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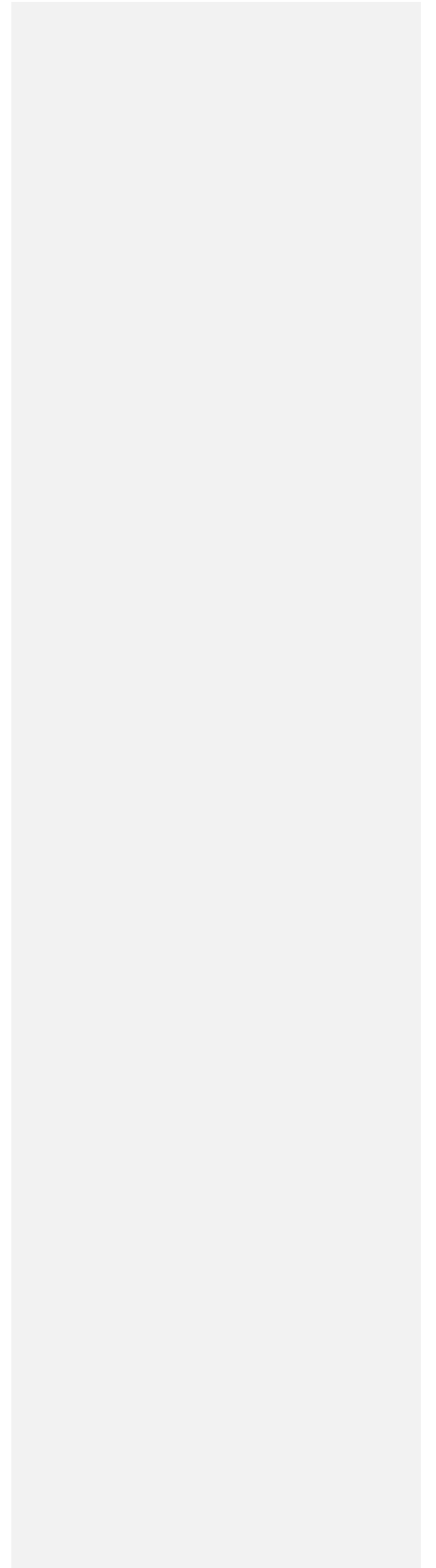
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General --During Spring Leading up to June 1

1. Risk Management and senior administrators to review the entire Hurricane Preparedness Plan and update and modify as needed.
2. Senior administrators to review the conditions and procedures, including timeline,

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

FACILITIES MANAGEMENT -- EMERGENCY

7.

ENERGY MANAGEMENT

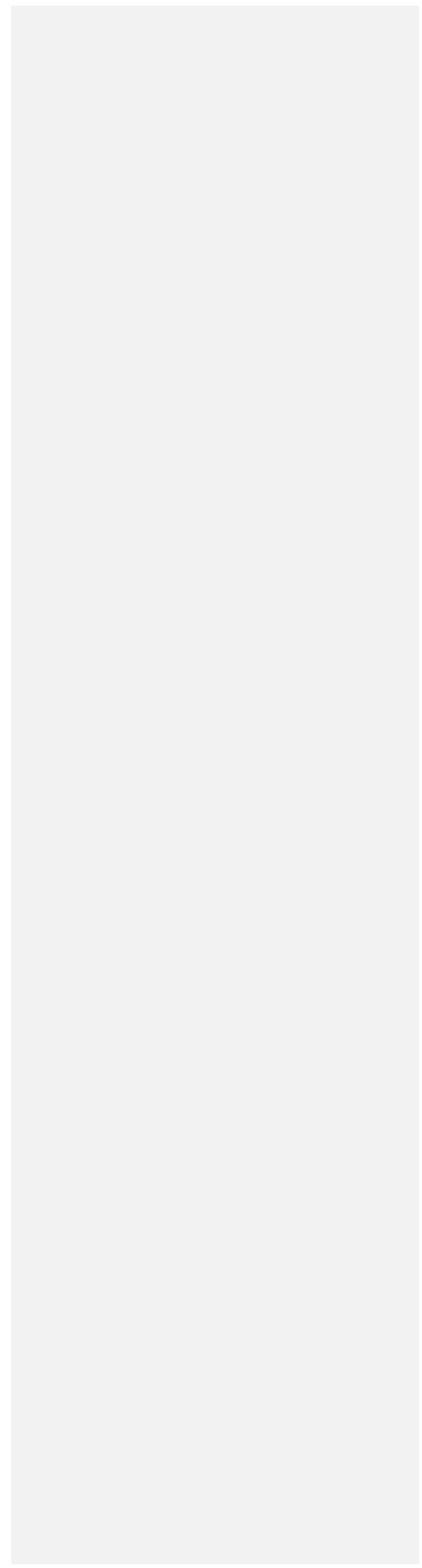
1. ~~Energy~~
2. ~~Energy~~ ~~Management~~ ~~System~~
3. ~~Energy~~ ~~Management~~ ~~System~~ ~~Performance~~
4. ~~Energy~~ ~~Management~~ ~~System~~ ~~Performance~~ ~~Improvement~~
5. ~~Energy~~ ~~Management~~ ~~System~~ ~~Performance~~ ~~Improvement~~ ~~Program~~

FLEET MANAGEMENT

1. ~~Fleet~~
2. ~~Fleet~~ ~~Management~~ ~~System~~ ~~Performance~~
3. ~~Fleet~~ ~~Management~~ ~~System~~ ~~Performance~~ ~~Improvement~~
4. ~~Fleet~~ ~~Management~~ ~~System~~ ~~Performance~~ ~~Improvement~~ ~~Program~~
5. ~~Fleet~~ ~~Management~~ ~~System~~ ~~Performance~~ ~~Improvement~~ ~~Program~~ ~~Implementation~~

