Lamar University

Hurricane Preparedness/Evacuation Timelines and Checklists

August 2006
Reviewed and Updated June 2008
Reviewed and Updated 2011
Reviewed and Updated 2012
Reviewed and Updated 2013

Hurricane Preparedness/Evacuation Timelines and Checklists

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Section A

Pre-Hurricane Season Preparations

A. Pre-Hurricane Season Preparations

A. Pre-Hurricane Season Preparations

11.   Facilities Management to review stock levels of supplies likely to be needed if University evacuates and in disaster recovery.

12.   Facilities Management to ensure availability of hand or generator powered fuel pumps.

13.   Police Department will identify source of (non-perishable) supplies and building/rooms to be used as command center for on campus post-storm activities.

14.   Data Center Services to contact phone service provider and prepare contingency plans to establish "conference bridges."

15.   Fgrctvogpvu"ykvj"õcecfgokeö"kvgou"vjcv"ykm"urqkn"cpflqt"rtqfweg"uvgpej"kh" deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption.

16.   Advancement/Data Center Services to arrange contingency plan for 'mirror' web site which can be used if on-campus systems fail.

17.   University to prepare plan for return of employees critical for recovery efforts, with approximate time frame.

18.   University to decide the conditions under which (and procedures for) giving students partial and/or proportional 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 as well as paying student employees.

A. Pre-Hurricane Season Preparations

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

PHASE I -- Pre-

A. Pre-Hurricane Season Preparations

A. Pre-Hurricane Season Preparations

UTILITY SHOP

1. Review emergency preparedness plan

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 the windows in Energy Management Office. Store them in the South Central Plant.

3. Check and clean all building roof drains. Remove leaves and pine needles etc.

4. Make certain that vehicle key rings have a brass tag with license number stamped on it.

5. Prepare a plywood board with eighty cup hooks to hang 31(h)-3(o)-3(o)3(a)-3(n)-3(g)6( )-

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.

A. Pre-Hurricane Season Preparations

3.   Make certain that every vehicle has a brass tag with the vehicle license number stamped on it.

4.   Prepare and masterkey and core change key for every key system on

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

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.   Confirm installation and maintenance of generator with Lamar Physical Plant.

3.   Assign responsibilities to each staff member and provide each with a checklist of same.

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.

Section B

Beginning of Hurricane Season

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 Department Chair and 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 Engagement to review contracts with bus companies for evacuation transport.

7. Student Engagement to review arrangements with sister institution(s) for housing evacuated dorm and international students.

8. Disaster Recovery Team to determine key personnel who will be needed to initiate clean up and restoration after any storm, and coordinate with LUPD and DPS.

9. University to disseminate contact information list for key personnel, to include cell phone numbers and AOL, Yahoo, Hotmail cpf"qᵥjgt"õpqp-ɴqecɴö"email addresses.

10. Notify information technology with updated list.

Section C

Gulf of Mexico Storm Monitoring

C. Gulf of Mexico Storm Monitoring

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

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.

C. Gulf of Mexico Storm Monitoring

5.   Fill all water containers.

6.   Check and clean all catch basins and storm drains in streets and parking lots.

7.   Check and clean storm drains in quadrangle including leaves in the area of the drains.

8.   Contact dump truck Rental Company to deliver dump trucks.

9.

C. Gulf of Mexico Storm Monitoring

1.   Take down the wind screens at the tennis courts.

2.   Take down the satellite dish on the library roof.

3.   Fuel up all vehicles.

4   Take down all scaffolds that we may have erected.

5.   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 Dispatch 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
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C.   Gulf of Mexico Storm 1 ulf of M

C. Gulf of Mexico Storm Monitoring

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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. Rgswguv"cnn"H504øu"be completed, signed and sent to Data Entry immediately. Evaluate to send payroll early.

3. Evaluate Financial Aid upcoming disbursement dates.

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 relocate injectables refrigerated medications from the medicine room to the pharmacy refrigerator for storage in a climate controlled area.

3.   Inventory and relocate all other medications from the medicine room to the pharmacy for storage in a climate controlled area.

4.   Inventory and relocate all diagnostic test kits to the pharmacy for storage in a climate controlled area.

5.   Check batteries in the temperature and humidity monitoring device in the pharmacy. Preset device to provide a reading every 12 hours; to be enabled in the event an evacuation is ordered.

6.   Review staff responsibilities and verify that each has a plan for completing them.

C. Gulf of Mexico Storm Monitoring

Department of Intercollegiate Athletics (Revised June 2013)

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. Have a list with all contact information for the teams and students, their location and whether or not the student athlete evacuated.

3. Secure department assets (office, all sports equipment and building contents) and secure athlete transportation and lodging if in other locale.

Section 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,

E. Shut Down/Evacuation

Section E

Shut down/Evacuation

E. Shut Down/Evacuation

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 informs and maintains contact with System Office.

3.   The Provost informs and maintains contact with Coordinating Board.

4.   Administration continues to monitor storm reports and forecasts.

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.   Collect all personal items and take them with you.

7.   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.

Additional Department Specific Checklist Items Initiated

E. Shut Down/Evacuation

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT
(Revised June 2013)

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.

E. Shut Down/Evacuation

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 there 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

E. Shut Down/Evacuation

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

E. Shut Down/Evacuation

E. Shut Down/Evacuation

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.

E. Shut Down/Evacuation

Police Department Checklist to include (Revised June 2012)

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 Dg rctv o gpv"õtkfg"qwvö"vgc o 0 IT personnel must be accounted for in this team.

