Hurricane Plan

University of Massachusetts Dartmouth
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Hurricane Plan

Introduction (Nature of Hurricanes)

A hurricane is a violent tropical cyclone, with winds of 74 mph or more, which spiral counter clockwise around a relatively calm center known as the "eye" of the storm. At full strength, hurricane winds can gust to more than 200mph as far out as 20 to 30 miles from the eye. Winds of 39 mph and greater can extend 200 miles or more in advance of the hurricane. Hurricane season is June through November. Dangerous winds are common with hurricanes. Flying debris is one of the greatest threats caused by hurricane wind. The wind force from a hurricane may propel objects indiscriminately. The ensuing wind may suspend electrical power, phone lines, gas, fresh water supplies and transportation. Tornadoes are also possible as a spinoff from the hurricane’s winds.

The greatest danger from hurricanes is from the storm surge. Storm surge is a rise in tide caused by the hurricane as it approaches the coast. It is higher than normal tide, especially in a particular area such as Buzzards Bay. Hurricane conditions can cause a negative tide, as well, forcing the water level to go far below normal. Rainfall varies with the hurricane size, forward speed and other factors. More than 23 inches of rainfall in 24 hours has been recorded to be associated with some hurricanes. Possible hazards from excessive rainfall might inhibit access to and from your boat refuge location, cause boat flooding, enhance currents, and increase volumes in canals and rivers.

Hurricane Emergency Plan

Subject: Hurricane emergency procedure

Responsible Official: Chief of public safety

A. **Purpose**
   The purpose of this procedure is to provide guidance and specific duties for faculty, staff, and students in the event of a hurricane emergency.

B. **Scope**
   These procedures apply to all personnel, buildings and grounds owned and operated by the University.

C. **Policy**
   1. General Statement
Hurricane Plan

It is the policy of the University to view each hurricane threat as an extremely hazardous condition and to minimize the risk to students, faculty and staff consistent with protecting University property. Please listen to emergency warnings on local television and radio stations and take such warnings seriously. The University website will also be used to provide information and important links to weather-related sites and can be found at www.umassd.edu

2. General Principles
   a. If the university cancels classes or other activities (i.e. camps, conferences, workshops, etc.) due to severe weather or other emergency situations, local radio and television stations and the daily newspaper are notified immediately. All official announcements will be made in coordination with the president and the chief of public safety through the office of marketing communications. Unless an announcement specifically says UMASS Dartmouth has cancelled classes, students should assume classes will be held as scheduled.
   b. The University web site at www.umassd.edu will have the most current information available. Do not call the switchboard for information because a large number of incoming calls will tie up telephone lines and hamper efforts to get accurate information to the University community.
   c. Prior to a hurricane emergency, the Chief of Public Safety, or his designee, will convene the hurricane committee for preparedness briefings, assignments, and to develop an appropriate time table.
   d. When other activities (i.e. camps, conferences, workshops, etc.) are cancelled, the designated group representative will be notified by the University. Said representative is responsible for arranging for the departure of campers or other group members. If a hurricane warning is issued by the National Weather Service, said representative is responsible for arranging for departure of campers or other group members.
   e. If a hurricane warning is issued by the national Weather service, students who reside in the residence halls will be...
Hurricane Plan

advised to travel home or inland or directed to emergency shelters. Prior to the onset of adverse weather conditions. Students who live in the residence halls should communicate with their RA's as to where they will be going and a telephone number, if available, where they may be reached. For residence hall students whose options for travel are limited, the University will direct students to local Emergency shelters, and also may designate areas in the residence halls where students will report.

1. If an evacuation is ordered, the Red Cross will issue a list of available shelters, all non-resident students; faculty and staff must leave campus when such an evacuation is ordered, except essential personnel. The University cannot provide basic necessities for non-residence hall students, faculty and staff during or in the aftermath of hurricane. When University buildings have been secured, all personnel are restricted from re-entering a building until that building has been determined to be safe for re-entry. Any University personnel seeking to return to return to the campus after said securing of the campus must contact/notify the hurricane operations center/departments of public safety.

2. Following a hurricane, movement to and from the campus may be restricted. Essential personnel who must be available following a hurricane, to protect University property, must be on campus prior to the arrival of the storm.

