

FLORIDA MEMORIAL UNIVERSITY
HURRICANE PROCEDURES MANUAL
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I. INTRODUCTION

Definitions

For the purpose of identification for the various activities described here, the following definitions are established

A. Hurricane Season:

June 1 –November 30

B. Hurricane Watch (Alert):

First warning that a hurricane is a definite threat to a portion of the coast of Florida; normally give 48hours before the storm is expected to hit the coast. Landfall is uncertain and broad geographic areas are alerted. This is a time for preliminary storm preparation.

C. Hurricane Warning:

Normally issued 36 hours before the storm is expected to strike the coast; more accurate landfall is predicted with narrower geographic boundaries.

D. Hurricane Response Cell (HRC)

Members of the Hurricane Response Cell are Chief of Campus Safety.

Director of Residence Life, Director of Facilities Management & Plant Operations, Director of Food Services and Director of Public Relations.

E. Crisis Management Team (CMT)

Two (2) fifteen man teams activated for 24-hours command and control.

The teams working twelve (12) hours shifts will be headed by the Provost and Assigned Vice President.

F. Hurricane Advisory Committee:

Members of the Advisory Committee are the President, Executive Assistant to the President, Vice Presidents, Chief Information & Technology Officer, Director of Facilities Management and Plant Operations, Director of Residential Life, Director of Food Services, and Chief of Campus Safety.

G. Coordinator:

In order to ensure maximum cooperation during a hurricane emergency, the President or his designee will be the campus coordinator and will give all instructions.

H. Emergency Operations Center:

A location designated by the President that serves as the central control and coordination center for all campus operations during the Hurricane.

I. Red Team Personnel:

Personnel who will remain on campus during the hurricane, these individuals are employed in Environmental Services, Health Services, Residential Life, Dining Services and Campus Safety.

J. Blue Team Personnel:

Personnel who will be responsible for readying the campus for a hurricane, these individuals are employed in Environmental Services, Residential Life, Dining Services and Campus Safety.

FLORIDA MEMORIAL UNIVERSITY

HURRICANE PROCEDURES

II. GENERAL PROCEDURES

Hurricane Watch - (H-48 To H-36)

- A. At the assumption of "hurricane watch" (alert status), FMU will activate its hurricane response cell (HRC). The HRC will be headed by the vice president for Administration and will consist of the following members: chief of campus safety, director of residential life, director of facilities and plant operations, director of food services and director of public affairs representative. The purpose of the HRC is to monitor the progress of the threatening weather system and to take definitive steps to verify FMU's preparedness to execute subsequent emergency procedures should the track of the weather system continue to threaten the South Florida coastline.

Hurricane Warning - (H-36 to H-24)

- B. When a "hurricane warning" is declared, the HRC will be expanded in composition to include the following members: The provost, vice president for student affairs, vice president for business and fiscal affairs, chief information management & technology officer, the director of environmental services, and the director of Health Services. This expanded HRC will establish an Emergency Operation Center (EOC) in the Lehman 208 or in the Albert E. & Sadie B. Smith Conference Center (to be designated). The purpose of the expanded HRC is to direct the execution of Florida Memorial University's emergency procedures from H-24 hours to H-12 hours. To

accomplish this command and control function, the EOC must be equipped with a telephone bank (with at least 5 commercial lines) and radio communication between work parties and campus evacuation sites.

Crisis and Evacuation Monitoring - (H-12 To H+18)

C. At a minimum of twelve hours (12 hours or H-12) before the impending hurricane is to reach land fall, Florida Memorial University's full Crisis Management Team (CMT) will be activated. The CMT will operate on a 24- hour basis out of the EOC located in Lehman 208 or in the Albert E. & Sadie B. Smith Conference Center (as designated). Two 12-hour shifts will be formed to provide 24-hour command and control. The CMT Day Shift (7:00a.m.-7:00 p.m.) will consist of the following personnel or office representative:

Provost and Vice President for Academic Affairs (Team Chief)

Vice President for Administration (Deputy Team Chief)

Vice President for Business & Fiscal Affairs

Chief Information Management & Technology Officer (CIO)

