Review emergency preparedness plan.
2. Check operation of all chains saws including sharpened chains.
3. Make certain that all backhoes, large trucks, and other equipment are in good operating condition.
4. Verify emergency telephone numbers for trash removal company, grounds maintenance contractor, and tree removal contractor. Establish contracts with vendors for pre-event rates for all labor and equipment categories.
5. Establish pre-event contract rates with dump trucks rental company for 2 trucks.
6. Get enough plastic sheeting to cover computers and peripheral equipment and store it.

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**A. Pre-Hurricane Season Preparations**

7. Make certain that vehicle key rings have a brass tag with license number stamped on it.
8. Prepare a list of emergency phone numbers for all of our regular vendors and provide a copy to the Associate Vice President.

**CUSTODIAL DEPARTMENT**

1. Review emergency preparedness plan
2. Make certain that all wet vacuums with the attachments are located and in good working condition.
3. Get enough plastic sheeting to cover computers and peripheral equipment and store it.
4. Make certain that vehicle key rings have a brass tag with license number stamped on it.

**ELECTRIC SHOP**

1. Review emergency preparedness plan.
2. Provide a connection source for connecting a portable generator to the Small Business Development Center, The President's Residence, the New Dining Hall, and the fueling station.
3. Verify emergency numbers with annual electrical contractor.
4. Get enough plastic sheeting to cover computers and peripheral equipment and store it.
5. Make certain that vehicle key rings have a brass tag with license number stamped on it.
6. Prepare a list of emergency phone numbers for all of our annual contractors and vendors and provide a copy to the Associate Vice President.

**UTILITY SHOP**

1. Review emergency preparedness plan

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**A. Pre-Hurricane Season Preparations**

2. Make certain small portable generators are operational and fueled.
3. Make certain all stationary generators have been serviced with oil changes and fuel filled.
4. Service and make ready all portable sump pumps, and trash pumps. Check out operation of all building or tunnel sump pumps.
5. Make certain that football field sump pump is operational
6. Get enough plastic sheeting to cover computers and peripheral equipment and store it.
7. Make certain that vehicle key rings have a brass tag with license number stamped on it.
8. Prepare a list of emergency phone numbers for all of our annual contractors and regular vendors and provide a copy to the Associate Vice President.

**CARPENTER SHOP**

1. Review emergency preparedness plan
2. Make plywood protection panels for windows at the Small Business Development Office. Store them in the storage room off of the carport.
3. Make plywood protection panels for the windows in Energy Management Office. Store them in the South Central Plant.
4. Check and clean all building roof drains. Remove leaves and pine needles etc.
5. Make certain that vehicle key rings have a brass tag with license number stamped on it.
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.

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**A. Pre-Hurricane Season Preparations**

**ENERGY MANAGEMENT**

1. Review emergency preparedness plan.
2. Make certain that portable lap top has spare battery and all software is of current version for all three systems.
3. Get enough plastic sheeting to cover your computers and peripheral equipment and store it.
4. Make certain that vehicle key rings have a brass tag with license number stamped on it.
5. Prepare a list of emergency phone numbers for all of our regular contractors and vendors and provide a copy to the Associate Vice President.

**FLEET MANAGEMENT**

1. Review emergency preparedness plan.
2. Work with utility shop to make certain all stationary and portable generators are ready to be placed in service if needed.
3. Make certain that emergency generator for the fuel pumps is operational and ready to be put into service if necessary.
4. Check out hand crank pump to be certain it is excellent condition.
5. Make certain that vehicle key rings have a brass tag with license number stamped on it.

**FACILITIES PLANNING**

1. Review emergency preparedness plan.
2. Get enough plastic sheeting to cover your computers and peripheral equipment and store it.
3. Remind contractors to keep job sites free of debris so that clean-up in a phase II condition will not be as difficult to complete.
4. Make certain that vehicle key rings have a brass tag with license number stamped on it.

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**A. Pre-Hurricane Season Preparations**

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

**ADMINISTRATIVE SERVICES**

1. Review emergency preparedness plan
2. Get enough plastic sheeting to cover your computers and peripheral equipment and store it.
3. Pre-determine where the back-up copy of the server data base and data will be kept.
4. Make certain we have on hand enough disks, memory sticks, tapes, and CD's for all departments to make back up copies of their computers
5. Prepare an emergency telephone listing for all employees using the format provided. Make enough copies for all employees.
6. Make certain that all keys in lock box are properly marked and index sheet is clear and accurate.
7. Establish work orders for each department for hurricane preparedness.
8. Make labels with vehicle license numbers to be placed on board provided by carpenter shop.

**LOCK & HARDWARE SHOP**

1. Change all locks that are not on a master key to be on the master key system except for the cashier's office in the Wimberly Building and the Pharmacy in Student Health..
2. Get enough plastic sheeting to cover your computers and peripheral equipment and store it.
3. Make certain that every vehicle has a brass tag with the vehicle license number stamped on it.

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**A. Pre-Hurricane Season Preparations**

**Food Service Readiness Hurricane Plan – Pre-Hurricane Season**

1. Foodservice Director to meet with University officials to gain latest information and direction the University will be taking.
2. Provide to University names and telephone numbers of all management personal.
3. University to provide necessary credentials to Foodservice Director to allow admittance to University in case of road closure.
4. Have a plan in place with Facilities/Maintenance to install generators at the Main Dining Hall to operate walk-in freezer (#4) and walk-in refrigerator (#1) and at the Setzer Student Center to operate the loading dock freezer.
5. Determine from University if food or beverage will need to be provided to any emergency response team(s) they might have in place.

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**A. Pre-Hurricane Season Preparations**

**Student Health Center – Pre-Hurricane Season Preparations**

1. Confirm contact numbers of all staff, including at least one contact number located outside hurricane area, when possible.
2. Contact Texas Pharmacy Board regarding allowable storage of pharmaceuticals, in the event of a hurricane with prolonged loss of controlled humidity and temperature.
3. Verify availability of proper storage containers and temperature/humidity monitors for pharmaceutical and laboratory supplies.
4. Assign responsibilities to each staff member and provide each with a checklist of same.

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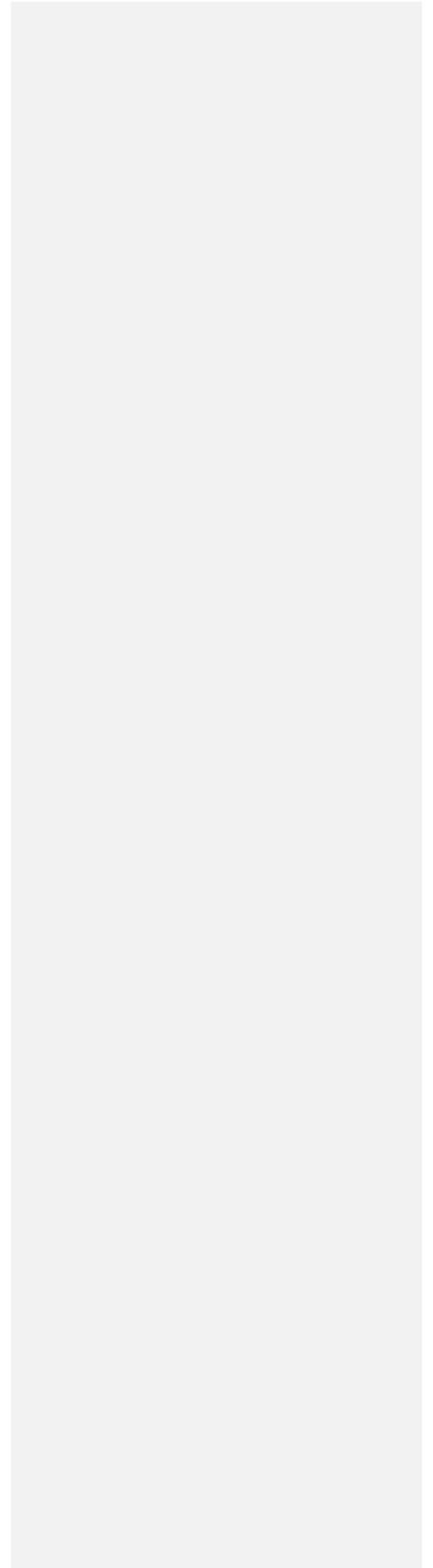
**A. Pre-Hurricane Season Preparations**

**Department of Intercollegiate Athletics**

1. Update the Department of Intercollegiate Athletics Hurricane Plan each spring.
2. Create and continually update a complete staff contact list. A list containing all current information, including evacuation information should be up to date prior to June 1 each year.
3. Coaches should continually update a contact list of the student-athletes who participate in their sports, with their current information, including evacuation information. Should be updated prior to the first day of school and updated throughout the school year.
4. Be certain department inventory lists are up to date. Secure documentation that may describe equipment, including purchase price and purchase date.