3. Hurricane-related tasks will take precedence over all other tasks during the emergency and recovery period.

D. Procedures

The procedures for dealing with a hurricane are based upon certain events that occur as a hurricane approaches. These are as follows:

1. Hurricane watch
Hurricane Plan

Hurricane conditions are possible in the specified area of the watch, usually within 36 hours. During a hurricane watch, prepare to take immediate action to protect your family and property in case a hurricane warning is issued.

2. Hurricane Warning
Hurricane conditions are expected in the specified area of the warning usually within 24 hours. Complete all storm preparations and evacuate if directed by local officials.

Emergency Procedures Plan

Activation of the Hurricane Operations Center (HOC)
- If a hurricane watch is issued to the South Coast area, the hurricane operations committee will meet and devise actions to be implemented. Department heads, when notified of conditions, will notify the employees who need to complete their assigned duties. The hurricane operations committee will present a hurricane action timeline to the chancellor for approval. This timeline will include: 1) When to initiate voluntary evacuation with class attendance amnesty to those who check out of residence halls or leave campus 2) when and if to cancel classes and initiate mandatory evacuation of residence halls 3) closing of the campus.
- In the event of a hurricane watch or warning, the Hurricane Operations Center should be activated. Its location is to be determined after an initial meeting in the Board of Trustees room has transpired.
- The Chief of Public safety will be at this location and verifying his emergency operations with the chancellor

Notification System
- Communication plays an extremely important role during emergency situations. A good communications policy can help the actual management of the crisis and provide information to students and parents, as well as the public.
- Notifying of the media and the public should be done in a timely manner to ensure enough time for students and parents to make proper decisions. All media and public questions will be directed to the Chancellor.

Emergency Communication Plan
- Following the notification of an emergency the responsibility to communicate further relies on the respective department. Department heads will have a plan to quickly notify their staff and take appropriate action during an emergency situation.
  - Create a department wide e-mail list that can be accessed quickly
  - Have all cell numbers of department members
  - Make a checklist of who has been notified if power is down

Communications
- The Chief of Public Safety will be responsible for internal communications. The Chief of Public Safety will distribute all emergency radios and be responsible for their condition and maintenance when not being used.
Hurricane Plan

Academic Department Equipment and Building Responsibility

- Each Department Head will be responsible for securing equipment, records, and anything else deemed valuable.
  a) Secure all windows in buildings and classrooms
  b) Unplug all electrical equipment from power source except telephones and telephone equipment
  c) Back-up essential computer files and store in a safe location
  d) Turn off and unplug all electrical power cords from computers and their monitors as well as printers/scanners. Do not unplug from the network.
  e) Move electrical equipment away from windows and doors
  f) Store necessary documents in file cabinets
  g) Personal belongings should be removed as the University does not take responsibility for damages

Explanation of Terms

a. Natural Disaster
   A Natural disaster is usually caused by severe weather phenomena such as thunderstorms, tornadoes, tropical storms, hurricanes, and abnormal tides.

b. Weather Warnings
   The forecasting of a particular weather element that could cause damage for a specified area and time

c. Tornadoes
   Violent winds in a very strongly closed circulation. The diameter ranges from approximately 100 feet to as much as a mile.

d. Tropical Storm
   An area in which wind is circulating from 39 to 73 miles per hour; the area is usually many miles across and the forward movement is generally slow.

e. Hurricane
   A powerful tropical storm with winds greater than 73 miles per hour. The system is more intense and often covers more than the tropical storm. Hurricanes usually occur between early June and late November.

f. Abnormal Tides
   Abnormal tides often result from strong sustained winds usually associated with a hurricane or tropical, sometimes in conjunction with high Spring tides. The
Hurricane Plan

greatest tidal danger occurs when the winds are from the South through the West. The height of tides usually can be forecast reasonably well in advance.

g. **Storm Surge**
   Abnormally high water is generally caused by an offshore storm system such as a hurricane. Storm surge can be a very destructive force and is responsible for most of the fatalities associated with a hurricane.

h. **Essential personnel**
   Individuals who are needed immediately before, during, and after the storm in order to maintain safety and security, prepare the campus for reopening, and provide an assessment needed for the recovery stage.
Hurricane Plan

Hurricane/Tropical Storm Probability

In making the decision to begin hurricane preparations, the hurricane operations committee will compile a variety of information. Keep in mind that a hurricane watch is issued approximately 36 hours before anticipated landfall and a hurricane warning 24 hours before anticipated landfall. The following is a guide to understanding storm probability issued through the National Weather Service.