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

4. Move operations to Command Center

   When a State of Emergency has been declared by the Jefferson County Emergency Management Agency or Lamar University, all officers must report to campus. Officers will remain on .49 51b 4(ri4(e)4(6uol 3-5 TmSrt to)] TJETBT1 0 0glE5 5 16f3(l re

E.   Shut Down/Evacuation

Public Relations Shut Down/Evacuation Checklist (Revised 6/14/12)

1. Secure Property

2. Back-up data, copy files

3. Verify Status of Web Support

   a) Test Availability/operation of CMS for lamar.edu, BeACardinal.com
   b) ElementFusion-based sites (advancement.lamar.edu)
   c) ConnectEd system
   d) Facebook/Tweeter accounts

4. Check out equipment
   (a)   Laptops, Photo, Etc.

E. Shut Down/Evacuation

Department Plan (for Academic Departments without Hazardous or Perishable Materials) (Revised June 2013)

1. Back up University computers and servers that are outside Central IT, at least to extent of files changed since previous complete back-up. Arrange to safeguard back up media.

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. Lock desks, drawers and cabinets.

4. Compile lists of intended evacuation locations of employees as well as their contact information.

5. Designate alternate(s) to act as Department Chair or manager if necessary.

6. Remove all food items from refrigerators and dispose of debris in dumpster.

7. Instruct employees to lock desk drawers and

E. Shut Down/Evacuation

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. Provide inventory to Emergency Response Team.

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

E.   Shut Down/Evacuation

Biology Department Evacuation Checklist (in addition to items on checklist for all Departments)

E. Shut Down/Evacuation

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 laboratories operated by chemical engineering department in the event of hurricane landing. In case of emergency, please contact the contact person listed for each lab, the Department Chair, Dr. Thomas Ho (x8790 or 409-673-2006), and the department safety coordinator, Dr. Tracy Benson (x7536 or 662-769-0061).

Room Number	Lucas 125
Lab Name	Fuel Cell Laboratory
Emergency Contact Person/ extension	David Cocke/ x8372 or (979) 324-3283
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet.

Room Number	Cherry 1408
Lab Name	X-Ray Lab.
Emergency Contact Person/ extension	Thomas Ho/ x8790 or (409) 673-2006
Safety Plan for Lab Shutdown	a) Log the XRF unit and the computer off. b) Unplug all the electric power. c) Shut off cooling water. d) Cover the XRF and the computer with plastic sheet. e) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed.

E. Shut Down/Evacuation

	instrument). f) Lift all the computers from the floor. g) Cover all the computers and instruments with plastic sheet.

Room Number	Cherry 1413
Lab Name	Microwave Research Lab.
Emergency Contact Person/ extension	Thomas Ho/ x8790 or (409) 673-2006

Safety Plan for Lab Shutdown

E.   Shut Down/Evacuation

Room Number	Cherry 3102
Lab Name	Molecular Simulation Laboratory
Emergency Contact Person/ extension	Dr. Tao Wei/ x7818 or (213) 221-5315
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet.

Room Number	Cherry 3104

E. Shut Down/Evacuation

Room Number	Cherry 3107
Lab Name	Laboratory of Sustainability Engineering
Emergency Contact Person/ extension	Dr. Helen Lou/ x8207 or (281) 885-9100
Safety Plan for Lab Shutdown	a) Log all the computers off. b) Unplug all the electric power. c) Lift all the computers from the floor. d) Cover all the computers with plastic sheet.

Room Number	Cherry 3118

E.   Shut Down/Evacuation   50

Room Number

E. Shut Down/Evacuation

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

Room number	Chemistry 101
Lab Name	NMR room
Emergency contact person/extension	Dr Lei x 8043 or 409 998 2539
Safety Plan for Lab shutdown	a. Fill instrument with liquid nitrogen b. Check UPS is turned off for a hurricane c. Cover delicate controls with plastic or foil d. Unplug computer and raise off the floor

Room Number	Chem Rm 111
Lab Name	Environmental Science
Emergency Contact Person/extension	Dr. Kenneth Dorris x 8274 or 409 832 8273
Safety Plan for Lab Shutdown	a. Request waste pick-up b. Log off computers c. Unplug all electrical equipment d. Secure and cover electrical equipment e. Secure all chemicals

Room Number	Chemistry 113
Lab Name	Inorganic Research Lab
Emergency Contact Person/ extension	Dr. Perumalreddy Chandrasekaran x 7514 or (413)212-2300
Safety Plan for Lab Shutdown	Request waste pick-up a) Log all the computers off. b) Unplug all the electric power. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet.

E. Shut Down/Evacuation

_____
Room number   Chemistry 114

E. Shut Down/Evacuation

Room Number	Chemistry 120
Lab Name	Organic Chemistry Lab
Emergency Contact Person/ extension	Xiangyang (Sunny) Lei / x8043 or 409 998 2539
Safety Plan for Lab Shutdown	a) Log the computer off. b) Lift the computer from the floor. c) Unplug all the electric power. d) Cover all equipment with plastic sheet. e) Turn off and secure all gas cylinders. f) Store all flammable chemicals inside the flammable cabinet. g) Report: One research assistant will be assigned the task and will be required to report to the professor after the plan is executed. h) Turn off all water faucets