FACILITIES PLANNING

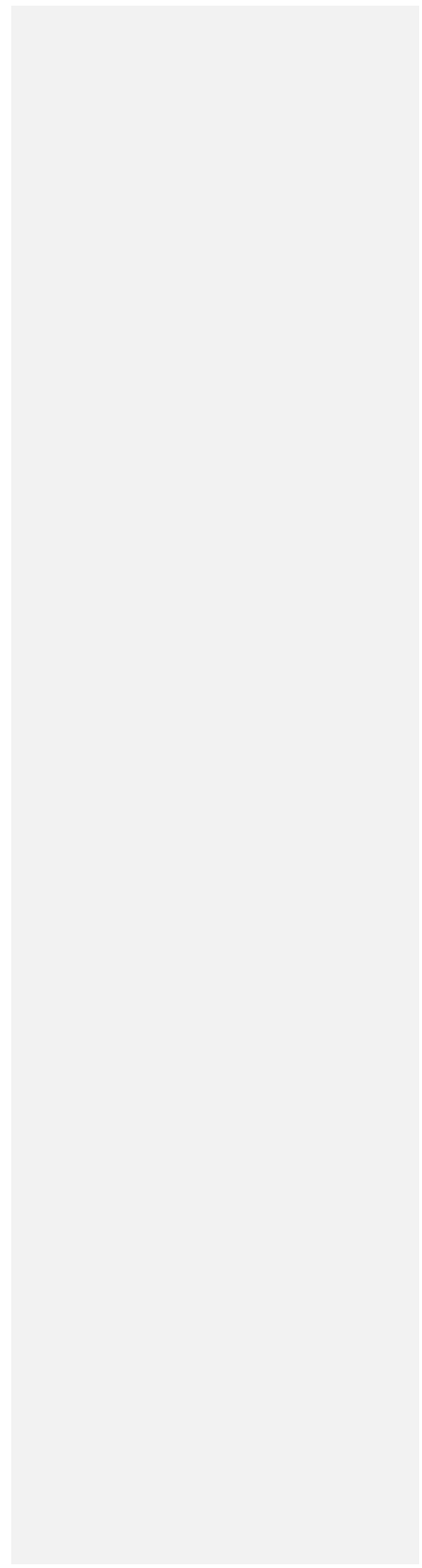
1. ~~Facilities~~
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5. ~~Բաժնի տնտեսական~~
~~գործունեության~~
~~առկա~~

ADMINISTRATIVE SERVICES

1. ~~Գործ~~
2. ~~Գեղարվեստական~~ ~~աշխատանքներ~~
~~ընդհանուր~~
- 3.



Student Health Center Pre-Hurricane Season Preparations

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

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.

Immediately before June 1 Each Year

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

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

1. Storm track and intensity projections by NWS, US Navy and private services monitored by Risk Management and Senior Administration and reviewed (small monitoring group) at least twice daily. (President, VPF, AVPIT, AVPFM, VPSA, Director of Public Relations)

ELECTRIC SHOP

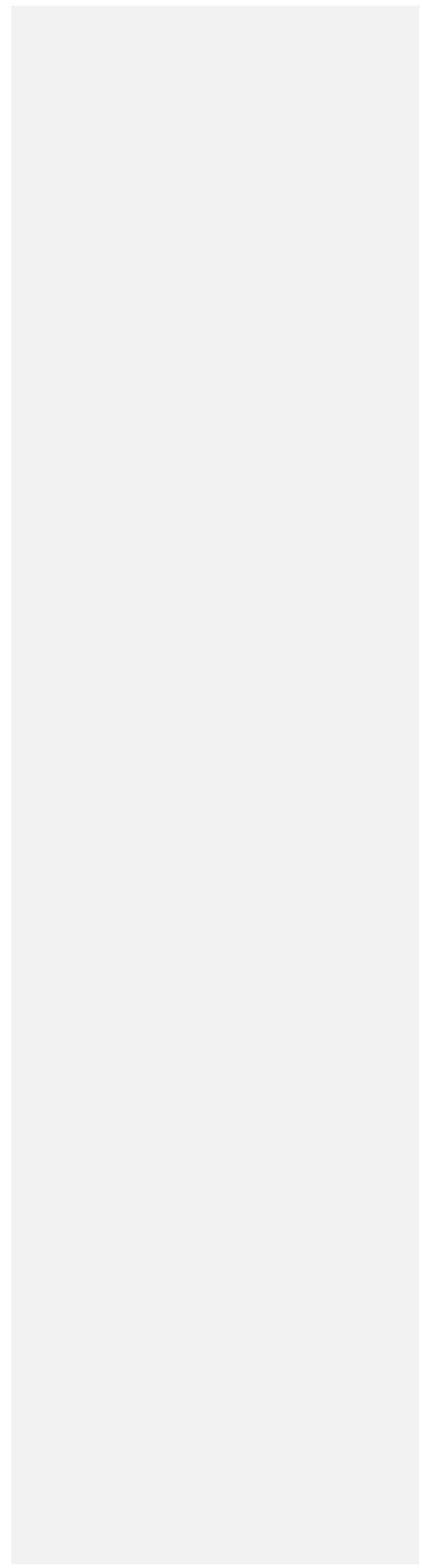
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3. ~~F~~
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5. ~~Block~~
~~CD~~
~~Panel~~