Director of Facilities Management & Plant Operations

Director of Residential Life

Director for Food Services

Director of Environmental Services

Chief of Campus Safety

Director of Public Affairs

Director of Health Clinic

Director of Student Activities

Campus Safety Officers (4)

Staff Representatives (2)

The CMT Night-Shift (7:00 p.m.-7:00 a.m.) will consist of the following Personnel/or Office representatives:

Vice President for Student Affairs (Team Chief)

Vice President for Institutional Advancement

Associate Provost or Designee (Deputy Team Chief)

Information Management & Technology Representative

Director of Enrollment Management

Director of Administrative Support Services

Environmental Services Representative

Food Services Representatives

Assistant Director of Residential Life

Assistant Chief of Campus Safety

Director of Intramurals & Recreation

Health Clinic Representative

Campus Safety Officers (4)

Staff Representative (2)

Florida Memorial University's preparedness procedures are divided into two phases:

Preparation Phase and Execution Phase.

III. Phase I (Preparation) Procedures

The preparation phase begins upon notification of hurricane watch conditions. (H-48 hours to H-24 hours). During this phrase, the HRC will be established, measures to be taken to implement Florida Memorial University's Comprehensive Emergency Management Plans will be reviewed, two work composite work parties: Team Red and Team Blue will be activated, and notification and / or execution communications will be prepared for release by the President or his designated representative. Additionally, the following responsibilities and actions will be taken:

A. Chief of Campus Safety:

1. Establish a Hurricane Response Cell (HRC) to monitor the weather systems' programs and to keep the university Administration/Leadership (Hurricane Advisory Committee) advised.
2. Coordinate emergency telephone service requirement with IT (Telecommunication Support Section).
3. Meet with HRC to review emergency notifications requirements and to initiate alert status for key support functional areas (i.e., Environmental Services (ARAMARK), Food Services, Health Services and Residential Life).
4. Establish direct communications with the City and County Emergency Preparedness Office(s).

5. Confirm availability of radios and review distribution plan.
6. Verify the availability of work party personnel (Blue Team and Red Team persons).
7. Verify the "evacuation site(s)" plan and priority of work (Albert E. & Sadie B. Smith Cafeteria & Conference Center, Library, Administration Building, Student Services Building, Performing Art Center, FIU/FMU Cooperative Building, and the J.C. Sams- Ocean Bank Activity Center, in that order).
8. Verify locations of off-campus hurricane shelters and prepare and disseminate route information (strip maps/diagrams).

B. HRC:

1. Establish a communication link with City/County Emergency Preparedness Offices and with Off-Campus site Coordinators (Broward site).
2. Monitor NOAA Radio to track progress of WX System. (Use hurricane Tracking MAP)
3. Review EOC establishment requirements and coordinate services accordingly.
4. Prepare draft notification and execution messages for the President's release.
5. Obtain three (3) copies (each) of student resident hall assignments (i.e., listing of students assigned by room # to Robinson, Goode, Coleman, and

Brown); maintain one copy each at the HRC, provide two copies each to the Director of Resident Life.

NOTE: The Director of Residential Life will provide each Resident Director with a current listing of students assigned to and residing in their respective resident hall.

6. Keep the Cabinet (Hurricane Advisory Committee) advised and recommend when to assume the next level of alert.
7. Verify the availability of work parties (teams) to assist in executing Florida Memorial University's building preparation Plans (See TAB A) and priorities of work.

C. Provost & Vice President for Academic Affairs:

1. Service as member of the Hurricane Advisory Committee and as head of the Expanded - HRC.
2. Serve as the Day-shift Team Chief of Florida Memorial University's Crisis Management Team (CMT).
3. Ensure that building coordinators secure (to the extent possible) the following building using faculty/Staff work parties augmented by student workers:
 - a. Sarah A. Blocker Hall
 - b. FIU/FMU Cooperative Classroom Building
 - c. James Weldon & Rosamond Johnson Fine Arts Building & Music Annex
 - d. M. Athalie Range Science Hall