Room Number	Chemistry 122
Lab Name	Distinguished professor research labs
Emergency Contact Person/extension	Dr Wayne Rabalais x 7904
Safety Plan for Lab Shutdown	a. Log off all computers b. Unplug electronic equipment c. Lift any computers from the floor d. Cover equipment with plastic sheet e. Turn off and secure all gas cylinders f. Move any flammable reagents to a flammables cabinet g. Turn off all water faucets

Room Number	Chemistry 212
Lab Name	Solutions preparation room
Emergency Contact Person/extension	Marsha Williams ext 8273 or 409 543 3857
Safety Plan for Lab Shutdown	a. Unplug balances and hotplate/stirrer b. Move all flammable solvents to flammable cabinets c. All concentrated acids to be moved to acid room d. Solutions assistants will be assigned this job and will report to supervisor e. Inventory of chemicals to be given to Director of Risk Management f. Turn of all water faucets

E.   Shut Down/Evacuation

	Chem 223
	Computational chem lab
	Dr Christopher Martin x 7820 or

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E. Shut Down/Evacuation

Room number	Chem 219
Lab name	Research lab
Contact Person	Dr Bernazzani x 8272
Safety Plan for shutdown	a. Request waste pick-up b. Log off all computers c. Switch off all instruments and computers d. Turn off all gas cylinders and cap e. Remove flammable reagents from refrigerator to a flammables cabinet f. Remove all remaining chemicals in fridge to bench g. Unplug instruments computers and refrigerator h. Move computers from windows i. Cover what needs to be covered with plastic sheets j. Check faucets are turned off k. Research student assigned to help to report to Dr Bernazzani

Room number	Chem 217;215; 213; 211; 210; 208; 207 206 201 203
Lab name	Teaching labs and stores
Contact Person	Dr Bernazzani x 8272
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

E. Shut Down/Evacuation

Room number	Chem 214
Lab name	Research lab
Contact Person	Dr Thi Nguyen x 7262
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

Room number	Chem 216
Lab name	Research lab
Contact Person	Dr Shyam Shukla x 8269
Safety Plan for shutdown	a. Request waste pick-up b. Turn off all water faucets c. Log off any computers d. Unplug any electronic equipment e. Move any flammable reagents (including from fridge if present) to flammables cabinet f. Turn off all gas cylinders and cap g. Cover instruments with plastic if adjacent to window areas

Room number	Chem 202A
Lab name	Research lab
Contact Person	Dr Richard 32448001 ref32BT1 0 0 1 90.024 26

Turn off all

E. Shut Down/Evacuation

Room number	Chem 218; 220;222
Lab name	Research lab
Contact Person	Dr Max Sokhoudolets x 7905/7906 or
Safety Plan for shutdown	a. Request waste pick-up b. Log off all computers c. Switch off all instruments and computers d. Turn off all gas cylinders and cap e. Remove flammable reagents from refrigerator to a flammables cabinet f. Remove all remaining chemicals in fridge to bench g. Unplug instruments computers and refrigerator h. Move computers from windows i. Cover what needs to be covered with plastic sheets j. Check faucets are turned off k. Research student assigned to help to report to Dr Martin

E. Shut Down/Evacuation

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 and first responders.

5.   Move all radioactive materials to safest storage. Update records of radioactive materials. Make copies of up to date inventories for Department Chair, authorized users of the material, and for Director of Risk Management.

E. Shut Down/Evacuation

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E. Shut Down/Evacuation

Food Service Readiness Hurricane Plan   Hurricane Evacuation/Closure

1.   Secure outside of Dining Hall Building. Objects that might become airborne due to wind conditions should be put inside building.

2.   Generators to be readied to operate #1 and #4 refrigeration 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 froteorDBT12.

E.   Shut Down/Evacuation

Department of Central IT Infrastructure Emergency Checklist (Revised June 2013)

** Instructions for all Central IT Infrastructure Departments **

1.   Inform staff of campus official evacuation instructions and initiate emergency operations

2.   Review Disaster Recovery plan with staff

3.   Remind staff to take with them items of value

E. Shut Down/Evacuation

Data Network

1.   Copy current configurations of Core network equipment and any other production
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E.   Shut Down/Evacuation

Data Center Services Checklist

When the campus is under evacuation orders due to imminent danger such as a hurricane, it is critical that the local Central IT Data Center Services are secured properly and that eqtg"Cf o kpkuvtcvkxg"GTR"u{uvg o u"ctg"hcknigf"qxgt"vq"Nc o ct"Wpkxgtuku{øu"FT"ukvg"cv"Vgzcu" State University in San Marcos prior to key staff members leaving the premises. Once both facilities are secured, all Central Data Center Services staff is to evacuate campus and adhere to established conference schedule times as necessary to remain in contact as to when we will return to campus to restore computer operations and services.

Computer Center Emergency Check List ó Cherry Engineering Building Facility:

1.   Notify administrative staff at Lamar University, Lamar Institute of Technology and Lamar State College Orange that the Central Data Center is beginning disaster preparedness procedures and the estimated time at which systems will be either shut down or transferred to the DR site at San Marcos

2.   Notify server owners Central Computing is initiating State of Emergency full backup and shut down procedures.

3.   Contact IRONMOUNTAIN for additional pickup of backup media prior to evacuation

E. Shut Down/Evacuation

Finance Department -- Checklist for Hurricane Preparedness (Revised June 2013)

1.   Staff meeting to discuss preparedness and assign tasks.

2.   Evaluate Payroll schedule to be accelerated if necessary.   Rgswguv"cnn"H504øu"be completed, signed and sent to Data Entry immediately. Submit payroll and determine if adjuncts, student workers, and hourly workers will be paid while the campus is shut down.

