

**CHARLESTON  
SOUTHERN  
UNIVERSITY**

**HURRICANE  
EMERGENCY PLAN**

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# General Information

Charleston Southern University coordinates responses to severe weather incidents such as hurricanes and tropical storms, because these incidents pose genuine risks to the health, safety and well-being of the school's community. Depending on incident complexity and severity, every reasonable effort will be made for decisions to cancel classes, close the campus or evacuate the campus by the Emergency Operations Center in a timely and safe manner.

Definitions:

*Hurricane Season:* June 1 through November 30

*Tropical Storm:* A storm with sustained wind speeds of 34 – 73 mph

*Hurricane:* A storm in which sustained winds of 74 mph exist.

Categories of Hurricanes:

Category 1 – Minimal winds 74 - 95 mph

Category 2 – Moderate winds 96 - 110 mph

Category 3 – Extensive winds 111 - 130 mph

Category 4 – Extreme winds 131 - 155 mph

Category 5 – Catastrophic winds > 155 mph

- When a tropical storm or hurricane is approaching:
  - The Emergency Operations Center will activate to aid preparations and make key decisions
  - Physical Plant and other responsible units will work to secure the campus and be prepared for post-storm cleanup
  - University relations will communication information pertaining to the weather event to the campus community
  - All campus units will implement strategies to enable continued functioning and to minimize their downtime after a storm
  - Student Affairs will implement evacuation or shelter-in-place for residential students
  - Emergency Operations Center will determine whether there is a campus closure or an evacuation and when it will occur
  - IT will educate campus personnel on securing computers and files, and will secure their own computers and data files
  - All departments which will provide services during and/or after the storm (e.g. Physical Plant, Security, Student Life, Dining Services) will insure preparedness
  - Preparation is a shared effort for all members of the campus community. A person who completes their own tasks should assist others.
  - In the absence of specific guidance or direction, use common sense and make the most sensible decision.
  - Plan for worst-case scenarios, since it is easier to scale back than to scale up in an emergency. Take into account:
    - Possible physical damage (roof leak, blown-out window, storm surge, rising water)
    - Personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, child care problems, etc.)
    - Scheduling disruptions

- Power disruptions; telephone (especially cell phone) disruptions
- Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the University
- When a storm approaches:
  - Each person monitors the announcements, and prepares to take actions
  - Department Supervisors obtain personal plans from direct reports and verify up-to-date land-line telephone numbers for evacuation and/or emergency contacts
  - Each Department and individual secures their computers, their data files, their office records, special supplies and equipment, physical facilities for which they are responsible
  - Each person makes personal preparations in addition to securing the University

Hurricane and Tropical Storm Timeline - The following timeline is meant to serve as a guide, but the timing of activities should be adjusted as appropriate, depending on the forecast for the storm and the tasks to be performed.

### **Day-to-Day Operations**

Emergency Operations Center routinely monitors weather related media sources including but not limited to the National Weather Service, NOAA, FEMA, and SCEMD for severe weather reports, including hurricanes and tropical storms.

### **June 1st**

Emergency Operations Center monitors all Atlantic tropical depressions and named storms for potential threat to South Carolina. Official hurricane season is from June 1 until November 30. Individuals are encouraged to do the same.

- Individual departments insure sufficient supplies will be available to secure all offices, laboratories, and other work areas within their purview
- Executive Officers of all departments will review campus storm procedures with key staff and all other employees in their division
- Emergency call lists are updated
- Dining Services maintains inventory of available supplies of food, water and fuel should shelter-in-place procedures be implemented
- Physical Plant maintains inventory of fuel for vehicles, generators and other supplies (such as polyurethane, flashlights, batteries, plywood, nails, blue tarps, plastic bags, ropes). In addition, inventory of supplies needed for preparation and clean-up activities and personal protective equipment (PPE) (such as gloves, respirator masks).
- Residence Life maintains inventory of their similar supplies
- Physical Plant ensures all emergency equipment assigned to them is in a state of operational readiness (e.g. generators, vehicles, chain saws)
- Responsible administrative departments review backup procedures and schedules for student records, library catalogs, alumni records, employment records and other essential data
- Contracts with external agencies or businesses for services or supplies needed for a weather event are reviewed, updated and confirmed by responsible unit (e.g. Physical Plant, Purchasing, Residence Life)