- e. William Lehman Aviation Center
 - f. Lou Rawls Center for the Performing Arts
4. Monitor the availability and status of materials and supplies required to execute the evacuation site occupation plan.
- D. Vice President for Administration:
- 1. Serve as member of the Hurricane Advisory Committee and Team leader for the HRC.
 - 2. Serve as deputy team chief for the Day-shift CMT
 - 3. Verify the structural integrity of buildings that may serve as evacuation centers.
 - 4. Insure that building coordinators secure (to the extent possible) the following buildings:
 - a. Human Resource Trailer
 - b. Anderson/Bacon Central Receiving Building
 - c. Puryear Administration Building
 - d. Coleman/Westfall Physical Plant
 - 5. Prepare and secure the Athletic Trailer, the A. Chester Robinson Athletic Center and Pool.
 - 6. Insure that Florida Memorial University's Emergency Operation Center (EOC) is equipped with at least five (5) commercial telephone lines.
 - 7. Insure that sufficient plywood window shutter materials (See Tab A) are on-hand to protect the windows in the Albert E. and Sadie B. Smith Cafeteria/Conference Center, the Library, the Performing Arts Center,

the Student Services Building, Susie C. Holley Chapel, the FIU/FMU Cooperative Building, Administration Building, and J.C. Sam's Activity Center in that order.

8. Insure that sufficient food (food services) is available to feed up to 800 personnel for three days.
9. Insure that sufficient potable water (Food Services) and non-potable water (Environmental Services/ARAMARK) are on hand for drinking and for sanitation respectively.
10. Maintain a four-day supply of batteries (see TAB A).
11. Maintain a supply of flashlights (≥ 100 2 cell and ≥ 50 6 volt).
12. Ensure the generators that provides auxiliary power for primary evacuation sites (Albert E. & Sadie B. Smith Cafeteria / Conference Center) is operational and tested weekly.

NOTE: Insure sufficient gasoline and oil are stored.

13. Establish two ARAMARK work parties: Team Blue and Team Red (to be augmented by student and staff personnel provided by resident life) to prepare priority buildings and evacuation sites.
14. Provide representatives to the HRC as delineated (i.e., Director of Environmental Services, and Director of Food Services).
15. Provide refrigerators and/or ice chest for the evacuation center on campus.
16. Implement EOC telephone installation plans on or before H-24.

17. Provide clean-up supplies and equipment (i.e., mops and buckets, chain saw, plastic bags, etc.).

E. Vice President for Student Affairs

1. Serve as member of the Hurricane Advisory Committee and member of the expanded HRC.
2. Provide representative for the HRC as delineated (Director of Residential Life, Director of Health Services, etc.).
3. Provide two twelve-man student work teams with a staff supervisor for each to assist Director of Environmental Services (ARAMARK) work parties in preparing priority buildings and evacuation sites. The two student-staff work parties will augment ARAMARK's work teams: Team Blue and Team Red.
4. Prepare an evacuation site entertainment plan which include but not limited to the following: games, reading materials, T.V. with VCR's, movies, talent competition, etc.

NOTE: Plan to execute an entertainment program at designated evacuation site(s).

5. Organize and provide twelve (12) 8-man student work teams to assist Department Chairs in preparing their assigned building (TAB B pertains).
6. Maintain an accurate count of students remaining in the resident halls and assign to evacuation centers.

7. Promulgate an individual emergency packing list for students occupying evacuation centers.
 8. Insure that medical personnel is assigned to each on-campus evacuation site and that each site has a complete medical kit (one to service 200 persons and one to service 400 persons).
 9. Prepare and secure the residence halls.
 10. Prepare and secure the Student Services Building, the Health Center Trailer, and the Pre-College Programs Trailer.
- F. Chief Information Management & Technology Officer
1. Serve as member of the Hurricane Advisory Committee.
 2. Oversee the implementation of the Information/Technology Disaster preparation and Recovery Plan.
- G. Vice President for Institutional Advancement:
1. Serve as member of the Hurricane Advisory Committee.
 2. Prepare and secure the Alumni Affairs, and Church Relations
- H. Executive Assistant to the President
1. Serve as member of the Hurricane Advisory Committee
 2. Provide the Public Affairs representative to serve as member of the expanded HRC.
 3. Prepare draft alert notification and evacuation message/releases for the President' signature.
- I. Cabinet Members:
1. Serve as members of the Hurricane Advisory Committee