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**Section B**  
**Beginning of Hurricane Season**



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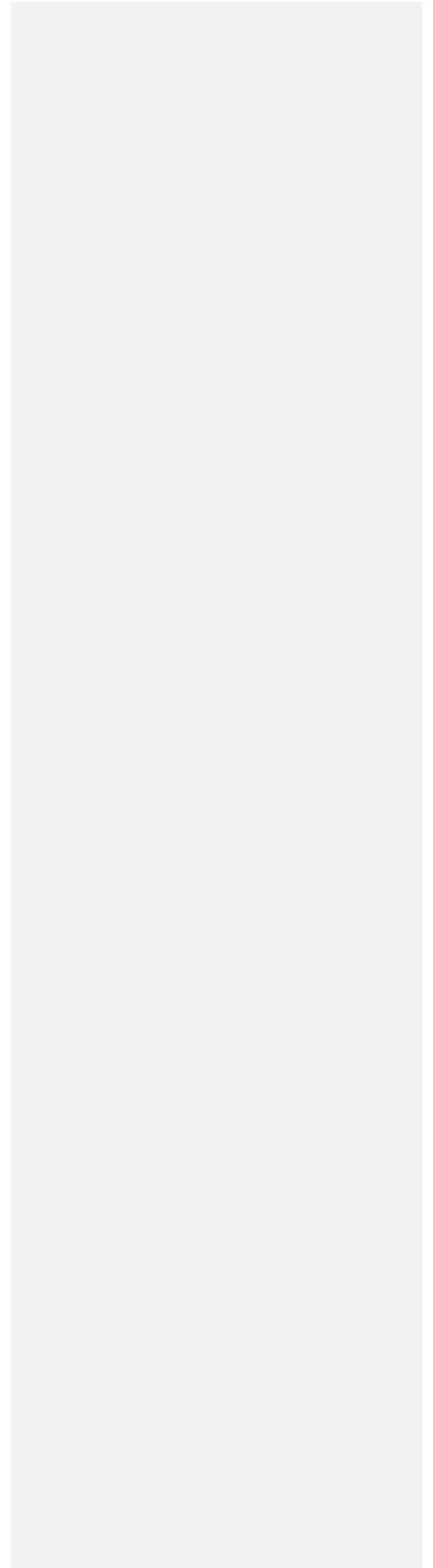
**B. Beginning of Hurricane Season – immediately before June 1**

**Immediately before June 1 Each Year**

1. University to distribute the basic Hurricane Preparedness Plan and require each Administrator and Department Manager to review the Plan and make sure key/new employees are familiar with it.
2. Each Department to prepare complete backup of computer data held on computers outside Central Computing.
3. Each Department to review current operations for new activities involving materials that will be damaged or lost in the event of prolonged power or other utility outage, and adjust plans to safeguard to the extent possible.
4. Each Department Chair or Manager to update list of contact information for employees in the Department, and ensure Dean or Vice President and at least two or three senior employees in the Department have a copy.
5. Facilities Maintenance to advise all contractors to minimize loose equipment and materials on campus through November 1, and be prepared to secure and/or remove equipment if storm threatens.
6. Student Affairs to review contracts with bus companies for evacuation transport.
7. Student Affairs to review arrangements with sister institution(s) for housing evacuated dorm and international students.
8. Police Department to issue current year credentials to key personnel who will be needed to initiate clean up and restoration after any storm, and coordinate with DPS.
9. University to disseminate contact information list for key personnel, to include cell phone numbers and AOL, Yahoo, Hotmail and other “non-local” email addresses.

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**Section C**  
**Gulf of Mexico Storm Monitoring**



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**C. Gulf of Mexico Storm Monitoring**

**Tropical Storm or Hurricane enters Gulf of Mexico, or forms or is projected to form in or on approaches to the Gulf of Mexico**

1. Storm track and intensity projections by NWS, US Navy and private services monitored by Risk Management and Senior Administration and reviewed (small monitoring group) at least twice daily. (President, VPF, AVPIT, AVPFM, VPSA, Director of Public Relations)
2. Facilities Management to review level of gasoline and diesel fuel in the Facilities Management tanks and order more if necessary.
3. Senior Administrators to meet with university community leaders [e.g., executives; deans; academic directors; IT leadership; presidents of Faculty Senate, Council of Instructional Departments (academic chairs), Student Government Association; chief of University Police; residence hall, directors of Human Resources, Physical Plant, Public Relations] as soon as it becomes likely that storm will move into the Gulf, in order to discuss status, receive suggestions/input, update situation, review assignments, etc.
4. Public Relations to Update Emergency Web Site
5. Public Relations to disseminate updates to Web, Media, Telephone Announcements, and Staff

**Additional Department Specific Checklist Items Initiated**

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**C. Gulf of Mexico Storm Monitoring**

**FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT  
PROCEDURE MANUAL FOR A HURRICANE EVENT (MAY 1, 2006)**

**PHASE II Preparation for a Hurricane Warning**

**WAREHOUSE**

1. Collect all pallets and other materials sitting outside. Pallets go into the dumpster; received material is brought into the warehouse and if there is not enough room take it to TRI-Supply.
2. Make certain there are window personnel available to handle material requests from shop personnel. Be certain to account for all material removed from warehouse.
3. Order a delivery of gasoline and diesel fuel to fill underground tanks.
4. Enter as much data as possible to the facility focus program so that records will be up-to date.
5. Fuel all vehicles.
6. Locate plastic sheeting and have it ready to cover your computer equipment.
7. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

**GROUNDS DEPARTMENT**

1. Begin cleaning of the storage yard and tie down or bring inside any items that could fly around in a wind event.
2. Fuel up all grounds vehicles and equipment. Fill all gasoline and diesel fuel containers. Make certain mixed fuel containers are well marked. Fill chain saws.
3. Call waste removal company and have them empty all waste containers including any roll-off containers.
4. Collect lids from waste containers and tip concrete containers over. Take lids to TRI-Supply.

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**C. Gulf of Mexico Storm Monitoring**

5. Collect all tops to smokers outpost and take to TRI-Supply. Move all concrete ash trays to inside building.
6. Fill all water containers.
7. Check and clean all catch basins and storm drains in streets and parking lots.
8. Check and clean storm drains in quadrangle including leaves in the area of the drains.
9. Contact dump truck rental company to deliver dump trucks.
10. Locate plastic sheeting and have it ready to cover your computer equipment.
11. 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.
12. Get barriers from TRI-Supply and distribute them to the intersections that lead on to the campus including parking lots. Do not block the streets with them just leave them on the corners.

**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. Make certain that all wet vacuums with the attachments are located and in good working condition.
3. Fill up all custodial vehicles.
4. Locate plastic sheeting and have it ready to cover your computer equipment.
5. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

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**C. Gulf of Mexico Storm Monitoring**

**ELECTRIC SHOP**

1. Contact supplier of portable generators and have them delivered to the Small Business Development Center, the Presidents Residence, the Dining Hall, and hook them up.
2. Hook up one of our small generators for the fueling station.
3. Fuel up all vehicles and equipment.
4. Locate plastic sheeting and have it ready to cover your computer equipment.
5. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

**UTILITY SHOP**

1. Fuel up all vehicles and equipment.
2. Locate and move small portable generator to fueling station so electrical can hook it up.
3. Work with fleet to top off all emergency generators. Make certain to pull disconnect switches on generators so that they 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.
5. Locate plastic sheeting and have it ready to cover your computer equipment.
6. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

**CARPENTER SHOP**

1. Board up the Small Business Development Center
2. Take down the wind screens at the tennis courts.
3. Take down the satellite dish on the library roof.

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**C. Gulf of Mexico Storm Monitoring**

4. Fuel up all vehicles.
5. Take down all scaffolds that we may have erected.
6. Locate plastic sheeting and have it ready to cover your computer equipment.
7. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

**ENERGY MANAGEMENT**

1. Work with utility shop to shut down boilers and to turn off campus natural gas.
2. Execute a program that does not allow chillers to automatically restart in case of a power failure.
3. Board up windows in Building. Materials are in the South Central Plant.
4. Fuel up all vehicles.
5. Locate plastic sheeting and have it ready to cover your computer equipment.
6. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

**FLEET MANAGEMENT**

1. Make certain emergency generator for fueling pumps is hooked up and ready to energize.
2. Top off all stationary generators.
3. Fill diesel fuel drum after topping off generators.
4. Fill shop vehicle.
5. Locate plastic sheeting and have it ready to cover your computer equipment.