- IT sends regular memo regarding backing up of computers and care of computer equipment as a reminder for the season

### **96 Hours to Estimated Time of the Storm**

(May be done sooner or later depending on specific circumstances)

- The Chair of the EOC notifies the University President that it is being convened
- All emergency call lists are verified to be correct
- Dining Services confirms inventory and ensures it can provide food and water for all students and staff remaining on campus for at least a 72-hour duration. Even if the campus is evacuated, there must be arrangements for all of the recovery crew
- Physical Plant ceases routine non-emergency activities to focus on storm preparations
- Emergency Operations Center sends out reminder and advice on personal preparation

### **72 Hours Prior to Storm Arrival**

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center meets
- Essential departments verify inventory and condition of emergency equipment
- All departments verify their emergency call list distributing both electronic *and* print copies to appropriate personnel. Supervisors obtain personal plans from direct reports and verify up-to-date landline telephone numbers for evacuation and/or emergency contacts.
- Physical Plant and others insure that athletic equipment, trash and recycling receptacles, benches and all other loose items that may become projectiles are appropriately secured. Responsibility falls to the entire University staff to take care of their own work area and equipment.
- IT sends routine memo regarding care of computer equipment and backing up of files
- Physical Plant insures that any contractors working on campus secure all equipment and materials from their site that may become projectiles in high winds
- Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC.
- Shelter-in-Place - The EOC, based on the circumstances and best data at hand, will select an appropriate location to Shelter-in-Place any students who could not evacuate from campus.
- Residence Life reminds all students that they must have their own flashlight and batteries and also that no candles may be used because of fire hazard
- Emergency Operations Center provides documentation of employment (in addition to employee I.D.) and verification of responsibilities to those employees who may need to return to campus before the city is open to the public

### **48 Hours Prior to Storm Arrival**

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center meets
- Departments verify location for securing College-owned vehicles during storm
- Essential departments verify sleeping quarters for personnel for post-storm use (e.g. EOC, Physical Plant, Campus Security, etc.)

- University Relations notifies appropriate media of University's hurricane preparedness plan and status, if deemed appropriate by the President through the EOC
- Individual departments report updated status of their storm preparations to supervisor at next level.
- The information gathered is summarized into one report by that supervisor and provided to the Emergency Operations Center
- Each individual prints useful information (e.g. contact list, hurricane plan) in anticipation of electronic records being unavailable for a significant period of time during and after the storm
- President and EOC make decision to close the University, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so at this time

### **24 Hours Prior to Storm Arrival**

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center assumes control of the school's operational responses during the remainder of the emergency.
- President and Emergency Operations Center make decision to close the University, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so at this time.
- Essential personnel may not utilize vacation, personal or administrative leave during EOC activation.
- Responsible departments insure campus vehicles are filled with gasoline and moved to safe area. Essential personnel may move their vehicles to that location if they will be remaining on campus.
- Individual departments report status of their storm preparations to supervisor at next level. The information gathered is summarized into one report and provided to the Emergency Operations Center.
- President and EOC make decision to close the College, cancel classes and/or order evacuation or institute shelter-in-place
- Dining Services provides "care packages" for those who will be on campus during the storm

### **12 Hours Prior to the Storm**

(May be done sooner or later depending on specific circumstances)

- Emergency Operations Center Chair briefs President
- President and EOC make decision to close the College, cancel classes and/or evacuate or initiate shelter-in-place if not done previously
- Emergency Operations Center directs fueling of all vehicles necessary for emergency management
- Campus Security secures all unoccupied campus facilities
- All departments complete back up of all computers
- Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC.
- Emergency Operations Center gives final instructions to members regarding anticipated response following storm.