2. Be prepared to assume assigned responsibilities as member of the Crisis Management Team (CMT), as directed.
- J. Deans and Department Chairpersons to be designated:
1. Serve as member of the Hurricane Advisory Committee.
 2. Prepare and secure (to the extent possible) the following building using faculty and staff work parties augmented by student workers (provided by Residential Life).
 - a. FIU/FMU Cooperative Building
 - b. Lehman Aviation Building
 - c. Range Science Building
 - d. Sarah Blocker Hall
 - e. Johnson Humanities Building & Music Annex
 3. Coordinate with Director of Facilities Management & Plant Operations to obtain the necessary supplies and materials to prepare assigned building.
- K. Off-Campus Site Coordinator:
1. Serve as building coordinators for your site
 2. Establish and maintain communications with the HRC/EOC
 3. Take precautions as outline below (to the extent feasible) to protect files and equipment
 4. Release students and staff not later than N+ 1 hour

L. Individual Actions

1. Student, faculty and staff will be notified by published message from the President or by radio/TV announcements that FMU's classes are canceled and evacuation has been directed.
2. Upon notification (**N-Hour**) of a HURRICANE WARNING status, all university personnel with the assistance of students in the classrooms will do the following:
 - a. Clear desk tops completely of paper and other articles;
 - b. Protect books, valuable papers and equipment by covering them with plastic sheeting and masking tape;
 - c. Where necessary and possible, move desks, file cabinets, computer workstations, monitors, and printers away from windows;
 - d. Close and latch down windows and doors;
 - e. Turn off or disconnect all electrical equipment including lights, computers, printers, copy machines, refrigerators, etc.
 - f. Clear any laboratory tables and areas of all possible apparatus and glassware and place these items in a protected location.
3. Faculty/instructors will release all students (attending classes) not later than one-hour (N+1) following the N-Hour notification time.
4. Upon release of students (TAB D Pertains) faculty should report immediately to their chair-person for further instruction. Non-resident Students are released not later than N+1 to proceed home. **Resident Students** will report immediately to their respective resident hall

entering only by the main entrance and insuring that your name is checked off by the resident director or resident assistant positioned at the main entrance.

5. Upon entering the resident hall, resident students will proceed to their rooms to collect and bag those items listed (see FMU's recommended Hurricane Evacuation packing list at TAB C), and to take steps to protect personal items left in your rooms.
6. Resident students will have sixty minutes (one-hour) to collect personal items and to prepare their hurricane evacuation bag. At N+2 (two hours after the official notification that classes are canceled, FMU is closed, and evacuation has been directed), resident students must report to their residence hall main lobby to verify with the resident director or designated resident assistant that they are packed and ready to proceed to the designated on-campus evacuation site.
7. When directed, resident students will be proceed in an orderly manner to the designated on-campus hurricane evacuation center. The order of evacuation will be as follows: Robinson, Goode, Brown and Coleman.
8. Selected residents of Coleman hall will be organized into 12 eight-man student-work parties. At N + 2.5, these student work-parties should report to the Director of Resident Life located in the main lobby of Coleman Hall for instructions. Each 8-man student-work party will be assigned to a specific building; they will proceed to that building,

reporting to the building coordinator, to augment the work of the faculty and staff at that building.

NOTE: Student-work parties will be released to proceed to the on-campus evacuation center N + 8 (or H-16 depending upon weather conditions).

IV. Phase II (Execution) Procedures

The execution phase commences upon the President's decision to occupy "on-campus" evacuation site. Upon this decision, Florida Memorial University's expanded hurricane response team will be augmented for 24-hour operations under the Crisis Management Team (CMT) concept outlined in General Procedures, Paragraph II-C, page 4, above.

As already stated, the CMT will operate out of the EOC located in Lehman 208 or in the Albert E. & Sadie B. Smith Conference Center. Two 12-hour shifts will be manned.

The CMT will maintain the current progress of the impending WX system and monitor the status of building preparations and monitor the where about and composition of work parties.

Additionally, the CMT will maintain an accurate count of personnel remaining on campus (at any given time, the CMT must be able to provide an accurate number of students, faculty and staff located on Florida Memorial University's property by building (i.e., Susie C. Holley and Humanities Building).