Hurricane/tropical storm probabilities are issued by the National Weather Service for 17 coastal cities and 27 additional cities on the Atlantic and Gulf Coast. The forecast landfall probabilities, expressed in percent form, represent the likelihood that the center of a hurricane will pass within 65 miles of the cities for which the probabilities are issued.

There are several things to consider when interpreting the probabilities. First, the numbers are a measure of forecast uncertainty. This means that due to the uncertainty of prediction, forecasting direction, intensity, and speed of movement cannot be done with total accuracy. The average error in a 24-hour forecast prediction is 109 nautical miles; the error increases substantially as the forecast period increases. As a result, the maximum probabilities are low when the hurricane is far from shore. Action plans for disaster preparedness based on these probability percentages will require activation when there may be only a ten or twenty percent probability of hurricane conditions.

Probabilities are not the only thing that should be considered when looking at a storm. The storms intensity should also play a role.

The Hurricane Operations Committee itself should never have to base an evacuation decision on storm probability factors. The governor will more than likely make the decision to evacuate by means of Declaration of a State of Emergency. Understanding the probability and intensity of a storm should help us prepare for what actions the University should take.
Hurricane Categories (Saffir Simpson Scale)

A classification used for some Western Hemisphere tropical cyclones that exceed the intensities of tropical depressions and tropical storms. The scale divides hurricanes into five categories distinguished by the intensities of their sustained winds. To be classified as a hurricane, a tropical cyclone must have maximum sustained winds of at least 74 mph. The highest classification in the scale, Category 5, is reserved for storms with winds exceeding 155 mph. The classifications are intended primarily for use in measuring the potential damage and flooding a hurricane will cause upon landfall.

<table>
<thead>
<tr>
<th>Category</th>
<th>Winds (MPH)</th>
<th>Damage</th>
<th>Storm Surge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>74 - 95</td>
<td>Minimal: Damage to unanchored mobile homes, vegetation &amp; signs. Coastal road flooding. Some shallow flooding of susceptible homes.</td>
<td>4 - 5 feet</td>
</tr>
<tr>
<td>2</td>
<td>96 - 110</td>
<td>Moderate: Significant damage to mobile homes &amp; trees. Significant flooding of roads near the coast &amp; bay.</td>
<td>6 - 8 feet</td>
</tr>
<tr>
<td>3</td>
<td>111 - 130</td>
<td>Extensive: Structural damage to small buildings. Large trees down. Mobile homes largely destroyed. Widespread flooding near the coast &amp; bay.</td>
<td>9 - 12 feet</td>
</tr>
<tr>
<td>4</td>
<td>131 - 155</td>
<td>Extreme: Most trees blown down. Structural damage to many buildings. Roof failure on small structures. Flooding extends far inland. Major damage to structures near shore.</td>
<td>13 - 18 feet</td>
</tr>
<tr>
<td>5</td>
<td>More than 155</td>
<td>Catastrophic: All trees blown down. Some complete building failures. Widespread roof failures. Flood damage to lower floors less than 15 feet above sea level.</td>
<td>Greater than 18 feet</td>
</tr>
</tbody>
</table>
Hurricane Plan

Hurricane Checklist - Department of Public Safety

1. 72 Hours Prior to ETA of Storm
   a) Monitor weather reports and determine storms location, speed, and direction of travel
   b) Review storm procedures with staff and participate in the hurricane operations committee
   c) Begin making preliminary plans for emergency equipment (Radios, vehicles, flashlights, etc.)
   d) Coordinate fire and safety issues

2. 48 Hours Prior to ETA of Storm
   a) Review radio status to ensure as many radios as possible are available and operational
   b) Review flashlight battery status
   c) Arrange sleeping quarters for public safety personnel. Remind officers to start making plans for their families.
   d) Schedule and coordinate plan for department recall
   e) Coordinate with director of housing regarding support required if student evacuation is necessary
   f) Move vehicles to staging locations; gas and equip all vehicles as needed

3. 24 Hours Prior to ETA of Storm
   a) Place all personnel on telephone standby and be prepared for recall
   b) Secure hurricane operations center
   c) Recheck all equipment including vehicles, radios, and flashlights. Correct the problems
   d) Release non-essential personnel
   e) Survey campus for loose objects that could become a projectile in high winds. Notify facilities as necessary
   f) Brief all personnel and make assignments as necessary