UTILITY SHOP

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CARPENTER SHOP

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3. ~~Panel~~



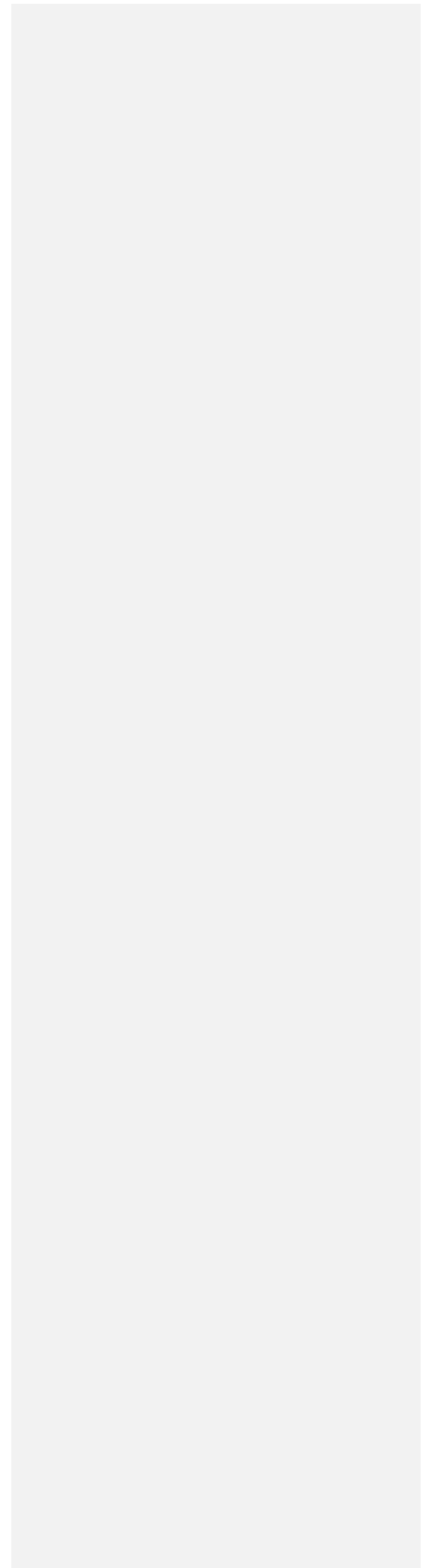
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ENERGY MANAGEMENT

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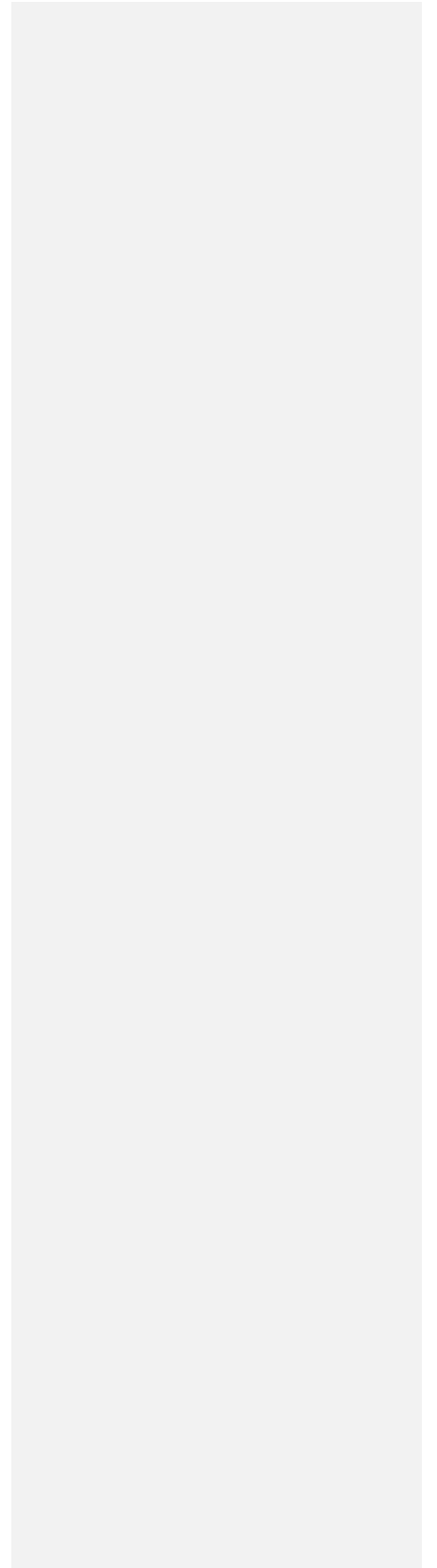
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Police Department