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**C. Gulf of Mexico Storm Monitoring**

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

**FACILITIES PLANNING**

1. Notify all contractors to have their construction site free of any debris that can be flying around in a wind storm.
2. Notify contractors to secure any cranes or lifts that they may have on site.
3. Locate plastic sheeting and have it ready to cover your computer equipment.
4. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.
5. Fuel up all vehicles.

**ADMINISTRATIVE SERVICES**

1. Make certain that all keys are returned to lock box.
2. Locate plastic sheeting and have it ready to cover your computer equipment.
3. Establish work orders for hurricane recovery and issue to departments.
4. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.
5. Back-up the main server and store tape in safe in facility planning office.
6. Assist departments with making back-up copies of computer information.

**LOCK & HARDWARE SHOP**

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.

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**C. Gulf of Mexico Storm Monitoring**

2. Locate plastic sheeting and have it ready to cover your computer equipment.
3. Back up any computer data that resides on your machine to a CD, disk, memory stick, or tape and secure it in the safe located in the planning office. Be sure to identify it as your copy.

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**C. Gulf of Mexico Storm Monitoring**

**Police Department**

1. Call mandatory meeting of all Police Officers to update job assignments and emergency work schedules.
2. Notify any civilian employees required of need to remain on duty during emergency.
3. Assign officer to Jefferson County Emergency Management Office to keep Police Chief and President informed.

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**C. Gulf of Mexico Storm Monitoring**

**Microcomputer Support & Services -- Checklist for Hurricane  
Preparedness**

**(April 2006)**

1. Perform complete backup of servers and mission-critical data.
2. Test restoring of backups.

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**C. Gulf of Mexico Storm Monitoring**

**Finance Department -- Checklist for Hurricane Preparedness**

1. Staff meeting to discuss preparedness and assign tasks.
2. Evaluate Payroll schedule to be accelerated if necessary. MIRABEAU to request all F3.2's completed, signed and sent to Data Entry immediately.
3. Evaluate Financial Aid upcoming disbursement dates.

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**C. Gulf of Mexico Storm Monitoring**

**Student Health Center – Gulf of Mexico Storm Monitoring**

1. Review departmental emergency call list with all staff, ensuring that each staff member is aware of their contact responsibility.
2. Inventory and begin to pack up all nonessential pharmaceuticals and clinic supplies in secure storage containers and label appropriately.
3. Review staff responsibilities and verify that each has a plan for completing them.

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**C. Gulf of Mexico Storm Monitoring**

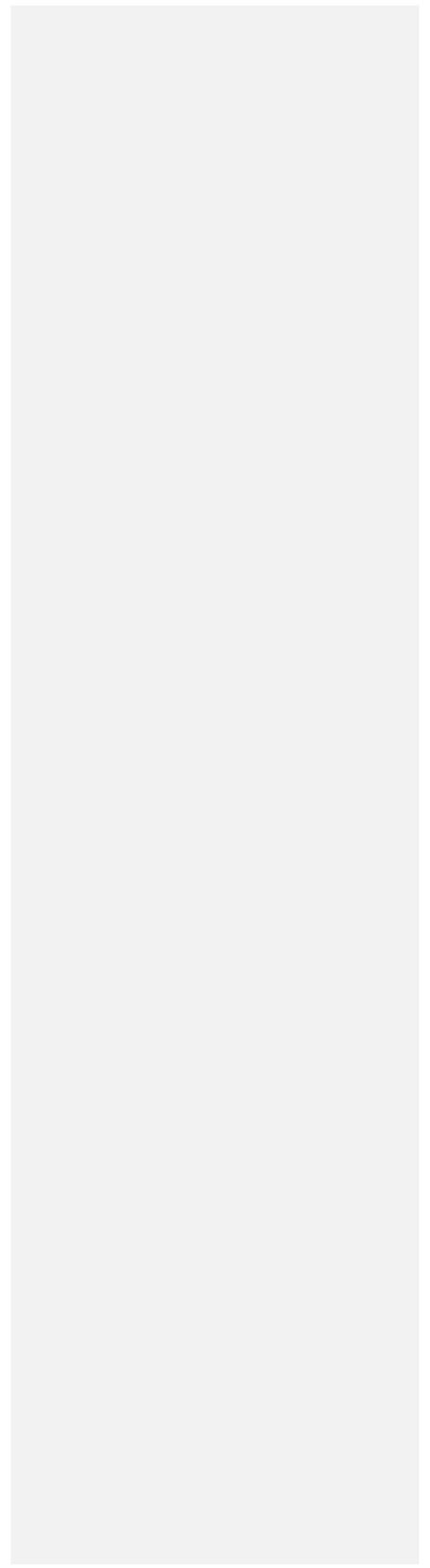
**Department of Intercollegiate Athletics**

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. When there is a hurricane threat, the Director of Athletics will conduct a meeting of all coaches and staff members to collect their contact lists of all student-athletes.
3. Secure department assets (office, all sports equipment and building contents).

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**Section D**

**Tropical Storm or Hurricane Threatens Golden Triangle**



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**D. Tropical Storm or Hurricane Threatens Golden Triangle**

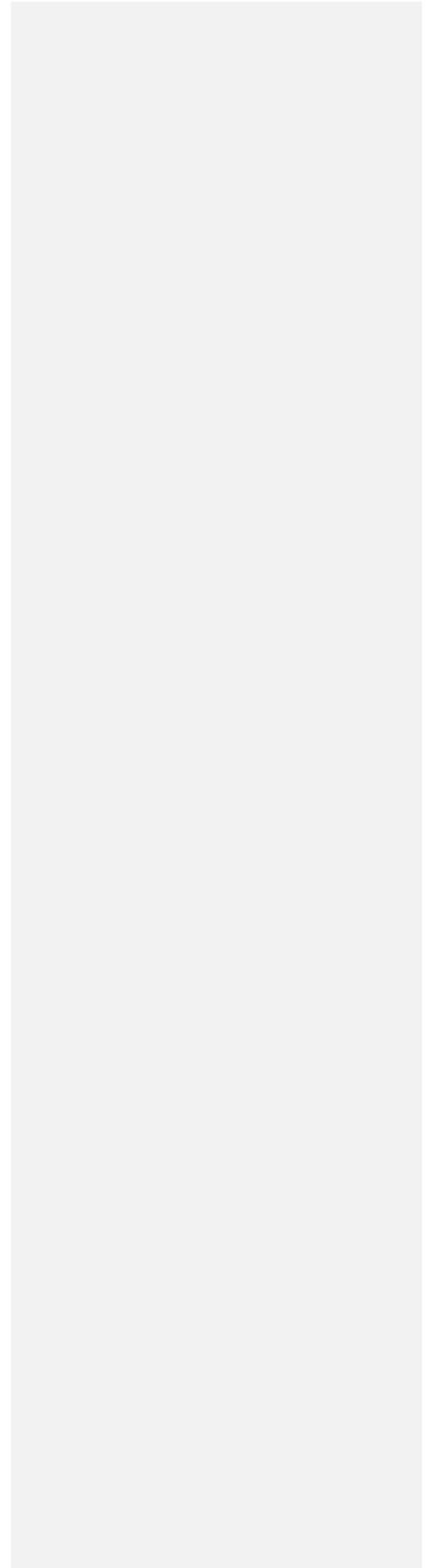
**D. Tropical Storm or Hurricane Threatens Golden Triangle**

**Beaumont is in the possible landfall projections of a Category 3, 4 or 5 storm  
Tropical Storm or Hurricane in 120 to 96 hours or less or a Category 1 or 2 storm in  
96 to 72 hours or less.**

1. Decide on probable University closure and schedule, decide on final decision time, activate all Departmental Preparation Plans, and disseminate information.

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**Section E**  
**Shut down/Evacuation**



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**E. Shut Down/Evacuation Checklist**

**Shut Down/Evacuation Checklist -- General**

1. Administration ensures that all units have been notified to initiate Shut Down/Evacuation plans, and monitors progress.
2. University informs and maintains contact with Jefferson County Emergency Management.
- | 3. University ~~inform~~informs and maintains contact with System Office.
4. Administration continues to monitor storm reports and forecasts.