Specific Phase II responsibilities and actions are delineated below:

A. CMT

1. Establish and maintain communications with evacuation center(s) on-campus and with off-campus emergency preparedness/police agencies.

2. Monitor work parties progress and status (via radio).
3. Maintain accurate count of personnel housed in evacuation sites.
4. Report conditions and personnel status on a systematic basis (i.e., every two hours between H-12 and H+12).
5. Maintain a log to chronicle major events and occurrences.
6. Monitor NOAA Radio broadcast.
7. Monitor T.V. and other radio news reports for up-to-date information about the passing weather system.

B. Provost (Team Chief – Day shift)

1. Serve as head of the CMT Day-Shift (7:00 p.m. to 7:00 a.m. shift).
2. Direct activities and operations as necessary
3. Implement the Computer System File Protection and Disaster Recovery Plan (including off-site storage of very recent back-up tapes) – Vice President for Information Management & Technology (or CIO)
4. Monitor Building Coordinators execution of preparations and evacuation plans.

C. Vice President for Administration

1. Serve as Deputy Team Chief of the CMT day-shift.
2. Provide representatives from the following offices/functional areas to augment the CMT:

Day-Shift

- a. Director, Food Services

- b. Director of Facilities Management & Plant Operations
- c. Director Environmental Services (ARMARK)
- d. One Staff Representative (Admin)
- e. Campus Safety Officers (4)

Night-Shift

- a. Director of Administrative Services
 - b. Environmental Services Representative
 - c. Food Services Representative
 - d. Campus Safety Officers (4)
3. Execute Emergency feeding plan at evacuation site(s).

D. Vice President for Student Affairs

- 1. Serve as Team Chief of the CMT Night-Shift (7:00pm to 7:00am).
- 2. Provide the CMT/EOC accurate Resident students Evacuation Center status and assignment information.
- 3. Provide representatives from the following office/functional areas to augment the CMT:

Day-Shift

- a. Director of Residential Life
- b. Director of Student Activities
- c. Director of Health Clinic
- d. One Staff Representative (Financial Aid)

Night-Shift

- a. Director of Enrollment

- b. Campus Safety (Lieutenant)
 - c. Director of Intramurals & Recreation
 - d. Nurse, Health Clinic
 - 4. Provide leadership team for evacuation site (Albert E. & Sadie B. Smith Conference Center)
 - 5. Implement an entertainment plan at the evacuation site
 - 6. Insure medical support available at the evacuation site.
- E. Vice President for Information Management & Technology:
- 1. Serve as member on the CMT Day Shift
 - 2. Implement the Computer System File Protection and Disaster Recovery Plan (including off-site storage of very recent back-up tapes).
 - 3. Provide a staff member to service on CMT Night-Shift
- F. Vice President for Institutional Advancement:
- 1. Serve as member of the CMT Night-Shift.
 - 2. Provide public affairs CMT augmentation for both the day and night shift.
 - 3. Provide one staff representative to serve on the CMT Night-Shift (as needed).
- G. Executive Assistant to the President:
- 1. Serve as member of the CMT Day shift
 - 2. Provide public affairs CMT augmentation for both the day and night shift.
- H. Deans and Department Chairpersons to be designated:
- 1. Serve as member of the CMT Day-Shift, as assigned.

2. Provide a staff representative to serve on the CMT Night-Shift.
3. Be prepared to provide three-man faculty team to provide leadership at evacuation site #2 (if established) and to provide evacuation site personnel status reports.

V. Coordinating Instructions:

- A. The EOC and evacuation site will be located in LEH 208 or in Albert E. & Sadie B. Smith Cafeteria/Conference Center.
- B. Evacuation site #2 will be located in the James Weldon and Rosamond Johnson Fine Arts building (if required).
- C. Priority of work during Phase I (preparation) is as follows:
 1. Albert E. & Sadie B. Smith Cafeteria/Conference Center (evacuation site)
 2. Library
 3. Administration Building
 4. Student Services Building
 5. Performing Arts Center
 6. FIU/FMU Cooperative Classroom Building
 7. J.C. Sam's Activity Center
- D. A building preparation plan (see building preparation check list at TAB D) outlining material requirements, personnel requirements, (or personnel assigned to prepare the facility) special equipment needs, (if needed), must be submitted

by building coordinators to the Director of Facilities Management and Plant Operations annually Not Later than June 1 of each year.