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

Microcomputer Support & Services --

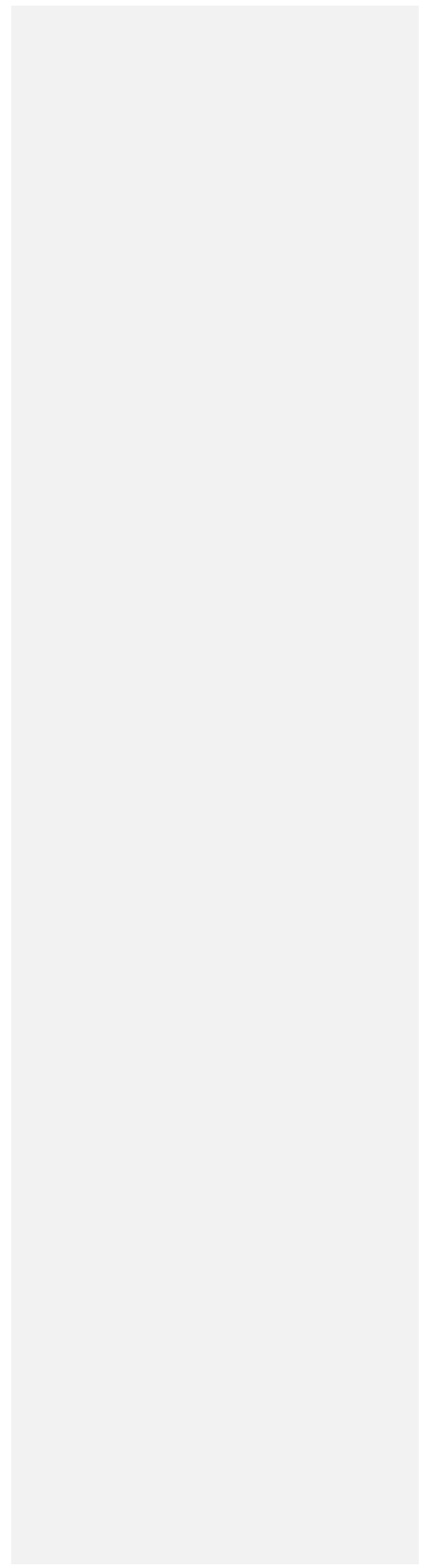


Finance Department -- Checklist for Hurricane Preparedness

1. Staff meeting to discuss preparedness and assign tasks.
2. Evaluate Payroll schedule to be accelerated if necessary. MIRABEAU to request
3. Evaluate Financial Aid upcoming disbursement dates.

Department of Intercollegiate Athletics

1. The Department of Intercollegiate Athletics will be advised by the university administration when the campus is under a hurricane threat and when preparation should begin.
2. When there is a hurricane threat, the Director of Athletics will conduct a meeting of all coaches and staff members to collect their contact lists of all student-athletes.
- 3.



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

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

Shut Down/Evacuation Checklist -- General

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



- 6. Al problema de la custodia de los bienes de la comunidad, el a

CUSTODIAL DEPARTMENT

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ELECTRIC SHOP

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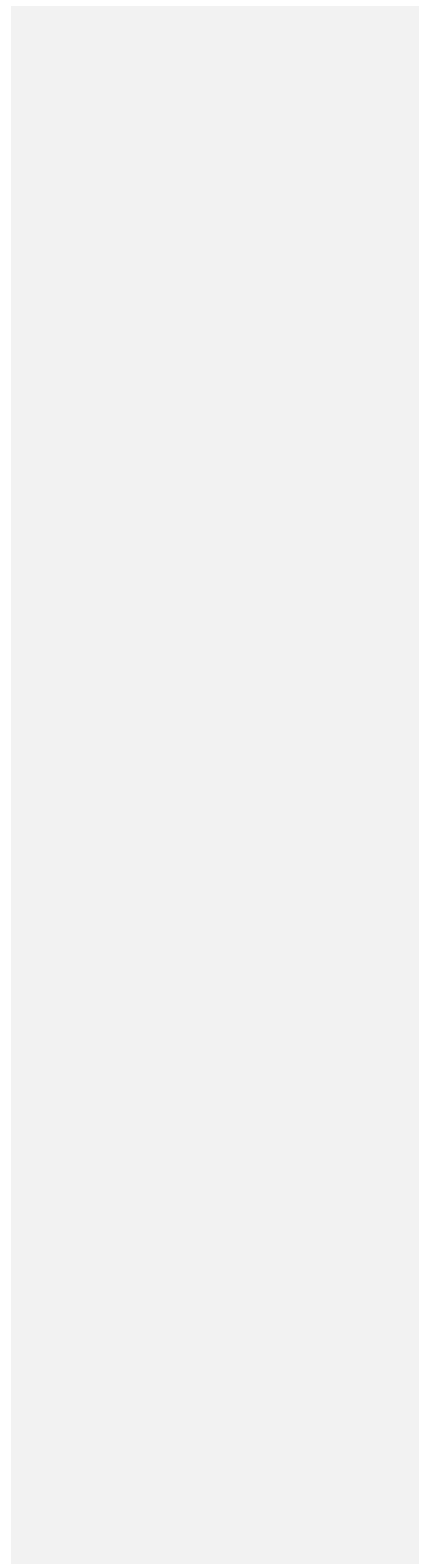
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ENERGY MANAGEMENT

1. WebCIS Design Date
2. Microsoft/Excel Date
3. Cost
4. Cost
5. Budget
6. All projects in scope of An gghh

FLEET MANAGEMENT

1. WebCIS Design Date
2. Microsoft/Excel Date
3. Cost
4. Cost
5. Budget
6. All projects in scope of An gghh



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

1. Secure Property
2. Back-up data,copy files
3. Verify Status ~~Of of~~ Web Support
 - (a) ~~Ability To Access~~
 - ~~(i) Red Dot Server~~
 - ~~(ii) Lamar.Edu Server~~ ~~ElementFusion~~based sites (Lamar.edu, Advancement.lamar.edBeACardinal.com)
 - (b) ~~ConnectEd system~~
 - (c)

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

1. Back up University computers and servers that are outside Central Computing, at least to extent of files changed since previous complete back-up. Arrange to safeguard back up tapes and CDs.
2. Make certain that university computers, including those in faculty/department offices and labs, are above floor level, away from windows, unplugged and covered to protect against roof and ceiling failure (no bagging!).
- 3.

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

1. Consolidate refrigerator contents into minimum number of refrigerators.
2. Unplug empty refrigerators and prop doors open.
3. Water plants in greenhouse.
- 4.

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

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

Room Number	Lucas 107
Lab Name	Process/Product Systems Engineering Lab.
Emergency Contact Person/ extension	Dr. Helen Lou/ x8207

Saf

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	<ul style="list-style-type: none"> 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.

Room Number	Cherry 1408
Lab Name	XRD Lab.
Emergency Contact Person/ extension	David Cocke/ x8372
Safety Plan for Lab Shutdown	<ul style="list-style-type: none"> a) Turn off the D4 and D8 instruments (the turn-key switch for D4 and red push-switch are at the front of the instruments). b) Log all the computers off. c) Turn off the water cooling system (the switch is at the front). d) Unplug all the electric power. e) Turn off the switches of the main transformer switch box (120/240V, grey box, on the wall behind S4 XRF instrument). f) Lift all the computers from the floor. g) Cover all the computers and instruments with plastic sheet.