**Additional Department Specific Checklist Items Initiated**

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**E. Shut Down/Evacuation Checklist**

**FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT  
PROCEDURE MANUAL FOR A HURRICANE EVENT (MAY  
1, 2006)**

**PHASE III -- Preparation for School Closing/Evacuation**

**WAREHOUSE**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. All employees who know their intended evacuation location and provide a number where they can be reached. Once the employee has reached their destination, the employee should call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.
6. Be certain to place all radios on chargers before leaving.

**GROUNDS DEPARTMENT**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.

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**E. Shut Down/Evacuation Checklist**

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

**CUSTODIAL DEPARTMENT**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

**ELECTRIC SHOP**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached

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**E. Shut Down/Evacuation Checklist**

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

**UTILITY SHOP**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. Turn off all natural gas to the campus.
7. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

**CARPENTER SHOP**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached

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**E. Shut Down/Evacuation Checklist**

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

**ENERGY MANAGEMENT**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

**FLEET MANAGEMENT**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

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**E. Shut Down/Evacuation Checklist**

**FACILITIES PLANNING**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

**ADMINISTRATIVE SERVICES**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Make certain that all vehicle keys are placed on key board.
6. Be certain to place all radios on chargers before leaving.
7. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

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**E. Shut Down/Evacuation Checklist**

**LOCK & HARDWARE SHOP**

1. Move vehicles to Cardinal Stadium. Organize vehicles so that large equipment is easily accessible. Deliver all vehicle and equipment keys to the dispatch office.
2. Move all computers up off of the floor unplug them and cover them with the plastic. Just drape the plastic over to top. Do not close up in plastic bags.
3. Collect all personal items and take them with you.
4. Clean out the department refrigerator.
5. Be certain to place all radios on chargers before leaving.
6. All employees who know their intended evacuation location, provide a number where they can be reached. Once the employee has reached their destination call the supervisor to notify them of their location. An emergency telephone list will be provided to every employee.

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**E. Shut Down/Evacuation Checklist**

**Police Department Checklist to include**

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

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**E. Shut Down/Evacuation Checklist**

**Public Relations Shut Down/Evacuation Checklist (Revised 6/17/11)**

1. Secure Property
2. Back-up data, copy files
3. Verify Status ~~Of of~~ Web Support
  - (a) ~~Ability To Access~~
    - ~~(i) Red Dot Server~~
    - ~~(ii) Lamar.Edu Server-ElementFusion-based sites (Lamar.edu, Advancement.lamar.edu, BeACardinal.com)~~
  - (b) ConnectEd system
  - (c) Facebook/Tweeter accounts
4. ~~Notify Alternate Web Support~~
5. ~~(a) Verify Standby~~  
~~(b) DNS Router Update~~
64. Check ~~Out-out Equipment equipment~~
  - (a) Laptops, Photo, Etc.
  - (b) Cables, Chargers, Media
75. Update ~~And and Distribute-distribute Contact contact Information-information~~
  - (a)- Locations, ~~Cellularcellular, Alternate-alternate Email-email~~
  - (b) Intended ~~Shelter, Alternateevacuation points, alternates~~

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**E. Shut Down/Evacuation Checklist**

**Department Plan (for Academic Departments without Hazardous or Perishable Materials)**

1. Back up University computers and servers that are outside Central Computing, at least to extent of files changed since previous complete back-up. Arrange to safeguard back up tapes and CDs.
2. Make certain that university computers, including those in faculty/department offices and labs, are above floor level, away from windows, unplugged and covered to protect against roof and ceiling failure (no bagging!).
3. Remind faculty, staff, and students to take personal valuables (e.g., money, jewelry, computer, radio, television, paintings/posters, keepsakes) with them when evacuating.
4. Compile lists of intended evacuation locations of employees.
5. Designate alternate(s) to act as Department Chair or manager if necessary.
6. Remove all food items from refrigerators.
7. Instruct employees to lock desk drawers and file cabinets as possible.

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**E. Shut Down/Evacuation Checklist**

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

1. Remove teaching and research items that could spoil/die/be compromised during an extended evacuation (e.g., frozen fetal pigs, toxins, fish, animals, classified work) or provide generators to run critical equipment (e.g., refrigerators, fish tanks).
2. Shut down sensitive electronic equipment.
3. Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location. Ensure inventory lists of such materials are up to date.
4. Disconnect electronic equipment from power source.
5. Perform careful review of consequences of voltage spikes, and power interruption and restoration to any equipment that is to be left connected to the electrical system.

**There are additional Department Specific Checklists**

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**E. Shut Down/Evacuation Checklist**

**Biology Department Evacuation Checklist (in addition to items on checklist for all Departments) (Proposed Revision 6/28/10)**

1. Consolidate refrigerator contents into minimum number of refrigerators.
2. Unplug empty refrigerators and prop doors open.
3. Water plants in greenhouse.
4. ~~Feed and water rats and mice in Room 210A animal room.~~ Generator hoop-up to -80 freezer in H202 and consolidate frozen items.
5. Feed fish in Room 109

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**E. Shut Down/Evacuation Checklist**

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

The following is the safety plan for research labs. operated by chemical engineering department in the even of hurricane landing. In case of emergency, please contact the contact person listed for each lab, the department head, Dr. Kuyen Li (x8789 or 409-898-0368), and the department safety coordinator, Dr. Sidney Lin (x2314 or 832-515-3540).

<b>Room Number</b>	Lucas 107
<b>Lab Name</b>	Process/Product Systems Engineering Lab.
<b>Emergency Contact Person/ extension</b>	Dr. Helen Lou/ x8207
<b>Safety Plan for Lab Shutdown</b>	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet. e) Each research assistant needs to make a backup of his/her work onto either a zip drive or CD's.

<b>Room Number</b>	Lucas 120
<b>Lab Name</b>	Interfacial Phenomena Lab.
<b>Emergency Contact Person/ extension</b>	Dr. Rafael Tadmor/ x7791 or (409) 363-4938
<b>Safety Plan for Lab Shutdown</b>	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the electronic equipment from the floor. d) Cover all the scientific equipment with plastic sheet.

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<b>Room Number</b>	Lucas 120
<b>Lab Name</b>	Photocatalyst Lab.
<b>Emergency Contact Person/ extension</b>	Dr. Daniel Chen/ x8786
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"><li>a) Lab data will be backed-up on an external hard drive.</li><li>b) Switch off all the computers and electrical equipments.</li><li>c) Cover the computer, printer and the NOx analyzer with plastic sheets.</li><li>d) Turn OFF valves of all gas cylinders and make sure that they are well secured/fastened.</li><li>e) Any equipments lying on the floor and all the bottom drawers of the study desk will be kept at an elevated level.</li><li>f) There are no chemicals in this area except for the acetone and ethanol, which we use in the Unit operation's lab. These and any other chemicals are secured in a special fire-proof closet.</li></ul>

<b>Room Number</b>	Lucas 122
<b>Lab Name</b>	Property Data Lab.
<b>Emergency Contact Person/ extension</b>	Carl Yaws/ x8787
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"><li>a) Log all the computers off.</li><li>b) Unplug all the electric power.</li><li>c) Lift all the computers from the floor.</li><li>d) Cover all the computers with plastic sheet.</li></ul>

<b>Room Number</b>	Locus 125
<b>Lab Name</b>	Fuel Cell Laboratory
<b>Emergency Contact Person/ extension</b>	David Cocke/ x8372
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"><li>a) Log all the computers off.</li><li>b) Unplug all the electric power.</li><li>c) Lift all the computers from the floor.</li><li>d) Cover all the computers with plastic sheet.</li></ul>

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**E. Shut Down/Evacuation Checklist**

<b>Room Number</b>	Cherry 1408
<b>Lab Name</b>	X-Ray Lab.
<b>Emergency Contact Person/ extension</b>	Thomas Ho/ x8790 or (409) 673-2006
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Log the XRF unit and the computer off.</li> <li>b) Unplug all the electric power.</li> <li>c) Shut off cooling water.</li> <li>d) Cover the XRF and the computer with plastic sheet.</li> <li>e) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed.</li> </ul>

<b>Room Number</b>	Cherry 1408
<b>Lab Name</b>	XRD Lab.
<b>Emergency Contact Person/ extension</b>	David Cocke/ x8372
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>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).</li> <li>b) Log all the computers off.</li> <li>c) Turn off the water cooling system (the switch is at the front).</li> <li>d) Unplug all the electric power.</li> <li>e) Turn off the switches of the main transformer switch box (120/240V, grey box, on the wall behind S4 XRF instrument).</li> <li>f) Lift all the computers from the floor.</li> <li>g) Cover all the computers and instruments with plastic sheet.</li> </ul>