3.   Evaluate Financial Aid upcoming disbursement dates.

E. Shut Down/Evacuation

Student Health Center   Shut Down/Evacuation

1.   As soon as University administration predicts a possible evacuation, begin

E. Shut Down/Evacuation

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.

Section F

During Tropical Storm or Hurricane

F. During Storm or Hurricane

During the Storm (Police only on campus)(Revised June 2012)

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.

Procedures as follows:

1. Police personnel will work 12 hours shifts, and the shifts will be broken up into a day shift and a night shift.   These shifts will remain in effect until the chief of police places everyone back on normal scheduling.
2. Police officers will bring several duty uniforms to wear while on shift. Alternate attire may also be approved on a case by case basis to include: BDU style pants, and shirts that have **POLICE** clearly visible on them.
3. Food will be provided by dining services, which will maintain at least one employee during emergency operations.
4. Two IT personnel will be assigned during the emergency to assist with setting up incident command restoring normal operations to the campus.
5.

Section G

Immediate Post-Storm Checklist

G. Immediate Post-Storm Checklist

Immediately After the Storm (Revised June 2013)

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 DATA CENTER SERVICES, Central Computing, etc to make decisions regarding activation of building generators.

G. Immediate Post

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G. Immediate Post-Storm Checklist

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

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

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 itøs use. <u>If power has not been restored do not plug in the computer</u>.

10. As clean up work becomes c

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G. Immediate Post-Storm Checklist

<u>**UTILITY SHOP**</u>

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2. Retrieve your vehicles from the stadium

3. Inspect utility tunnel and begin pumping water out.

4. Inspect, drain and clean cooling towers.

5. Upon arrival to campus assist Facility Planning in assessment of damages to buildings and report findings to Associate Vice President.

6. If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

7. <u>All employees</u> 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.

<u>**CARPENTER SHOP**</u>

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor. Continue calling until you can reach someone including the command center phone.

2. Retrieve your vehicles from the stadium

3. Upon arrival to campus assist Facility Planning in assessment of damages to buildings and roofs report findings to Associate Vice President. When inspecting roofs, all roof drains should be clear of debris.

4. Board up all broken windows found during inspections of buildings.

5. If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

G. Immediate Post-Storm Checklist

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

<u>ENERGY MANAGEMENT</u>

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G. Immediate Post-Storm Checklist

2.   If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer</u>.

3.   <u>All employees</u> 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.

<u>LOCK & HARDWARE SHOP</u>

1. All employees who are able to return to the area should contact their supervisor and return to work as soon possible after the storm has passed. If you cannot reach your immediate supervisor continue to call the next level supervisor.   Continue calling until you can reach someone including the command center phone.

2. Retrieve vehicles from Cardinal Stadium.

3. If power has been restored and the facility is usable, uncover your computer and re-establish its use. <u>If power has not been restored do not plug in the computer.</u>

4. <u>All employees</u> must keep hours of work on daily time sheets. Use hurricane recovery work order number.

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G. Immediate Post-Storm Checklist

FACILITIES MANAGEMENT -- EMERGENCY MANAGEMENT PROCEDURE MANUAL FOR A HURRICANE EVENT (Revised June 2013)

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.   Replace lids to trash receptacles.

6.   Uncover your computer and re-establish its use.

CUSTODIAL DEPARTMENT

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

2.   Retrieve your vehicles from the stadium.

3.   Uncover your computer and re-establish its use.

4.   Assign personnel to buildings after they have been assessed for damage and begin clean-up.

ELECTRIC SHOP

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

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G. Immediate Post-Storm Checklist

2.   Retrieve your vehicles from the stadium.

3.   Uncover your computer and re-establish its use.

4.   Disconnect emergency generators from Soccer Complex, Dishman Art, Chemistry, Brooks-Shivers Dining Hall, the Presidentøs Residence, and the fueling station.

5.   Re-energize the transfer switches at all of the stationary generators.

UTILITY SHOP

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

2.   Retrieve your vehicles from the stadium

3.   Inspect utility tunnel and begin pumping water out if necessary.

4.   Inspect, drain and clean cooling towers if necessary.

5.   Uncover your computer and re-establish its use.

6.   Re-

DRAFT
G. Immediate Post-Storm Checklist

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.

<u>FLEET MANAGEMENT</u>

1.   All employees are to return to

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G. Immediate Post-Storm Checklist

Public Relations Immediate Post-Storm Checklist (Revised 6/14/12)

1.   Staff report via email/phone

2.   Assess impact on campus, develop key messages

3.

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G. Immediate Post-Storm Checklist

Biology Department Post-Hurricane Checklist (as soon as Department representative can access the building)

1.   Check that the generator power is still functioning properly and contact Physical Plant if there is a problem.
2.   Check Hayes Biology Building for water damage, and take appropriate action to keep humidity as low as possible.
3.   Water greenhouse plants.
4.   Feed fish in Room 109.
5.   If electricity outage is prolonged, monitor condition of unused fetal pigs (which are sealed in preservative) (If possible, discard if spoilage begins to occur).
6.   Check the Ocean Biology Lab for damage.

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G. Immediate Post-Storm Checklist

Central IT Infrastructure and Microcomputer Support & Services -- Checklist for post Storm
(Revised June 2012) See IT Disaster Recovery Plan

1.   Contact essential personnel to bring up mission critical systems.

2.   Ejgem"õfqypgfö"ҟV"ec o rwu-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

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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.

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.