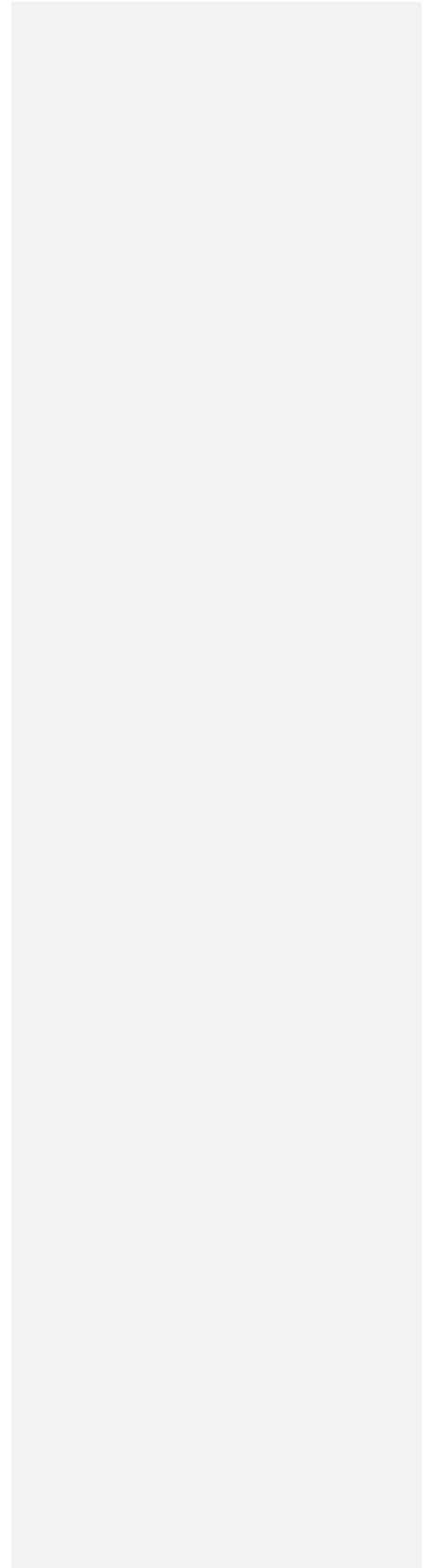
Room Number	Cherry 1410
Lab Name	Computer Simulation Lab.
Emergency Contact Person/ extension	Dr. Kuyen Li/x8789 or (409) 898-0368; Dr. Qiang Xu/ x7818 or (313) 492-2864
Safety Plan for Lab Shutdown	<ul style="list-style-type: none"> a) Log all the computers off. b) Unplug all the electric power. c)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

Room Number

Cherry 2405

Student Affairs Evacuation Checklist

1. Decide on place and time for



Cardinal Village Evacuation Checklist.

1. Notify student in writing regarding evacuation procedures; clean out refrigerators, take all important documentation and medicine, along with any other personal valuables.
2. Establish a list of students that will need to evacuate with university.
3. Resil 00 tables.

Food Service Readiness Hurricane Plan Hurricane Evacuation/Closure

1.

Department of Data, Voice and Video Emergency Checklist

Telephone System Communications

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

Emergency Checklist

Senior Network Analysts.

6. Confirm that all DVVN employees have backed up their data to the DVVN server and have secured all equipment and personal computers.
7. If necessary, relocate all DVVN owned carts to areas designated by Facilities Management.

Central Computing Checklist

When the campus is under evacuation orders due to imminent danger such as a hurricane, it is critical Central Computing facility in Cherry and DR Sh

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14. Shutdown and power off Burster, Shredder, Sealer, and Tape Reel devices in Computer Center.
15. Pull power receptacles from false floor, unplug, and rest on floor tiles.
16. Pull floor tiles at front and back doors to trap flood waters below.
17. Clean out refrigerator and unplug.
18. Unplug microwave and coffee maker.

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

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

Finance Department -- Checklist for Hurricane Preparedness

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

Student Health Center Shut Down/Evacuation

1. As soon as University administration predicts a possible evacuation, begin preparation of SHC facility, each staff member or team will initiate their responsibility Snnatr team wi

Department of Intercollegiate Athletics

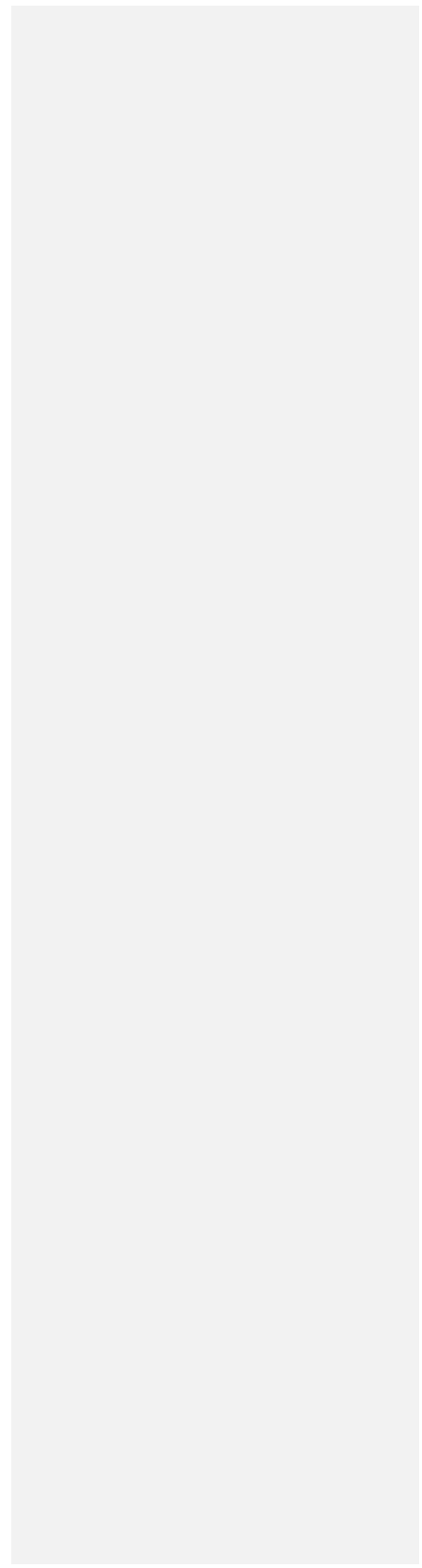
1. Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
2. Back up computer hard drives. Use CD's, flash drives, etc. Take these backups with you during evacuation.
3. Unplug all electrical equipment.
4. Move items away from outside windows to an interior area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