<b>Room Number</b>	Cherry 1410
<b>Lab Name</b>	Computer Simulation Lab.
<b>Emergency Contact Person/ extension</b>	Dr. Kuyen Li/x8789 or (409) 898-0368; Dr. Qiang Xu/ x7818 or (313) 492-2864
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Log all the computers off.</li> <li>b) Unplug all the electric power.</li> <li>c) Lift all the computers from the floor.</li> <li>d) Cover all the computers with plastic sheet.</li> </ul>

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**E. Shut Down/Evacuation Checklist**

<b>Room Number</b>	Cherry 1413
<b>Lab Name</b>	Microwave Research Lab.
<b>Emergency Contact Person/ extension</b>	Thomas Ho/ x8790 or (409) 673-2006
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Log all the microwave units, GCMS and computers off.</li> <li>b) Unplug all the electric power.</li> <li>c) Lift all the computers from the floor.</li> <li>d) Cover all the microwave units, GCMS, and computers with plastic sheet.</li> <li>e) Lock the cabinets for chemicals.</li> <li>f) Report: Each research assistant will be assigned a specific task or tasks and will be required to report to the professor after the plan is executed.</li> </ul>

<b>Room Number</b>	Cherry 1414
<b>Lab Name</b>	Thermal Analysis Lab.
<b>Emergency Contact Person/ extension</b>	David Cocke/ x8372
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Turn off the valves of gas cylinders and liquid nitrogen cylinder</li> <li>b) Turn off the instruments (the switches are usually located on the back of the units)</li> <li>c) Log all the computers off.</li> <li>d) Turn off the water circulation system</li> <li>e) Unplug all the electric power.</li> <li>f) Lift all the computers and instruments from the floor.</li> <li>g) Cover all the computers and instruments with plastic sheet.</li> </ul>

<b>Room Number</b>	Cherry 1415
<b>Lab Name</b>	Photocatalysis & Solar Processing Lab
<b>Emergency Contact Person/ extension</b>	Dr. Daniel Chen/ x8786
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Back up all the important data and files.</li> <li>b) Turn all the computers and instruments (GC 3800, GCD 1800B and HPLC) off.</li> <li>c) Unplug all the electric power.</li> <li>d) Lift all the computers from the floor.</li> <li>e) Cover all the computers and instruments with plastic sheet.</li> <li>f) Make sure all chemicals safely kept on the shelf, and all gas cylinders secure by the table.</li> </ul>

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**E. Shut Down/Evacuation Checklist**

<b>Room Number</b>	Cherry 2405
<b>Lab Name</b>	Microbalance Lab.
<b>Emergency Contact Person/ extension</b>	Thomas Ho/ x8790 or (409) 673-2006
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Log the microbalance off.</li> <li>b) Unplug the electric power.</li> <li>c) Cover the unit with plastic sheet.</li> <li>d) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed.</li> </ul>

<b>Room Number</b>	Chemistry 113
<b>Lab Name</b>	Fuel Cell Lab.
<b>Emergency Contact Person/ extension</b>	Dr. Sidney Lin/ x2314 or (832) 515-3540
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Log all the computers off.</li> <li>b) Unplug all the electric power.</li> <li>c) Lift all the computers from the floor.</li> <li>d) Cover all equipment with plastic sheet.</li> <li>e) Turn off and secure all gas cylinders.</li> <li>f) Store all flammable chemicals inside the flammable cabinet.</li> </ul>

<b>Room Number</b>	Chemistry 202
<b>Lab Name</b>	Chemistry Lab.
<b>Emergency Contact Person/ extension</b>	John Gossage/ x8788
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Log all the computers off.</li> <li>b) Unplug all the electric power.</li> <li>c) Lift all the computers from the floor.</li> <li>d) Cover all the computers with plastic sheet.</li> </ul>

<b>Room Number</b>	Chemistry 214
<b>Lab Name</b>	Polymeric Materials Research Lab.
<b>Emergency Contact Person/ extension</b>	Bing Wang/ x7976 or (409) 543-6645.
<b>Safety Plan for Lab Shutdown</b>	<ul style="list-style-type: none"> <li>a) Log all the computers off.</li> <li>b) Unplug all the electric power.</li> <li>b) Cover all the computers with plastic sheet.</li> <li>d) Move explosive, flammable chemicals from the refrigerator to bench top.</li> <li>e) Move explosive, flammable chemicals from shelves onto bench top.</li> </ul>

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**E. Shut Down/Evacuation Checklist**

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

1. Return hazardous materials to best available storage locations, away from windows, and off floor, to extent possible..
2. Review contents of each refrigerator.
3. Shut down all electronic equipment and disconnect from power source.
4. Update Hazardous Waste Records. Department Chair and Lab Manager to take copies of list of stored wastes with them, and supply one to Director of Risk Management.
5. Move all radioactive materials to safest storage. Update records of radioactive materials. Make copies of up to date inventories for Department Chair, authorized users of the material, and for Director of Risk Management.

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**E. Shut Down/Evacuation Checklist**

**Student Affairs Evacuation Checklist**

1. Decide on place and time for bus departures. Notify bus company.
2. Notify students of time and place of pick up and intended destination..
3. In coordination with American Campus, attempt to determine number of students needing transportation.
4. Inform Police Department of plans.

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**E. Shut Down/Evacuation Checklist**

**Cardinal Village Evacuation Checklist.**

1. Notify student in writing regarding evacuation procedures; clean out refrigerators, take all important documentation and medicine, along with any other personal valuables.
2. Establish a list of students that will need to evacuate with university.
3. Residents will be required to sign out and provide emergency contact information.
4. Remove and store all exterior supplies, pool furniture and trash receptacles.
5. Back-up all data and unplug computers; advise residents to do same.
6. Remove all files from bottom shelves; advise residents to do same..
7. Take all key rings, master keys and key log.
8. Complete unit checks to ensure total evacuation.
9. Complete utility shut down procedures, gas only.

**Evacuation Supplies check list.**

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

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**E. Shut Down/Evacuation Checklist**

**Food Service Readiness Hurricane Plan – Hurricane Evacuation/Closure**

1. Secure outside of Dining Hall Building. Objects that might become airborne to be put inside building.
2. Generators to be readied to operate #1 and #4 refrigeration in the event of power outage.
3. All perishable food to be moved to walk-in refrigerator (#1) or walk-in freezer (#4).
4. All refrigeration units to be disconnected, except for #1 and #4 to protect against damage from a possible power surge when electrical service is restored.
5. Foodservice Director to stay in constant contact with University client on what is needed from foodservice and when re-opening of feeding facilities will occur.

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**E. Shut Down/Evacuation Checklist**

**Department of Data, Voice and Video Emergency Checklist**

**Telephone System Communications**

1. Save translations when notified of the potential event to ensure that recent changes are not lost and assist in the recovery process in the event of system damage.
2. Secure back-up media to assure that translations are not lost or damaged. A copy of backups should be given to the Director of Data, Voice, and Video Networking to be taken off-site.
3. Print and store a current list configuration of the PBX to assure that restoration efforts can be done quickly.
4. Set up Disaster Routing on main University telephone number (409) 880-7011 to route to disaster recovery voice mail box (325) 942-2311 located off-site at Angelo State University.
5. Power down the PBX systems prior to the event if possible.
6. Review safety procedures with all employees prior to the event and assure that updated contact information is available.

**Emergency Checklist – Data Communications**

1. Backup all DVVN servers when notified of the potential event to ensure that recent changes are not lost and to assist in the recovery process in the event of system damage.
  - (a) DVVN Servers
  - (b) Core Networking Equipment
  - (c) Core Security Equipment
  - (d) End User Devices such as departmental employee personal computers
2. Store one complete backup tape in the safe located in the Carl Parker Building Room 104.
3. Distribute 1 backup tape and external hard drive to the Senior Network Analyst for off-site storage and recovery purposes.
4. Distribute 2 remaining backup tapes and external hard drives to the Director of Data, Voice, and Video Networking and Network Manager for off-site storage and recovery purposes.
5. Copy current configurations of Core network equipment and end user devices to CD and distribute to the Director of Data, Voice, and Video Networking and

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**E. Shut Down/Evacuation Checklist**

Senior Network Analysts.