4. 12 Hours Prior to ETA of Storm
   a) When the University is declared closed, appropriate shift secures all buildings with exception of Hurricane Operations Center, residence halls, and cafeteria
   b) Recall all personnel
   c) Check and refuel all vehicles if necessary and conduct final check of equipment

5. All Clear
   a) In consultation with the Chancellor, issue the all clear
   b) Upon the clear all order, assign officers to campus wide patrol
   c) Maintain maximum uniformed presence on campus until otherwise notified
Hurricane Plan

Hurricane Checklist - Facilities Department

Grounds Department
a) Verify the assignment and availability of essential personnel
b) Pick up and secure or dispose of loose objects
c) Close and secure dumpster lids throughout campus
d) Check all drains and catch basins and clean as needed
e) Verify that loose items on the athletics fields (Soccer goals, lacrosse nets, etc.) have been secured. Primary responsibility is with the athletic department. Assist as needed
f) Secure all grounds equipment
g) General cleanup and storage of small items in physical plant areas
h) Turn off all irrigation on campus
i) Ensure that chain saws, fuel, oil, and gloves are ready for use
j) Secure any other objects such as flagpoles, signs, etc.
k) Refuel and secure all University vehicles

Custodial Department
a) Store all cigarette containers, doormats, etc. inside buildings
b) Pick up loose objects adjacent to buildings in cooperation with grounds
c) Locate wet vacuums for post storm clean-up

Building Maintenance Department
a) Secure all shop areas
b) Review and acquire supplies for window protection
c) Ensure all roof drains are clear of debris

Vehicle Maintenance
a) Refuel all University vehicles and make sure that all equipment is in proper working condition
b) Provide keys for Hurricane Operations Center to use for emergency transportation

Physical Plant Post-Hurricane Checklist

a) Facilities management will perform roof survey of all buildings and determine structural soundness. Necessary repairs should be performed before personnel enter buildings
b) Make immediate provisions to seal up any roof penetrations and note locations for further repairs
c) Check mechanical and electrical systems and structures at all university buildings on and off-campus
d) Reactivate electrical power, gas, and HVAC equipment after they are determined safe
e) Determine which areas need to be cleared of trees and debris. Priority is roadways and then buildings
f) Check all drains for obstructions and clear as necessary
g) Contact outside contractors for assistance if necessary
h) Return all secured objects to original places
i) Remove window protection
Hurricane Plan

j) Report to Chief of Public Safety all findings and statuses of buildings
k) Collect, count, and store all emergency equipment issued prior to hurricane
SMAST HURRICANE PREPAREDNESS CHECKLIST

ASSISTANT DEAN & FACILITIES MANAGER

HURRICANE PREPAREDNESS CHECKLIST

STAGE 1 – PRESEASON PREPARATION

Facilities Manager

1.1 Identify materials around the outside of the building(s) that may need to be moved should a threat of hurricane arise. ☑

1.2 Communicate with departments in your building to remind them to perform STAGE 1 requirements for their areas. ☑

Assistant Dean

1.1 Meet with pre-identified Essential Personnel and remind them of their responsibilities during a Hurricane Emergency. ☑

1.2 Update all pertinent information for communication purposes with Essential Personnel (phone numbers, pagers, etc.). ☑

STAGE 2 – THREAT ASSESSMENT

Facilities Manager

2.1 Identify any physically impaired persons in your building(s) that may need assistance. ☑
2.2 Distribute flyer reminding departmental offices about equipment and departmental items that are on the exterior of the building (Flyer #1) including mass email to the SMAST community.

2.3 Survey the area in and around your building(s):

A. Note any items that may cause problems in high winds and could end up as projectiles.

B. Report these items to their proper custodian. 

C. These items should be picked up and disposed of, or secured in a safe place, where they will no longer pose any danger.

Assistant Dean

2.1 Identify any physically impaired persons in your department who may need assistance. Alert the Building Coordinator as to those people being in your office.

2.2 Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.

2.3 Survey the area in and around your department:

A. Note any items that may cause problems in high winds and could end up as projectiles.

B. If your department stores items outside of the building, be prepared to pick them up and dispose of them, or secure them in a safe place, where they will not pose any danger.
STAGE 3 – CLASS CANCELLATION

Facilities Manager

3.1 Contact any physically impaired persons in your building who may need assistance.

3.2 Close and lock all windows in the building.

3.3 Post warning signs on classroom doors (Flyer #2) and email the SMAST community.

3.4 Survey the area in and around your building:
   A. Note any items that may cause problems in high winds and could end up as projectiles.
   B. Report these items to their proper custodian.
   C. These items should be picked up and disposed of, or secured in a safe place, where they will no longer pose any danger.