During the Storm (Police only on campus)

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

Finance Department -- Checklist for Hurricane Preparedness

1. Distribute any paychecks.
2. Give out all OneCards.



FACE MANAGEMENT
DEPARTMENT
2006)

-- EMBROIDERY
BANK, INC.,

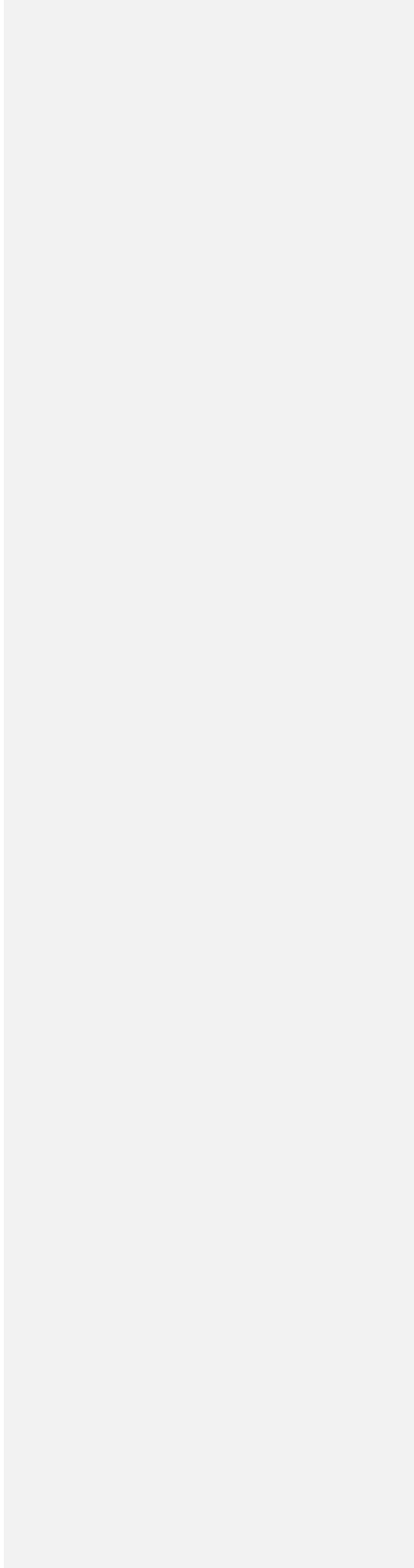
PHASE IV Response to Hurricane Event

WAREHOUSE

- 1. All information regarding the status of the warehouse inventory shall be reported to the Warehouse Manager. b7c
- 2. All information regarding the status of the warehouse inventory shall be reported to the Warehouse Manager. b7c
- 3. All information regarding the status of the warehouse inventory shall be reported to the Warehouse Manager.
- 4. I621773 F8 9.a3 b7c b7d b7e b7f b7g b7h b7i b7j b7k b7l b7m b7n b7o b7p b7q b7r b7s b7t b7u b7v b7w b7x b7y b7z b7aa b7ab b7ac b7ad b7ae b7af b7ag b7ah b7ai b7aj b7ak b7al b7am b7an b7ao b7ap b7aq b7ar b7as b7at b7au b7av b7aw b7ax b7ay b7az b7ba b7bb b7bc b7bd b7be b7bf b7bg b7bh b7bi b7bj b7bk b7bl b7bm b7bn b7bo b7bp b7bq b7br b7bs b7bt b7bu b7bv b7bw b7bx b7by b7bz b7ca b7cb b7cc b7cd b7ce b7cf b7cg b7ch b7ci b7cj b7ck b7cl b7cm b7cn b7co b7cp b7cq b7cr b7cs b7ct b7cu b7cv b7cw b7cx b7cy b7cz b7da b7db b7dc b7dd b7de b7df b7dg b7dh b7di b7dj b7dk b7dl b7dm b7dn b7do b7dp b7dq b7dr b7ds b7dt b7du b7dv b7dw b7dx b7dy b7dz b7ea b7eb b7ec b7ed b7ee b7ef b7eg b7eh b7ei b7ej b7ek b7el b7em b7en b7eo b7ep b7eq b7er b7es b7et b7eu b7ev b7ew b7ex b7ey b7ez b7fa b7fb b7fc b7fd b7fe b7ff b7fg b7fh b7fi b7fj b7fk b7fl b7fm b7fn b7fo b7fp b7fq b7fr b7fs b7ft b7fu b7fv b7fw b7fx b7fy b7fz b7ga b7gb b7gc b7gd b7ge b7gf b7gg b7gh b7gi b7gj b7gk b7gl b7gm b7gn b7go b7gp b7gq b7gr b7gs b7gt b7gu b7gv b7gw b7gx b7gy b7gz b7ha b7hb b7hc b7hd b7he b7hf b7hg b7hh b7hi b7hj b7hk b7hl b7hm b7hn b7ho b7hp b7hq b7hr b7hs b7ht b7hu b7hv b7hw b7hx b7hy b7hz b7ia b7ib b7ic b7id b7ie b7if b7ig b7ih b7ii b7ij b7ik b7il b7im b7in b7io b7ip b7iq b7ir b7is b7it b7iu b7iv b7iw b7ix b7iy b7iz b7ja b7jb b7jc b7jd b7je b7jf b7jg b7jh b7ji b7jj b7jk b7jl b7jm b7jn b7jo b7jp b7jq b7jr b7js b7jt b7ju b7jv b7jw b7jx b7jy b7jz b7ka b7kb b7kc b7kd b7ke b7kf b7kg b7kh b7ki b7kj b7kl b7km b7kn b7ko b7kp b7kq b7kr b7ks b7kt b7ku b7kv b7kw b7kx b7ky b7kz b7la b7lb b7lc b7ld b7le b7lf b7lg b7lh b7li b7lj b7lk b7ll b7lm b7ln b7lo b7lp b7lq b7lr b7ls b7lt b7lu b7lv b7lw b7lx b7ly b7lz b7ma b7mb b7mc