6. Confirm that all DVVN employees have backed up their data to the DVVN server and have secured all equipment and personal computers.
7. If necessary, relocate all DVVN owned carts to areas designated by Facilities Management.
8. Confirm that all DVVN personnel have updated contact information including personal cell phone numbers and personal email.
9. Assure that all DVVN employees have the conference bridge information and specified meeting times to assist in communication and recovery efforts.
10. Begin shut down and power down activities as directed by University Administration.
11. Notify University of Texas Network Operations Center in Austin that Lamar University Network services are being shut down in preparation for the event.
12. Shut down and power off DVVN servers
13. Shut down core fiber distribution switches
14. Shut down core switches in Wimberly and Parker
15. Shutdown edge routing equipment in Wimberly including the Net Edge
16. Evacuate campus and adhere to established conference schedule times as necessary.

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**E. Shut Down/Evacuation Checklist**

**Central Computing Checklist**

When the campus is under evacuation orders due to imminent danger such as a hurricane, it is critical Central Computing facility in Cherry and DR Shadow facility in Wimberly is secured properly prior to all staff leaving the premises. The DR Shadow facility is our on-site business contingency solution running a production instance of our Administrative ERP systems. Once both facilities are secured, all Central Computing 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. Inform Central Computing staff with campus official evacuation instructions and initiate emergency operations
2. Review Disaster Recovery plan with staff
3. Remind staff to take with them items of value
4. Move important items in your office you don't want to get wet to table or desk top and cover with plastic.
5. Determine when to begin critical job streams for the 3 campuses, if time permits, other wise perform full backup procedures.
6. Notify administrative staff at Lamar Institute of Technology, Lamar State College – Orange, and Lamar University to submit immediately “State of Emergency” job stream and/or system outage.
7. Notify server owners Central Computing is initiating State of Emergency full backup and shut down procedures.
8. Communicate to students, faculty, and staff through MyLamar when computer operations and services will be shut down.
9. Make a copy of all full backup tapes. Send copy by Federal Express to Sam Houston State University and Emergency Response Team member will take a copy with them.
10. Instruct staff to shut down, unplug, move PC's from floor to desktop, and cover with plastic.
11. Shutdown and power off all servers in Computer Center.
12. Shutdown and power off all printers and VAX workstations in Computer Center.

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**E. Shut Down/Evacuation Checklist**

13. Shutdown and power off all PC's in Computer Center.
14. Shutdown and power off Burster, Shredder, Sealer, and Tape Reel devices in Computer Center.
15. Pull power receptacles from false floor, unplug, and rest on floor tiles.
16. Pull floor tiles at front and back doors to trap flood waters below.
17. Clean out refrigerator and unplug.
18. Unplug microwave and coffee maker.
19. Turn all lights off except the emergency lights.
20. Call Security to report Computer Center is secure.
21. Lock all doors.
22. Use of sand bags or other materials is recommended to block water from entering, if materials are on hand.

**DR Shadow Emergency Check List – Wimberly Student Services Building Facility:**

1. Shut down, unplug, and cover PC and Monitor and keyboard with plastic.
2. Execute full backup on DR Shadow. Make a copy and place in Carl Parker Building vault. Emergency Response Team Member will take a copy with them.
3. Shutdown and power off Shadow server and cover monitor and keyboard with plastic.
4. Shutdown and power off large printers.
5. Unplug all receptacles.
6. Turn off all lights.
7. Lock the door.
8. Evacuate campus and adhere to established conference schedule times as necessary.

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**E. Shut Down/Evacuation Checklist**

**Microcomputer Support & Services -- Checklist for Hurricane Evacuation  
(April 2006)**

1. Secure alternate location for redundant equipment.
2. Perform complete backup of servers and mission-critical data.
3. Move redundant equipment to alternate location.
4. Relocate backups for critical information.
5. Create and distribute secondary mail accounts for essential personnel.
6. Compile list of contact information (cell numbers, alternate email, planned relocation).

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**E. Shut Down/Evacuation Checklist**

**Finance Department -- Checklist for Hurricane Preparedness**

1. Move Payroll schedule forward to process before university is closed.
2. Prepare needed information for direct deposit fund transfer.
3. Print any paychecks and decide on distribution method.
4. Prepare to transfer Financial Aid disbursements to students' Cardinal One Cards.

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**E. Shut Down/Evacuation Checklist**

**Student Health Center – Shut Down/Evacuation**

1. As soon as University administration predicts a possible evacuation, begin preparation of SHC facility, each staff member or team will initiate their responsibilities and check off as completed.
2. Elevate medical records from 2 lowest shelves to higher shelves.
3. Ensure that all HIPAA protected information is stored in locked cabinets.
4. Unplug all non-essential electronics and medical equipment, elevating to desktops or tables, when possible.
5. When evacuating, unplug all remaining electronics and/or medical equipment, elevate to desktops, and cover with heavy duty plastic, when possible.
6. When evacuating, confirm security of HIPAA protected information in locked cabinets and verify key possession (Director, Asst. Director, Admin. Associate Sr.).
7. When evacuating, empty all refrigerators and freezers. Inventory and pack remaining pharmaceuticals and supplies. Director, Asst. Director and Admin. Assoc. Sr. tour facility to verify completion of checklists.
8. Review emergency call. list just prior to evacuation.

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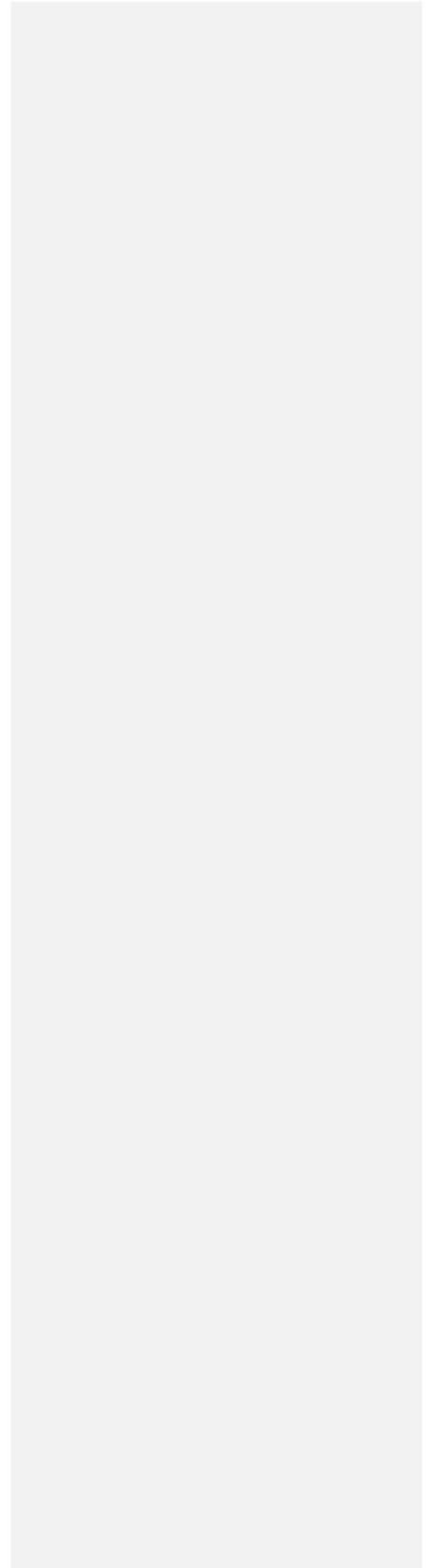
**E. Shut Down/Evacuation Checklist**

**Department of Intercollegiate Athletics**

1. Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
2. Back up computer hard drives. Use CD's, flash drives, etc. Take these backups with you during evacuation.
3. Unplug all electrical equipment.
4. Move items away from outside windows to an interior area or against an interior wall.
5. Pick equipment up off the floor, if possible. Cover with plastic and secure with tape all office equipment.
6. Close and lock all filing cabinets.
7. Close and lock all windows, if applicable.
8. Take personal items and backup disks home with you.
9. Before leaving, meet with your supervisor; confirm telephone numbers and when you are expected to call your supervisor after the storm.