Section 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. Refer to the Texas State University System Disaster Recovery Guide.

Student Health Center   Recovery Checklist

1.   Download readings from the pharmacy atmospheric monitor to verify humidity
        and temperature control has been maintained on all medications and supplies as
        required and discard as needed. Verify that all medications and diagnostic tests
        are accounted for as inventoried.

2.   Tour facility room by room noting any areas or equipment in need of repair. Once
        safety has been established and power has been returned, begin set-up of
        equipment.

3.   Check status of re-

Appendix

Disaster Management Guide

The following is checklist is a guide as adopted from the Texas State University System Disaster Recovery Guide. Located at

Texas State University System
Disaster Management Guide
11/3/2010

This guide provides general directions specific to disaster preparedness, recovery, and overall administration in the event of a disaster impacting a Texas State University System campus. It includes tools available to each campus for implementation through pre disaster, post disaster and overall project administration phases of an event. This document is only meant to be a reference to assist in providing an understanding of the process and proactively preparing for a property claim and/or reimbursements from FEMA. The procedures described in this guide were derived directly from the guidelines and policies established for disaster management by FEMA as described in 44 Code of Federal Regulations (44 CFR), FEMA 321 Public Assistance Policy Digest, and FEMA 322 Public Assistance Guide.

ALWAYS CONSULT, COMMUNICATE, AND COORDINATE ACTIVITIES WITH YOUR DESIGNATED FEMA, STATE, SYSTEM, AND INSURANCE REPRESENTATIVES.

Disaster Preparedness: Existence of pre disaster procedures can help each individual campus be prepared for a disaster before it strikes. Examples of pre disaster steps that each campus can undertake include management organization and leadership undertaking, conducting a risk assessment, developing a Disaster Management Plan, and adopting and implementing the plan.

Managing a catastrophic event successfully requires advance planning and coordination by developing protocols on a pre loss basis, as opposed to reacting after the loss. With the goal of returning to normal operations as quickly as possible and being fully indemnified in the process, having a defined team and plan in place will facilitate the recovery and claim processes and allow each to operate more efficiently and effectively.

Recovery: A large property claim has the potential to financially threaten the campuses' existence and cause long term adverse effects. A key consideration in maximizing insurance recoveries after a disaster is claims management by the insured and claim consulting/advocacy services provided by the broker/agent. For any uninsured disaster related damages and the corresponding recovery steps taken by any campus, the components can request certain expenses to be reimbursed by the Federal Emergency Management Agency (FEMA). However, to request any expense reimbursements from FEMA the component needs to be compliant with certain requirements for it to be eligible to receive federal monetary help. It is critical that the System and all components are aware of these requirements by FEMA and are in compliance at all times. The requirements fall into effect even before the hurricane strikes and extend years after the work is completed (as required by the record retention policies).

Examples of post disaster steps that each campus should undertake include; conducting preliminary damage assessment, submitting a Request for Public Assistance (RPA), conducting recovery work in compliance with FEMA and State requirements.

Post disaster and ongoing administration: In the initial hours after a loss, management will be focused on returning to normal operations and mitigating their damages. Decisions will be made that can dramatically impact operations and the outcome of the property claim submitted to insurers. The administrative work related to disasters is almost unavoidable, especially for instances when the campus seeks funding resources from insurance or the federal government. Examples of administrative work include activities related to project management, monitoring of recovery projects and issuing quarterly project progress reports. Each campus requesting funds should be aware of these requirements to ensure smooth recovery of disaster expenses from all sources.

1. Getting Organized

The first, and key, step before creating disaster management procedures is to build support by obtaining leadership commitment for emergency management work. The University will create a Disaster Management Team (DMT) comprised of key personnel representing the various administrative and academic functions of the component.

2. Disaster Management Risk Assessment

The next step involves conducting a detailed disaster related Disaster Management Risk Assessment for each campus. The purpose of this exercise is to assess the various disasters that could impact the institution, the potential consequences of a disaster impacting the institution's ability to actively respond to the disaster, and identification of mitigation strategies that could assist the institution in actively PREPARING for the identified potential disasters.

Based on the results of the risk assessment each campus should identify actions that can be taken to prevent, mitigate or prepare for disasters. Please see APPENDIX for FEMA guidance on conducting a Risk Assessment (FEMA Risk Assessment Tool Guide).

3. Develop a Disaster Management Plan
The next step involves creating a detailed Disaster Management Plan. The plan should address risks and vulnerabilities identified by conducting the risk assessment. The plan should also incorporate vital administrative functions, identification of key personnel in the event of a disaster, their responsibilities, functional responsibilities etc.

-

reimbursement. Hence, establish methods for recording time and expenses incurred by employees on disaster efforts.

- Evaluate alternatives to hiring temporary workers to assist in disaster recovery administrative work. Establish methods to record time and expenses incurred by temporary workers.

Procurement

Secure printed copies of Purchase orders at offsite location.

Analyze FEMA/state/TSUS System/Campus procurement requirements and follow the most stringent rules in the event of a disaster.

- Contact FEMA and state disaster assistance representatives to understand the

- Print FEMA Force Account Labor (FAL) & Force Account Equipment (FAE) forms to be used in the recovery process in the event of a disaster.
- Understand requirements for completing and providing adequate information as required for the FAL & FAE forms and communicate the same to facilities/disaster recovery teams/vendors.
- Analyze calculation/recording of time (and benefits) for disaster related work performed by campus employees separate from regular responsibilities.