b7md b7me b7mf b7mg b7mh b7mi b7mj b7mk b7ml b7mm b7mn b7mo b7mp b7mq b7mr b7ms b7mt b7mu b7mv b7mw b7mx b7my b7mz b7na b7nb b7nc b7nd b7ne b7nf b7ng b7nh b7ni b7nj b7nk b7nl b7nm b7nn b7no b7np b7nq b7nr b7ns b7nt b7nu b7nv b7nw b7nx b7ny b7nz b7oa b7ob b7oc b7od b7oe b7of b7og b7oh b7oi b7oj b7ok b7ol b7om b7on b7oo b7op b7oq b7or b7os b7ot b7ou b7ov b7ow b7ox b7oy b7oz b7pa b7pb b7pc b7pd b7pe b7pf b7pg b7ph b7pi b7pj b7pk b7pl b7pm b7pn b7po b7pp b7pq b7pr b7ps b7pt b7pu b7pv b7pw b7px b7py b7pz b7qa b7qb b7qc b7qd b7qe b7qf b7qg b7qh b7qi b7qj b7qk b7ql b7qm b7qn b7qo b7qp b7qq b7qr b7qs b7qt b7qu b7qv b7qw b7qx b7qy b7qz b7ra b7rb b7rc b7rd b7re b7rf b7rg b7rh b7ri b7rj b7rk b7rl b7rm b7rn b7ro b7rp b7rq b7rr b7rs b7rt b7ru b7rv b7rw b7rx b7ry b7rz b7sa b7sb b7sc b7sd b7se b7sf b7sg b7sh b7si b7sj b7sk b7sl b7sm b7sn b7so b7sp b7sq b7sr b7ss b7st b7su b7sv b7sw b7sx b7sy b7sz b7ta b7tb b7tc b7td b7te b7tf b7tg b7th b7ti b7tj b7tk b7tl b7tm b7tn b7to b7tp b7tq b7tr b7ts b7tt b7tu b7tv b7tw b7tx b7ty b7tz b7ua b7ub b7uc b7ud b7ue b7uf b7ug b7uh b7ui b7uj b7uk b7ul b7um b7un b7uo b7up b7uq b7ur b7us b7ut b7uu b7uv b7uw b7ux b7uy b7uz b7va b7vb b7vc b7vd b7ve b7vf b7vg b7vh b7vi b7vj b7vk b7vl b7vm b7vn b7vo b7vp b7vq b7vr b7vs b7vt b7vu b7vv b7vw b7vx b7vy b7vz b7wa b7wb b7wc b7wd b7we b7wf b7wg b7wh b7wi b7wj b7wk b7wl b7wm b7wn b7wo b7wp b7wq b7wr b7ws b7wt b7wu b7wv b7ww b7wx b7wy b7wz b7xa b7xb b7xc b7xd b7xe b7xf b7xg b7xh b7xi b7xj b7xk b7xl b7xm b7xn b7xo b7xp b7xq b7xr b7xs b7xt b7xu b7xv b7xw b7xx b7xy b7xz b7ya b7yb b7yc b7yd b7ye b7yf b7yg b7yh b7yi b7yj b7yk b7yl b7ym b7yn b7yo b7yp b7yq b7yr b7ys b7yt b7yu b7yv b7yw b7yx b7yy b7yz b7za b7zb b7zc b7zd b7ze b7zf b7zg b7zh b7zi b7zj b7zk b7zl b7zm b7zn b7zo b7zp b7zq b7zr b7zs b7zt b7zu b7zv b7zw b7zx b7zy b7zz
- 5. All information regarding the status of the warehouse inventory shall be reported to the Warehouse Manager.
- 6. All information regarding the status of the warehouse inventory shall be reported to the Warehouse Manager. b7c

GROUNDS DEPARTMENT

- 1. All information regarding the status of the grounds department shall be reported to the Grounds Manager. b7c
- 2. All information regarding the status of the grounds department shall be reported to the Grounds Manager. b7c
- 3. All information regarding the status of the grounds department shall be reported to the Grounds Manager. b7c