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**Section F**  
**During Tropical Storm or Hurricane**



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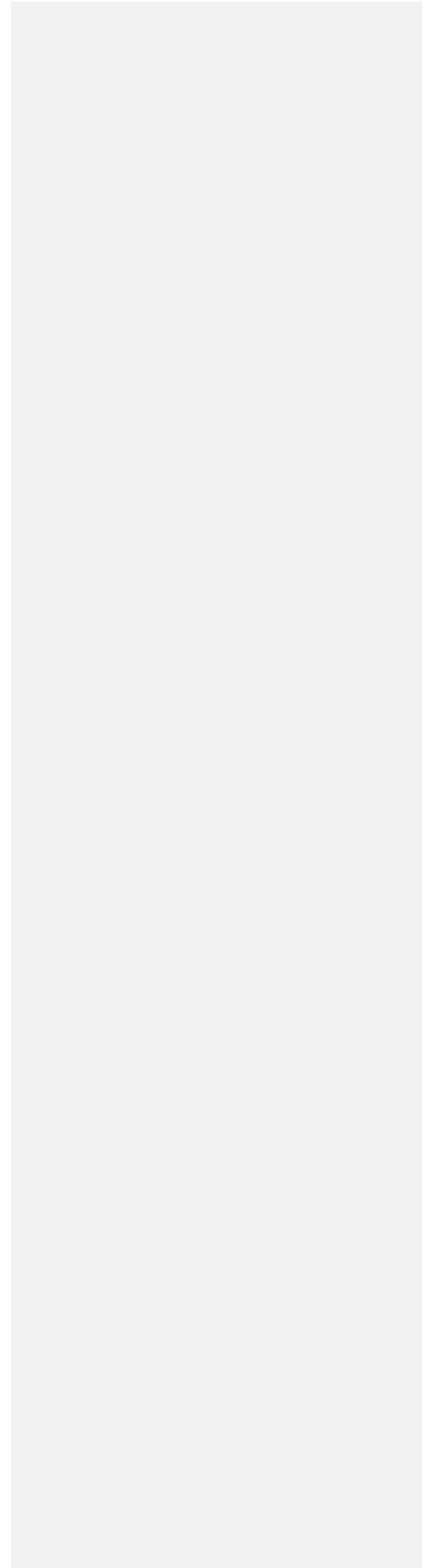
**F. During Storm or Hurricane**

**During the Storm (Police only on campus)**

1. Provide campus police presence to prevent looting and conduct early damage assessment.
2. Monitor situation hourly so that key personnel can be notified to return to campus as soon as it is safe.

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**Section G**  
**Immediate Post-Storm Checklist**



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**G. Immediate Post-Storm Checklist**

**Immediately After the Storm**

1. Facilities Management to perform immediate, complete damage and safety assessment, including check on hazardous materials storage areas, fuel storage areas.
2. Facilities Management in consultation with DVVN, Central Computing, etc to make decisions regarding activation of building generators.
3. Regardless of insurance situation (LU is "self-insured" except for auxiliaries), document (photos, video) any damage and begin repairs immediately in order to minimize long-term damage and unnecessary costs.
4. Disaster Recovery Team to establish repair and renovation priorities.
5. Disaster Recovery Team to contact key personnel and confirm their optimal date of return to campus.
6. Public Relations to ensure, via appropriate media, that faculty, staff, students (and their parents) are aware that they should not return until notified to do so (i.e., until power restored, campus is safe, streets cleared, buildings repaired and cleaned).
7. Encourage presidents of Faculty Senate, Staff Senate, and Student Government to return to campus early to observe first-hand the damage and work being done (so they are able to help the faculty, staff, and students who return to a restored campus understand the significant effort required to become operational as well as the continuing challenges faced by the university community).
8. Disaster Recovery Team to begin developing alternate academic calendars with a priority of restarting classes as soon as possible (consider lengthened periods, Saturday classes, online courses, elimination of holidays, giving final examinations last class meeting, baseline modification of total contact minutes, etc.)
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.

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**G. Immediate Post-Storm Checklist**

**Finance Department -- Checklist for Hurricane Preparedness**

1. Distribute any paychecks.
2. Electronically transfer Financial Aid disbursements to students' Cardinal OneCards.

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**G. Immediate Post-Storm Checklist**

**FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT  
PROCEDURE MANUAL FOR A HURRICANE EVENT (MAY 1,  
2006)**

**PHASE IV – Response to Hurricane Event**

**WAREHOUSE**

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.
2. Assess the damage to you facility and report it to the Associate Vice President.
3. Retrieve your vehicles from the stadium.
4. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.
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.
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.

**DRAFT**

**G. Immediate Post-Storm Checklist**

4. Evaluate the most dangerous conditions and assign personnel to eliminate the hazards.
5. At the same time, if manpower is available assign personnel to clean roadways, driveways, and parking lots first including clearing storm drains from debris to reduce flooding.
6. Begin to remove hanging branches. Follow that effort by removing fallen trees.
7. Follow up with cleaning up debris on the lawns and ditches. Do not contaminate the vegetation debris with building material debris.
8. Relocate all vegetation debris to the area behind the baseball complex. Do not block the roadway with the collected debris.
9. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.
10. As clean up work becomes completed, return ash trays 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 it's use. If power has not been restored do not plug in the computer.
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.

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**G. Immediate Post-Storm Checklist**

**ELECTRIC 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. Upon returning to campus, if power is off, systematically go to main substation and pull disconnect to feeders to prevent power surges when power is restored. Isolate all other buildings and facilities not on main campus power grid. If the generators at the Small Business Development Center and the President's residence are not running start them and connect the to the building system. Disconnect the line voltage from Entergy.
3. Assess damages to electrical systems that can be observed before power is restored.
4. 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.
5. Retrieve your vehicles from the stadium.
6. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.
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**

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**G. Immediate Post-Storm Checklist**

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 it's use. If power has not been restored do not plug in the computer.
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, clear all roof drains 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 it's use. If power has not been restored do not plug in the computer.

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**G. Immediate Post-Storm Checklist**

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

**ENERGY MANAGEMENT**

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phones.
2. Upon return to campus, assess damages to your facility and equipment. Report this information to the Associate Vice President.
3. Do not attempt to start up systems until inspections have been made and equipment is in condition to turn on.
4. Retrieve your vehicles from the stadium.
5. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.
6. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

**FLEET MANAGEMENT**

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.
2. Retrieve your vehicles from the stadium
3. Assess damages to fleet equipment and make a list of damages incurred. Report the damages to the Associate Vice President.
4. Make certain that the fueling station is operational. If operating on generator, keep generator filled with fuel.
5. Keep generators filled with fuel throughout the campus.

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**G. Immediate Post-Storm Checklist**

6. Monitor fuel level in tanks and advise supervisor when getting below half full.
7. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.
8. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

**FACILITIES PLANNING**

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phones.
2. Upon arrival to campus begin assessment of damages to buildings and report findings to Associate Vice President.
3. Retrieve vehicles from Cardinal Stadium.
4. Inspect construction sites and advise contractors of conditions. If unsafe conditions exist they need to respond and resolve problems.
5. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.
6. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.

**ADMINISTRATIVE SERVICES**

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.
2. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.

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**G. Immediate Post-Storm Checklist**

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.

**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. If power has been restored and the facility is usable, uncover your computer and re-establish it's use. If power has not been restored do not plug in the computer.
3. All employees must keep hours of work on daily time sheets. Use hurricane recovery work order number.
4. Retrieve vehicles from Cardinal Stadium.

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**G. Immediate Post-Storm Checklist**

**FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT  
PROCEDURE MANUAL FOR A HURRICANE EVENT (MAY 1,  
2006)**

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

**WAREHOUSE**

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

**GROUNDS DEPARTMENT**

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

**CUSTODIAL DEPARTMENT**

1. All employees are to return to work as normal.
2. Retrieve your vehicles from the stadium.
3. Uncover your computer and re-establish it's use.
4. Assign personnel to buildings after they have been assessed for damage and begin clean-up.

**ELECTRIC SHOP**

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**G. Immediate Post-Storm Checklist**

1. All employees are to return to work as normal.
2. Uncover your computer and re-establish its use.
3. Disconnect emergency generators from Small Business Development Center, the President's Residence, and the fueling station.
4. Re-energize the transfer switches at all of the stationary generators.
5. Retrieve your vehicles from the stadium.

**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 and Small Business Development Center.

**ENERGY MANAGEMENT**

1. All employees are to return to work as normal.
2. Uncover your computer and re-establish its use.

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**G. Immediate Post-Storm Checklist**

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.

**FACILITIES PLANNING**

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

**ADMINISTRATIVE SERVICES**

1. All employees are to return to work as normal.
2. Uncover your computer and re-establish it's use.
3. Retrieve vehicles from Cardinal Stadium.