4. Adopt & Implement Emergency Management Plan

The final step in pre disaster preparations includes submitting the draft plan for review and approval to campus leadership. Once approved, the plan should be communicated and distributed to all involved parties. The plan should be reviewed at least once each year and updated as required. The plan should be tested and practiced in training sessions and exercises.

Results of the tests should be evaluated and the plan updated as required. Given that the majority of disasters that have impacted TSUS institutions have been hurricane related eve

Post-Disaster

A. Overview

After an emergency event occurs and has dissipated enough for local government authorities to announce that it is safe to return to the affected areas, key personnel previously identified should return to the institution to conduct a damage assessment and to perform Post-Disaster recovery procedures.

Post-Disaster recovery procedures performed by each individual campus can be classified under the following three phases:

- Conduct a preliminary Damage Assessment
- Perform Recovery Emergency Work (Category A & B)
- Perform Recovery Permanent Work (Category C-G)

B. Procedure

a) Immediate Actions

- Secure the site and restore protection where applicable to protect the property from further damage. (The insurance policy requires action to protect your property from additional damage. However, because some emergency measures are impacted by FEMA requirements, you should always c

Components of the Claim:
A claim is normally divided into distinct sections that correspond to policy coverage.
A typical claim is broken down into two categories: Property Damage and Time Element
Losses.

- **Property Damage**

  Most policies are written on a replacement cost basis. This means that if the
  damaged/destroyed property is replaced or repaired, the insured will be reimbursed
  for that repair/replacement cost incurred. This assumes that the repairs or
  replacement are in line with the scope of damage agreed to with the insurance
  company and the replacement property is of like, kind and quality of the damaged
  property. Costs that require tracking include: Protection/preservation costs,
  temporary repairs, permanent repairs/replacement, extraordinary and expediting
  expenses. The normal elements of a property damage claim are as follows:

  > Real Property, such as buildings or leasehold improvements (excluding land)
  > Furniture, fixtures and equipment
  > Technology and communications equipment
  > Inventory, stock, work in progress and finished goods
  > Valuable papers and records

- **Time Element Losses**

  The objective of time element coverage is to put the insured back into a financial
  position as if no loss had occurred (subject to policy limitations). This element of the
  claim is normally the most complicated and broken into two groups: Business
  interruption/Loss of income and Extra Expenses to reduce the loss or maintain
  operations during the restoration period. The overall time element claim is defined
  within the "period of interruption", which is *normally* tied or directly related to the
  reasonable time to address direct physical property damages sustained by the
  insured. There are, however, various types of optional coverage that provide
  protection when no direct physical damage is sustained by the insured. This type of
  coverage includes contingent business income coverage, ingress/egress coverage,
  denial of access, etc. This coverage will be specifically outlined in the policy.

  The following discusses procedures applicable to FEMA related claims filing but can
  be used for documenting an insurance claim as well. Remember, FEMA only pays for
  uninsured damages and insurance recovery will often be applied before FEMA funds
  are released.

clude the following:

Expect to be contacted by the PAC within one (1) week after submission of the Request. If no communication is received from your PAC within two (2) weeks, contact your State Public Assistance Officer to arrange the first meeting.

Compile a list of all damages. Take that list with you to the Kick off Meeting.

Pay close attention when the PAC shows how to prepare detailed descriptions and summaries of repair projects. By the end of the Kick off Meeting, each campus should have received the information they need to proceed with disaster recovery and will understand what to expect.

Identify circumstances that require special review, such as insurance coverage, environmental resource issues, and historic preservation. The earlier these conditions are known, the faster they can be addressed, and they must be addressed before funding can be approved.

If the damage sites have been surveyed in the PDA, and are eligible for INF, the choice of whether or not to apply for these funds resides with each individual campus.

INF is usually based on a percentage of the emergency work identified during the PDA. Each campus can assist the PDA team by alerting them of emergency work, along with any associated immediate expenditures and helping to estimate damage costs.

The State of Texas will notify each campus on how to apply for INF. Typically they will have each campus send a letter of request to a designated State official.

Each campus must submit a completed Request for Public Assistance (Request) (preapplication)

Responsibilities:

Combine various recovery efforts into projects. A project should be formulated to meet recovery needs.

Multiple damaged sites and eligible work may be combined administratively into a single project for a variety of justifiable reasons. Each campus may select any reasonable method to manage their projects.

After the Specialist has reviewed the Special Considerations Questions with you, it may be necessary for FEMA to conduct an Environmental Assessment. If this occurs, keep a record of the information pertaining to the alternatives that were considered.

To facilitate review, approval and funding, repair projects are divided by dollar amount into small and large projects. A small project is any eligible work, either emergency or permanent; costing from $1,000 to $57,500 ($57,500 is the threshold for small projects for Federal fiscal year 2006 and is adjusted annually.) Funding for small projects is based on the Federal share usually 75% of the approved estimate of eligible work.

Each individual campus is responsible for identifying all projects and is encouraged to provide their own scopes of work and cost estimates for small projects. The PAC will explain the entire process during the Kickoff Meeting and will be available at any time to provide further assistance.

Although the campus is responsible for identifying large projects, only the basic description of the project and a broad cost estimate is required. Estimates for projects may be used which may assist in classifying projects as Small or Large. The campus can use vendor quotes, damage assessment team estimates, and purchase orders to estimate the cost of a project. Large projects, those with damage costs over $57,500 (Federal FY 2006) will be formulated as a team effort with FEMA, State and local representatives as partners. Funding for large projects is based on actual costs to complete the eligible scope of work. The funding for each large project will be adjusted after all work is complete.