- E. The Director of Facilities Management and Plant Operations will announce the material pick-up point and the assembly point for work- party personnel provided by ARAMARK and by Residential Life to support building preparation plans Not Later than H-24.

NOTE: This is a planning figure only specific allocation will depend upon Availability of personnel.

- F. Hurricane supplies and materials distribution plan will be announced by the Vice President for Business and Fiscal Affairs not later than H-18.
- G. Non-essential personnel will be released at the beginning of Phase II execution, but not later than H-12. Building coordinators shall use the building preparation checklist (see TAB D) to facilitate planning and execution of build preparation.
- H. Emergency telephone contact list (See TAB E) must be updated and submitted to the Hurricane Preparedness Committee Not later than September 1st initially and upon declaration of "Hurricane watch" alert status.(Submit updates to the HRC).
- I. Evacuation Centers and EOC cannot count on electricity being available; plan on the use of generators to support minimum electrical requirements.
- J. Storage and use of potable water for drinking and cooking must be given thoughtful consideration; director of food services will provide evacuation centers potable water.

- K. Access and storage of non-potable water for sanitation purposes must also be given special consideration (most particularly at the evacuation sites); Director of Environmental Services will store and position non-potable water at evacuation center(s).
- L. Evacuation site(s) (once occupied) must report current status hourly to the EOC (via telephone or radio whichever is operable) unless directed otherwise.
- M. The President or his designee will issue all necessary directives and instructions concerning the implementation of this plan and the resumption of classes.
- N. **The Director of Public Affairs will coordinate efforts with local radio stations to send messages to faculty, staff, and students regarding the opening and/or closing of the campus (radio stations WINZ*940 AM, WMBM*1490 AM, WHQT (HOT 105) FM, WQBA*107.5 FM, WEDR*99.1 FM will be designated for university students and employees to listen to for closure or opening information). All closure information pertaining to the main campus will apply to our off-campus sites.**
- O. Following the lifting of the Hurricane Warning status, each Vice President or designated representative will survey assigned building and facilities to determine their safety and usability and submit a report to the Hurricane Advisory Committee as soon as possible.
- P. Personnel are encouraged to use a battery-operated radio to keep abreast of the hurricane's progress and dangers.

TAB A (Emergency equipment and supply items) to Hurricane Procedures Manual

SPECIAL EMERGENCY EQUIPMENT AND SUPPLY ITEMS MINIMUM LEVELS

Flashlights, 2Cell50

Flashlights, 6 volt.....50

Battery, 6 volt.....60-90

Battery, D.....300

Wood 2 x 4.....100

Plywood, 4x8x1/2200

Plastic Rolls, 10x10050

Plastic Rolls, 20x100.....50

Rope, Coil ½ x50ft.....50

Masking Tape, 3/4” & 1”.....300

Tire Wire, 50ft.Rolls.....25

Duct Tape.....TBD

Buckets, Mops, Hammers, and Nails.....

Sandbags1,000

55 Gallon Drums.....5

Refrigerator.....2

Ice Chest.....8

Chain Saw3

Telephone (EOC).....7

TVs (EOC & Evacuation Sites).....3

TAB A (Emergency equipment and supply items) to Hurricane Procedures Manual (Con't)

VCR2

Generators8

Ladders.....6

Porta-Johns (contact for delivery & usage following the storm).....(TBD)

Radios4

TAB B (Building Assignments) to Hurricane Procedures Manual

BUILDING ASSIGNMENTS

Upon announcement Hurricane Watch, personnel assigned to the Red Team will remain on campus during the hurricane and perform duties as assigned. Personnel assigned to the Blue Team, will be responsible for readying the campus for the impending hurricane.