Assistant Dean

3.1 Remind your Essential Personnel of their duties in case an evacuation is called.

3.2 Contact any physically impaired persons in your department and see if they need assistance.

3.3 Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.
Hurricane Plan

3.4 Back up your files onto the “?” drive. If UMD does not back up your computers through its server, back up your computers onto transportable media (i.e. thumb drives, zip disks, tapes, etc.).

3.5 Survey the area in and around your department.

A. Note any items that may cause problems in high winds and could end up as projectiles.

B. If your department stores items outside of the building, they should be picked up at this time and disposed of, or secured in a safe place, where they will not pose any danger.

Note: Facility Services will dispose of unsecured items

STAGE 4 – UNIVERSITY CLOSING

Facilities Manager

4.1 Survey the area around your building(s):

A. Note items that you reported or any new items that still pose a danger.

B. Report these items to proper custodian and also to Facility Services.

4.2 On the day the Administration issues the campus evacuation order:

A. If you are in your building, follow the General Guidelines for Building Evacuations for your building.

B. If you are not in your building, call Assistant Dean or UMD Police and let them know you are not on campus so that they can secure your building.
STAGE 4 – UNIVERSITY CLOSING (CONTINUED)

Assistant Dean and Facilities Manager

4.1 Survey the area around your department and pick up any last minute items that are stored outside of the building. Note: Facility Services will dispose of unsecured items.

4.2 Complete all applicable items on the Shutdown Preparation List below. **SHUTDOWN PREPARATION LIST**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Verify employee emergency phone numbers and update as needed. Add temporary contact information if staying at a different location.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Protect valuable files and documents. Move files and equipment away from windows. Place items onto a high location.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Close and latch (or secure with tape) filing cabinets and cupboards.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Protect Notebook Computers. Move to a safe location.</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Back up computer files. Make more than one copy and store in several different safe locations.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Unplug computers, printers, and all other electrical equipment (except freezers and refrigerators).</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Empty all refrigerators of food and other items that will spoil. Please dispose of these materials in the dumpster outside of the building and not in your office trashcan.</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Note: Red outlets are typically connected to emergency power.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Fuel and move state vehicles and boats to a safe location.</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Shut off all lights, unplug all appliances/equipment, close and lock all doors.</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Protect lab notebooks and secure samples/data as necessary for colleagues unable to reach the lab.</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Make sure arrangements have been made for the care of laboratory animals.</td>
<td></td>
</tr>
</tbody>
</table>

**LABS & CHEMICAL STORAGE AREAS**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Complete</th>
</tr>
</thead>
</table>
# Hurricane Plan

<table>
<thead>
<tr>
<th>N</th>
<th>Fill dewars and cryogen reservoirs for sample storage and critical equipment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Securely store all select agents within approved facilities with double containment.</td>
</tr>
<tr>
<td>P</td>
<td>Remove regulators and cap gas cylinders. Ensure all cylinders are secure.</td>
</tr>
<tr>
<td>Q</td>
<td>Use plastic waterproof containers to “over pack” reactive chemicals.</td>
</tr>
<tr>
<td>R</td>
<td>Secure radioactive isotopes, bio-hazardous agents, recombinant materials, and hazardous chemicals to prevent breakage and release.</td>
</tr>
<tr>
<td>S</td>
<td>Cover and secure or seal vulnerable equipment with plastic.</td>
</tr>
<tr>
<td>T</td>
<td>Remove equipment, chemicals, wastes and supplies from the floor in areas that may flood.</td>
</tr>
<tr>
<td>U</td>
<td>Update emergency notification lists on lab doors. Add temporary contact information if staying at a different location.</td>
</tr>
</tbody>
</table>

## SMAST SPECIFIC

### TO DO

- Purchase sand bags with plastic for all external entrance (does not include tank room, sea water lab, and emergency exit at north side of building.) Include roof door.
- Purchase plastic for south entrance and 2"nd floor hall window that leaks cover window.
- Purchase plywood prior to decision, determine what lab is need and prioritize. As of 8/31/10, Lab 122, 120, 118, & 114. No offices will be boarded.
- Tape external door seams
- Remove A/C window unit from Lab 122, determine if others should.
- Clean drains in parking lot and roof drains.
- Prepare email to include:
  - Remove computers from offices that have windows, store in room 103
  - Cover computers with heavy (black) garbage bags from facilities manager – inventory
Hurricane Plan