All of the documentation pertaining to a project should be filed together with the corresponding PW and maintained as the permanent record of the project. These records become the basis for verifying final project costs, and, for small projects, will be used to sample and validate estimated project costs. Documents that need to be filed for each PW include purchase orders, purchase requisitions, invoices, contracts, timesheets (labor, equipment and materials), and completion certificates. All expenditures, for all PWs should be tracked at the PW level and timely reconciliations of expenditures to PW scopes should be performed.

Documentation is the process of establishing and maintaining accurate records of events and

- If the additional person is a regular employee who is called in on his/her day off (and thereby works time in addition to the regular workweek), regular and overtime are eligible because there is an extra cost incurred by the applicant.
- If the additional person is called in from vacation, only overtime is eligible. There will be no extra cost because the vacation usually can be rescheduled.
- Seasonally employed personnel are budgeted costs and are considered permanently employed for the purpose of eligibility.
- Regular and overtime will be determined according to the applicant's written policies and labor union contracts in effect prior to the disaster.
- When an employee has been moved to perform disaster emergency work, an additional person who is hired to backfill for that employee to do non emergency work is not eligible for reimbursement.
- The costs of salaries and benefits for individuals sent home or told not to report due to emergency conditions are not eligible for reimbursement.
- Costs of contractors hired to accomplish emergency work are eligible for reimbursement.

Overtime Pay:

Overtime pay must be in accordance with policies in use before the disaster. Overtime for disaster work is not eligible if you did not have a pre existing overtime pay policy.

Equipment Documentation:

Documentation for applicant owned and rented equipment must show the following:
      Equipment description and operators name,
      Dates and total hours used,
      Cost per hour with total cost for each item and,
      Total cost of all equipment used.
      Approval of usage of equipment

Total equipment hours should be compared to appropriate personnel hours to ensure both are accurate. If a piece of equipment is used by being attached to another piece of equipment (for example, trailer hitched to a truck), this should be noted. Equipment logs and records must identify each piece of equipment used for disaster related work at each site. Ensure operator/dispatcher logs and other actual field records are accurately kept, copied and consolidated onto the Force Account Equipment or the Rented Equipment record forms. See APPENDIX for sample FAE form and also for FEMA Equipment Rates.

Rental Equipment:
For rented equipment, the documentation must also show the date and amount paid, and the check number for evidence of payment. This agreement must specify who is responsible for all repairs to the equipment. A separate vendor invoice file should be

established with copies of all rental agreements and invoices from equipment vendors. Also, a copy of the rental agreement must be maintained in the work site file. See APPENDIX for sample Rented Equipment form.

Materials Requirements (rip rap, plywood, sandbags, etc.):

The applicant must document all materials and supplies purchased or taken from stock and used on each job. Provide and attach invoices, receipts, purchase orders, paid vouchers, etc., showing the actual purchase and price of all materials used for disaster work. Use the Materials Record form to consolidate the information to one place. See APPENDIX for sample Materials Summary record form.

Purchased Materials:

If special materials were purchased to perform disaster work, show the documentation citing that purchase. Specifically, documentation must show the vendor, quantity, description, unit price, total price, date used, and the date of purchase and check number. Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal Government.

Inventory Materials:

If materials were taken from stock, provide an invoice or voucher showing the last purchase of those items or stock, even if it was prior to the disaster. Some type of evidence of purchase is required for reimbursement for all materials used.

Contract Work Documentation & Eligibility:

Contracts must be of reasonable cost, generally must be competitively bid, and must comply with Federal, State, and local procurement standards. See APPENDIX for a list of FEMA equipment rates and contracting checklist.

Emergency Work Completion Timelines:

The time frames for completing eligible work are also measured from the date of declaration of the disaster and vary depending on the type of work.

> Debris Clearance within 6 months
> Emergency Work within 6 months

All time frames are set by regulation; however, if extenuating circumstances or unusual project conditions exist, a time extension may be requested through the State. The State has the authority to extend the time frames for completion of emergency work and

debris removal by 6 months. For all other extensions, the State must request the

Category F – Utilities

Typical Utilities include:
    Water treatment plants and delivery systems
    Power generation and distribution facilities, including generators,
    substations, and power lines
   Sewage collection systems and treatment plants
   Telecommunications
The cost of establishing temporary, emergency services in the event of a utility shutdown may be eligible.

Category G – Parks, Recreational Facilities & Other Items

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A F. Eligible publicly owned facilities in this category include: playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, and golf course.

For all large PWs obtain guidance for performance of work from the FEMA PAC and SAL. Communication with both parties is the preferred channel to address questions, issues and concerns regarding the recovery process. The communication should be through the various stages of the disaster and recovery phases and results of conversation documented. Guidance and relevant information obtained through such conversations should help drive decisions related to procurements processes and compliance with FEMA and State requirements.

Permanent Work Completion Timeline

The time frames for completing eligible work are also measured from the date of declaration of the disaster and vary depending on the type of work. All permanent work should be completed within 18 months of declaration of the disaster.

All time frames are set by regulation; however, if extenuating circumstances or unusual project conditions exist, a time extension may be requested through the State. The State has the authority to extend the time frames for completion of permanent work by 30 months. For all other extensions, the State must request the extension from FEMA.

Tips for Consideration
- When procuring goods/services, use the most conservative of the requirements mandated by FEMA, State, System and Campus requirements.
- Review all bids and select the one with the most suitable vendor with the lowest bid ensuring that the vendor is not blacklisted by FEMA.