Airway Science Bldg.....Provost & Vice President for Academic Affairs

*Albert E. & Sadie B. Smith Conference Center ... Director of Facilities Management & Plant
Operations

All Residence Hall.....Director of Residential Life

Andrew Anderson & Donald Bacon Service Center (SESC)Director of Administrative
Services

*FIU / FMU Cooperative Bldg.....Provost & Vice President for Academic Affairs

Guard House(s).....Chief of Campus Safety

James Weldon & Rosamond Johnson Fine Arts Bldg..... Provost & Vice President for
Academic Affairs

*J.C. Sam’s Building.....Director of Auxiliary Services

*Lou Rawls Performing Art CenterDirector of Facilities & Plant Operations

M. Nathalie Range Science Hall.....Provost & Vice President Academic Affairs

*Nathan W. Collier Library.....Librarian

Robinson Athletic Center & Pool.....Athletic Director

*Royal W. Puryear Administration.....Vice President for Business and Fiscal Affairs

TAB B (Building Assignments) to Hurricane Procedures Manual (Con't)

Sarah A. Blocker Hall (Classroom Bldg.).....Provost & Vice President for Academic Affairs

*Susie C. Holly.....Director of Facilities Management & Plant Operations

*Student Services Bldg.....Vice President for Student Affairs

Trailers.....Director of Facilities Management and Plant Operations

* Denotes priority facilities listed – see priority of work discussed in paragraph V (C) of coordinating instructions.

TAB C (Packing List) to Hurricane Procedures Manual

EVACUATING PACKING LIST

Items you need to bring with you to the Evacuation Center.

- Special Medication
- Blankets
- Pillows
- Tooth Brush and Paste
- Soap
- Facial Towel
- Wash Cloth
- Radio with Head Phone
- At least two days of clothing

BUILDING COORDINATOR

PREPARATION CHECKLIST

1. Obtain and issue materials necessary to carry out various assignments before and after the storm.
2. Clear all items off desk tops, file cabinets, etc., and store all papers and books.
3. Remove anything of value or any material or equipment that would be damaged by water, from the trailers (Alumni Affairs, Athletics, Budget-H/R, Church Relations, Health Services, Music Annex, and Pre-College). **Note;** (There appears to be no reasonable way to safeguard a trailer from wind and water damage.
4. Store all water sensitive equipment and materials away from windows, where practical. Bookcases, file cabinets and desks should be covered with plastic, particularly if exposed to possible water damaged through broken windows.
5. Relocate moveable equipment and supplies from the ground floor of laboratories and offices.
6. Erect all permanent type storm shutters and mask all large window areas as required.
7. Protect large, loose or cracked windows with tape or plywood.
8. Dismantle and remove outside lights.
9. Secure all A/C units, ventilating systems, exhaust fans, etc, (except equipment specifically specified to remain in operation).

TAB D (Building Preparation checklist) to Hurricane Procedures Manual (Con't)

10. Secure and pick up all trash and loose objects such as trash receptacles in the vicinity of assigned buildings).
11. Secure, stake and tie down all objects presenting a hazard.
12. Turn-off power to swimming pool pumps (Athletic Department only)
13. Secure campus buildings.

TAB E (Telephone Emergency List) to Hurricane Procedures Manual

EMERGENCY TELEPHONE CONTACT LIST

	Office Extension
Provost & Vice President for Academic Affairs	34223
Executive Assistant to the President	63607
Vice President for Administration	31452
Vice President for Business & Fiscal Affairs	63613
Vice President for Institutional Advancement	63611
Vice President for Student Affairs	63710
Chief Information Management & Technology Officer	63798
Director of Public Affairs	63624
Director of Auxiliary Services	63726
Director of Environmental Services.....	63730
Director of Facilities Management and Plant Operations.....	63766
Librarian.....	63641
Registrar	63797
Chief of Campus Safety	63713
Director of Admissions.....	63751
Director of Student Activities	63714
Director of Athletics	63168
Director of Financial Aid	63745

TAB E (Emergency Telephone Contact List) to Hurricane Procedures Manual (Con't)

Director of Health Clinic	63760
Director of Food Services	63779
Residential Life	63718
Director of Enrollment Management	63741
Chapel	63762
A.B. Coleman Hall.....	63790
Good Hall.....	63789
Robinson Hall	63788
J.T. Brown Hall.....	63767

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