- Back up files from computer use university back or external drives
- Remove and important paper files and/or cabinets
- Remove equipment from pier
- Walk the outside perimeter to determine which equipment needs to be store elsewhere or brought to off campus storage
- Offer opportunity to use off campus storage
- Include SMAST procedures and New Bedford hurricane plan which includes evacuation routes
- Close and lock all windows
- Shut down fume hoods, do not use, possible back draft

☐ Determine when the building will be officially closed.
☐ Inventory heavy black bags
☐ Turn pier pump off, coordinate with sea lab.
☐ Purchase extension cords for the 4 refrigerators in receiving area. Coordinate with sea lab for which backup power drops could be used. Use power surge (2).
☐ Take flags down and store.
☐ Remove equipment from under the stairs and store upstairs.
☐ Physically shut down fume hoods in mechanical room.
☐ Remove HP printer from conference room and store in room 103
☐ Store chemicals above the floor
☐ Cover copy machines.
☐ Remove the recycling containers and store in tank room.
☐ Remove crab pots from main entrance and store in tank room.
☐ IT server will be shut down
☐ Check tide chart and moon location (full?)
☐ Final walk around of building perimeter by Assistant Dean and Facilities Manager.

- Remove computers from offices that have windows, and move other belongings away from windows
- Cover computers with heavy (black) garbage bags
- Back up electronic files
- Remove important paper files and/or cabinets
- Move any electronics, chemicals, books, important belongings, etc off of the floor
- Remove equipment from pier
- Move and/or secure equipment that is typically stored outside in the parking lot or around the perimeter of the buildings
- Close and lock all windows and doors
- Prepare fume hoods to be shut down
Hurricane Plan

In anticipation of a power outage we will likely power down the SMAST servers at the end business on Friday to avoid power surges to the computer equipment. We will also plan to shut down the fume hoods to avoid damage. Please let the Facilities Manager or the Assistant Dean of Operations know if you cannot identify alternative locations for your computers and equipment. Garbage bags will be supplied. Please consider using our off-site storage facility.

Hurricane Supply Inventory (at off campus storage)

- ✔ Flash lights with batteries (check batteries) – 3
- ✔ Extension cords – 3
- ✔ Heavy tarps 12’ x 10’ – 3
- ✔ 6 mil plastic sheathing 10’ wide – ½ box
- ✔ 1.5 mil plastic sheathing 12’ x 50’ – 1 box
- ✔ Power surge protector – 2
- ✔ Wood templates for room 122, 120, 118, 116
Hurricane Plan

STAGE 5 – AFTERMATH REOPENING

After the campus has been assessed and STAGE 4-Recovery Stage is over, the Chancellor or their designee will announce the reopening stage. At this point the Facilities Manager and Assistant Dean and Department Heads will be allowed back into their buildings.

**Facilities Manager**

5.1 Remove all posted flyers placed on building doors.

5.2 Reset all hallways, corridors, and common areas to pre-storm conditions.

5.3 Survey the building and report anything that is out of the ordinary to Facility Services at 508-999-8100 or UMD Public Service) at 508-999-8107 or x8107.

5.4 Communicate with departments within the building(s) to obtain status updates of office conditions.

5.5 Once the building is deemed ready to open to the public, communicate this information to the appropriate Deans and Directors.

**Assistant Dean**

5.1 Remove all posted flyers within department.

5.2 Reset all offices and departmental areas to pre-storm conditions.

5.3 Survey the department and report anything that is out of the ordinary to Facility Services at 508-999-8100 or UMD Public Service) at 508-999-8107 or x8107.

5.4 Once the department is deemed ready to open to employees, communicate this information to the appropriate departmental employees.
NOTE: To All Departments in this Building!!

Approaching Storm

Please remember to identify any files and equipment that may have to be moved away from windows and off the floor.

Also remember to secure all departmental items that your department may have around the exterior of the building.

Remember: Facility Services will dispose of unsecured items left outside of the building.

Thank you,
Facilities Manager
Hurricane Plan

Storm Approaching PLEASE!!!

Close and lock all doors and windows when you leave the room.

Flyer #2

Thank you, Facilities Manager