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CUSTODIAL DEPARTMENT

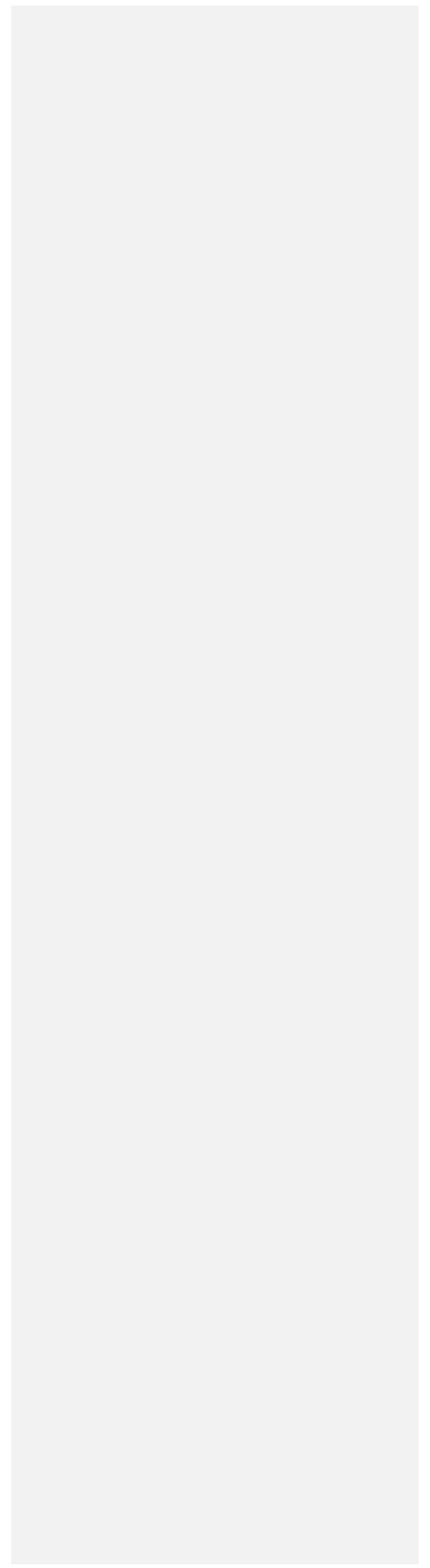
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LOCK & HARDWARE SHOP

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FACILITIES PLANNING

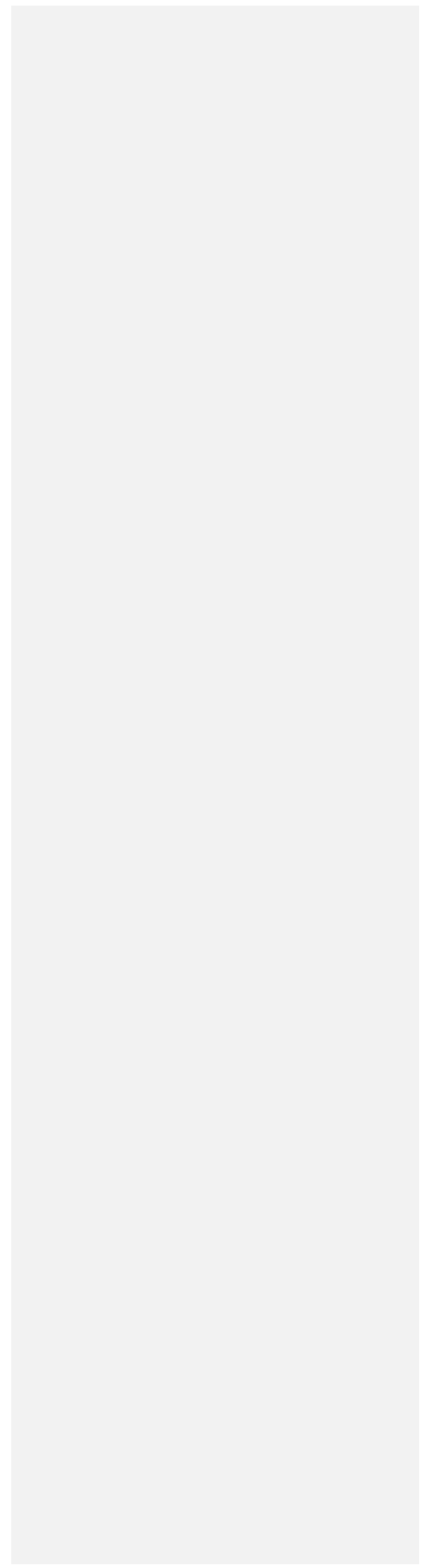
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LOCK & HARDWARE SHOP

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2. ~~616~~

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

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

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

1. ~~Feed rates and mice in room 210A~~ Generator hook-up -80 freezer in Room H202 and consolidate frozen items.
- 2.

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

1. Contact essential personnel to bring up mission critical systems.
2. Eject and replace all rack-wide systems for mechanical defects.
- 3.

Information Technology Conference Calling

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

Conference will begin and end with Host.

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

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

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

Academics Conference Calling

Host must dial: 1-877-865-7030

Host must dial passcode: 8784881#

Hit the star key (*)

Host must dial moderator code: 3847248#

Administrative Conference Calling

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

Conference will begin and end with Host.

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

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

Daily Conference Time	Department Name	Department Moderator
8:00 ó 9:00	Executives	President
9:00 ó 10:00	Directors	VP Finance and Ops
10:00 ó 11:00	Facilities Management	Assoc VP Facilities
11:00 ó 12:00	Human Resources	Assoc VP Human Resource
1:00 ó 2:00	Finance	Asst VP Finance
2:00 ó 3:00	Financial Aid	Director of Financial Aid
4:00 ó 5:00		
Other times TBA		

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.

Student Health Center Recovery Checklist

1. Verify humidity and temp control has been maintained on all medications and supplies as required, and discard as needed. Verify that all medications are accounted for as inventoried.
2. Tour facility room by room noting any areas or equipment in need of repair. Once safety has been established and power has been returned, begin set-up of equipment.
3. Check status of re-ordered equipment, medications and supplies.
4. Restock each exam room, laboratory, and pharmacy in preparation to resume normal operations.
5. Continue to monitor facility for mold or other health and safety issues.