**LOCK & HARDWARE SHOP**

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

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**G. Immediate Post-Storm Checklist**

2. Retrieve vehicles from Cardinal Stadium.
3. Uncover your computer and re-establish its use.

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**G. Immediate Post-Storm Checklist**

**Public Relations Immediate Post-Storm Checklist (Revised 6/17/11)**

1. Staff report via email/phone
- ~~2. Establish communication with On-Site Team~~
- ~~3.~~ Assess impact on campus, develop key messages
- ~~4.~~ Disseminate via all available means
  - (a) Lamar.edu ~~or alternate web~~, Facebook, Twitter
  - (b) ~~All media outlets available~~ ConnectED messages as appropriate
  - (c) ~~Establish blog site if needed/approved~~ All media outlets available
  - (d) ~~LU telephone announcements~~ Establish, monitor blog site
- ~~5.~~ Essential ~~Staff~~ staff return as soon as practical
  - (a) Re-establish media operations on site, or
  - (b) Develop off-site operations if necessary
- ~~6.~~ Monitor local media reports to ensure accuracy of University-related information.

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**G. Immediate Post-Storm Checklist**

**Biology Department Post-Hurricane Checklist (as soon as Department representative can access the building) (Proposed Revisions 6/28/2010):**

1. ~~Feed rates and mice in room 210A~~ Generator hook-up -80 freezer in Room H202 and consolidate frozen items.
2. Water greenhouse plants.
3. Feed fish in Room 109
4. If electricity outage is prolonged, monitor condition of unused fetal pigs (which are sealed in preservative) ~~(for~~ If possible, discard if spoilage begins to occur).

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**G. Immediate Post-Storm Checklist**

**Microcomputer Support & Services -- Checklist for post Storm  
(April 2006)**

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.

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**G. Immediate Post-Storm Checklist**

**Information Technology Conference Calling**

Host must dial: 1-877-865-7030  
Host must dial passcode: 5399422#  
Hit the star key (\*)  
Host must dial moderator code: 3126477#

Conference will begin and end with Host.

Participant must dial: 1-877-865-7030  
Participant must dial passcode: 5399422#

Primary Moderator  
Kim Allen  
Director – Data, Voice, and Video Networking  
Campus extension 8459

Daily Conference Time	Department Name	Department Moderator
8:00 – 9:00	IT Directors	Cliff Woodruff
9:00 – 10:00	Data, Voice, and Video Networking	Kim Allen
10:30 – 11:30	Central Computing	Linda Koetter
1:00 – 2:00	Administrative Systems	Shellie Richter
2:30 – 3:30	Microcomputer Support and Services	Fay Young
4:00 – 5:00	Academic Computing Services	Ray Glover

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**G. Immediate Post-Storm Checklist**

**Academics Conference Calling**

Host must dial: 1-877-865-7030  
Host must dial passcode: 8784881#  
Hit the star key (\*)  
Host must dial moderator code: 3847248#

Conference will begin and end with Host.

Participants must dial: 1-877-865-7030  
Participants must dial passcode: 8784881#

**Primary Moderator**

Dr. Steve Doblin - Provost and  
Vice President for Academic Affairs  
Campus extension 8398

Daily Conference Time	Department Name	Department Moderator
8:00 – 9:00	A &S Chairs	Dean Nichols
9:00 – 10:00	AA Dean or Grad. Studies	Provost or Dean Bradley
10:00 – 11:00	AA Directors or Library	Sr.AP Smith or Dean Baum
11:00 – 12:00	Coll. Of Business Chairs	Dean Venta
1:00 – 2:00	Coll of Educ. & Hum. Dev.	Dean Lowery-Moore
2:00 – 3:00	Coll. of Engineering Chairs	Dean Hopper
3:00 – 4:00	Coll. Of Fine Arts & Comm	Dean Schultz
Other times TBA		

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.

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**G. Immediate Post-Storm Checklist**

**Administrative Conference Calling**

Host must dial: 1-888-330-4559  
Host must dial passcode: 8772247#  
Hit the star key (\*)  
Host must dial moderator code: 2722689#

Conference will begin and end with Host.

Participants must dial: 1-888-330-4559  
Participants must dial passcode: 8772247#

Primary Moderator  
Mr. Mike Ferguson  
Vice President for Finance and Operations  
Campus extension 8395

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 Resource
1:00 – 2:00	Finance	Asst VP Finance
2:00 – 3:00	Financial Aid	Director of Financial Aid
4:00 – 5:00		
Other times TBA		

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**G. Immediate Post-Storm Checklist**

**Student Health Center – Immediate Post-storm Checklist**

1. Activate emergency call list and ensure that all staff are accounted for.
2. Determine which staff members are available to return to clinic once it is deemed safe.
3. As soon as deemed safe, Health Center Director, Asst. Director, Admin. Assoc. Sr. (and/or their designees if they are unavailable) will return to facility to assess damage and report to appropriate university officials.
4. List all damaged equipment and supplies and make arrangements for replacement as soon as possible.

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**G. Immediate Post-Storm Checklist**

**Department of Intercollegiate Athletics**

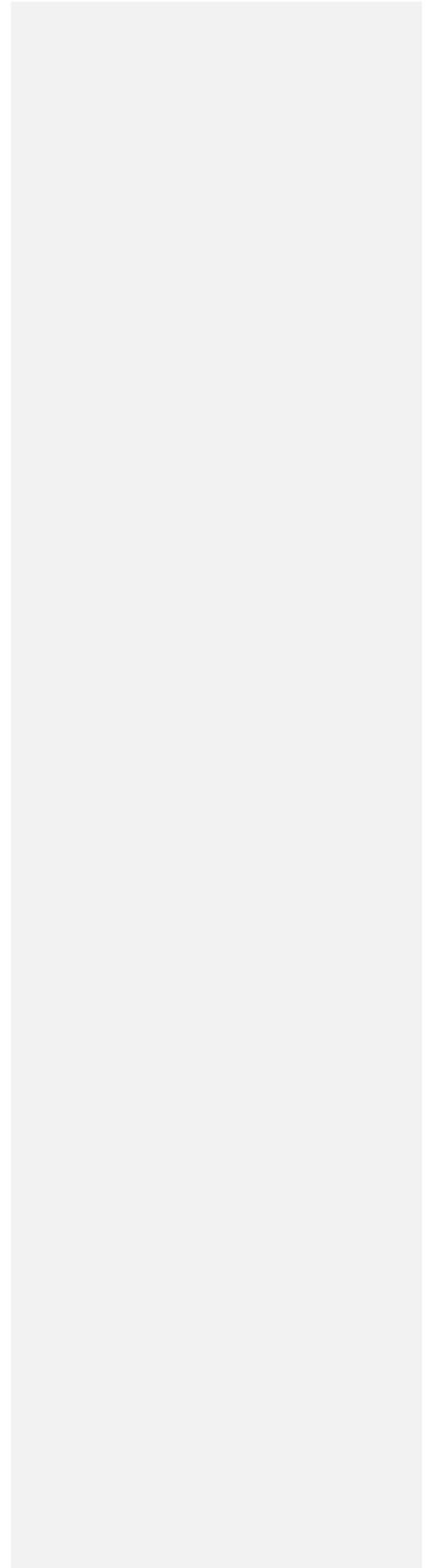
1. All coaches and staff members should remain in contact with athletics administrators and Southland Conference. Determine the status of all personnel.
2. Determine if athletics events must be cancelled, through conversations between administration, coaches, and the Southland Conference. Inform the Southland Conference of any event cancellations.
3. Monitor Lamar University website and other media outlets for updates.
4. If temporary relocation is a necessity, coaches will assist the Lamar Athletics Administration with relocation efforts. The Lamar Athletics Administration will coordinate the relocation with the other Institution's Administration.

*After Evacuation:*

1. Monitor the university website and local media for important campus information and instructions. Coaches and staff members will return to campus as soon as travel and campus conditions are safe.
2. Once coaches and staff members return to campus, report any damage to athletics administrators.

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**Section H**  
**Recovery Checklist**



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**H. Recovery Checklist**

**Follow up as University Operations Resume**

1. Identify repair and mold remediation personnel to be on call after initial cleanup to address rapidly all health and safety issues that arise and to provide immediate response to faculty, staff and student concerns.
- 2.. Develop financial plan for continuation of service, working with System personnel, State legislators, insurance executives.

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**H. Recovery Checklist**

**Student Health Center – Recovery Checklist**

1. Verify humidity and temp control has been maintained on all medications and supplies as required, and discard as needed. Verify that all medications 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.