- Review scope of PW and contractual agreement with the vendor and ensure consistency.
- During the progress of the project ensure that disaster recovery related expenses are coded in a distinguishable format in the financial systems (PO, Project, Account #).

A. Overview

Once the emergency work has been completed, the University is left with completing work for all other PWs (Category C-G) and performing on-going administration procedures until all PWs are closed out by FEMA.

The critical on-going administrative procedures that need to be maintained by the University can be classified as:
- Project Management
- Monitoring
- Reporting
- Audits

1. Project Management

Small Projects

Small Projects are funded using an initial estimate of costs. An estimate is prepared either by FEMA or by the Applicant. The funding level for small projects is fixed, regardless of the final cost incurred by the Applicant. FEMA does not perform a final inspection of completed small projects; however, the State must certify that the Applicant completed the work in compliance with all applicable laws, regulations, and policies.

Large Projects

Reimbursements for Large Projects are based on the **actual documented costs incurred** in the

forward pricing model that allows FEMA to account for all possible costs associated with a construction project. FEMA uses experienced cost estimators and construction engineers to apply the CEF. Management of large PWs is critical. FEMA audits all large PW expenses as a part of its closeout process.

To ensure a smooth closeout and receipt of funds, it is important that each campus manages its projects appropriately adhering to all FEMA requirements. Some key project management aspects include.

Creation of a Delegation of Authority (DOA) matrix especially for Accounts Payable and Procurement and following the DOA for all disaster recovery projects

Periodic reconciliations should be performed by Finance. Essentially:

Reconciliations between expenses noted for each PW against expenses in the GL

Expenses for each PW against the corresponding funds received from FEMA

Expenses for each PW against eligible PW scope

Monitor completion of work and ensure that work is completed as per the guidelines stipulated in the contract with the vendor and the PW scope

2. Monitoring

Finance should monitor all disaster related funds and manage them separately from nondisaster related funds. As part of routine internal audits, the scope of each should include disaster related activities. Findings of internal and external audits should be tracked, monitored and remediation steps taken. The Internal Audit department for TSUS, should perform audits to test compliance and controls related to disaster management and business continuity.

3. Reporting

Prior to beginning any recovery work, each campus should communicate with their PAC and SAL and obtain information regarding reporting requirements. Each campus should understand all the reports they need to issue, timelines for reporting, methods of reporting, modes of submittal and approval requirements for all reports related to disaster recovery procedures.

Reporting for disaster related activities can include internal reports and external reports. Once all requisite data is gathered on a timely basis internal and external reports should be created.

These should then be submitted for supervisory review. After correction/changes have been made these reports should be submitted to senior management for approval. Only after obtaining management approval, prepare and issue at least the following two reports:

Quarterly Progress Reports:

The State submits reports quarterly to FEMA for projects for which a final payment has not been made. Progress reports are critical to ensuring that FEMA and the State have up to date information on PA Program grants. Reporting requirements for the PA Program generally concentrate on large projects. Recipients of assistance should check with their State to determine the particular reporting requirements. FEMA has no reporting requirements for applicants, but the State is expected to impose some reporting requirements on applicants so that it can prepare quarterly reports. The format in which the applicants submit project reports to the State will be determined by the State. As final payment is made on each large project, the project may be dropped from the report. Final payment for small projects is made at the time of project approval by FEMA and, therefore, small projects do not need to be reported to FEMA. Other reporting requirements for small projects may vary depending upon the requirements of each State.

The progress report will include:

the status of the project, such as "in design" or "percentage of construction completed"

time extensions granted, if any

a projected completion date

the amount of expenditures and amount of payment for each project

Any problems or circumstances that could delay the project or result in noncompliance with the conditions of the FEMA approval.

HB 4586 Reports:

Each legislative session, state agencies project the costs of fulfilling their functions and providing important services for the following two year budget period. C.S.H.B. 4586 makes adjustments in appropriations for various state agencies, including adjustments necessary to reimburse agencies for unexpected expenses. Fixed amounts have been appropriated by the State of Texas to TSUS component institutions out of the general revenue fund and institutions of higher education for the purpose of paying for, or reimbursing payments made for, costs incurred by the agencies or institutions associated with damages or disruptions caused by natural disasters impacting the institutions before September 1, 2007.

The bill requires each campus to submit quarterly a report for ongoing administrative and monitoring purposes to the State Comptroller's office. The purpose of this report is to perform reconciliation and to ensure that each campus is not duplicating benefits by receiving recovery funds for the same work from multiple agencies. This report essentially takes into account the prevailing state appropriation amount and deducts any funds received from FEMA, insurance or any other source and the remaining amount is reported to State. The State then uses this amount to adjust its future appropriations and also to monitor the progress of recovery work being performed by each campus.

Each campus should discuss with their SAL State reporting requirements. Procedures for reporting, modes of reporting, timelines, and submittal requirements should be thoroughly understood and adhered to. Prior to submitting these reports each quarter, each campus should have a review and approval process in place.

Sample Documentation

1 FEMA Risk Assessment Tool Guide
http://www.fema.gov/plan/prevent/hazus/dl_fema433.shtm **and**
http://www.fema.gov/pdf/plan/prevent/hazus/fema433.pdf
2 Force Account Labor (FAL) Summary Record
http://www.fema.gov/library/viewRecord.do?id=2729
3Force Account Equipment (FAE) Summary Record
http://www.fema.gov/library/viewRecord.do?id=2734
4 Materials Summary Record