## **During the Storm**

(Shelter-in-Place)

- If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. For maximum protection, persons remain in the hallways and do not attempt to open windows or doors to see what is happening outside.
- All persons on campus should follow the instructions of University officials, including Campus Security, Residence Life and Physical Plant.
- All persons avoid use of elevators to travel between floors, due to the possibility of a power failure.
- All individuals restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems.

## **After Storm**

- At first light, Campus Security, Physical Plant personnel will assess damage to the campus and report conditions to the Emergency Operations Center. Damages are documented and photographed.
- Emergency Operations Center informs utility companies of damage or outages.
- Emergency Operations Center will recall essential personnel to campus if not already present.
- Emergency Operations Center will notify all remaining personnel when to report back to campus for normal duties.
- Physical Plant mobilizes cleaning crews, removes plywood, installs tarps and coverings until permanent repair, clears standing water, replaces broken glass and checks and turns on elevators.
- Campus Security patrols all areas of campus to maintain maximum presence.
- Campus Security posts officers for security of severely damaged buildings.
- All employees check the University's webpage for updates and status of campus. (If necessary, all employees will be requested to report to campus to assist with clean-up activities.)
- The President, with the assistance of the Emergency Operations Center, makes the determination regarding students returning to campus housing and resumption of classes.
- Emergency Operations Center remains operational until campus activity has been restored to a sufficient level that it is no longer necessary. The Chairperson will set a date and time to conduct an after action review and policy adjustment if needed.

## **Emergency Operations Center**

The Emergency Operations Center or EOC concept was adopted to group major decision makers together for a coordinated effort during a major campus emergency. Though designed for hurricane emergencies, the EOC could be activated during other long-term emergencies where key decision-makers need to be together for rapid decisions, coordination, and communication.



<b>Assistant VP for Business Affairs</b> Janet Mims	8002	708-2269	
<b>Vice President of Academic Affairs</b> Jackie Fish	7506	259-1768	
<b>Vice President for Enrollment Mgt.</b> George Metz	7023	696-1342	
<b>Director Campus Security</b> John Wilson	7102	991-2760	899-3602
<b>Assistant Director Campus Security</b> Tim Grant	7105	442-4753	
<b>Director of Facility Services</b> Nick Cimorelli	7581	767-3037	209-9200
<b>Assistant Director of Facility Services</b> Chuck Linder	7580	729-3465	
<b>Executive Director of Technology</b> Shannon Phillips	8003	209-7894	
<b>Network Administrator</b> Tony Boone	7986	327-7960	
<b>Dean of Students</b> Clark Carter	7212	478-6779	478-5779
<b>University Relations</b> John Strubel	8044	714-4043	
<b>Assistant Dean for Residence Life</b> Tim Grant	5505	442-4753	
<b>Campus Ministries</b> Jon Davis	7218	813-0202	
<b>Athletic Director</b> Hank Small	7080	729-8070	
<b>Assistant Athletic Director</b> James Bradley	7677	729-7775	

Greg Norton	7980	345-9477
Daniel Grummer	7401	406-5175
Adam Blake	8013	749-9686

### ALTERNATES

1. Marc Embler	7131	609-8180
2. Lisa Fleming	7981	670-7503
3. Jan Joslin	8042	478-3340
4. Jim Rhoton	7054	714-0579

In addition, the following personnel are authorized into the EOC and should attend the initial briefing:  
Purchasing (Lisa Orozco) 7954 or 209-4332

A brief description of the duties of the EO Coordinator is as follows:

1. Notify Campus Security to set up EOC.
2. Notify EOC staff to meet in EOC at designated time.
3. Pick up petty cash (\$3,000).
4. Conduct briefing of EOC staff
5. Ensure Residence Halls have been evacuated.
6. Notify Aramark to deliver food for EOC.
7. Check communications with President's home (or VP's home).
8. Notify Aramark of approximate number of meals needed for designated employees and residents in shelter.
9. Coordinate activities of EOC staff and make decisions as needed.
10. Maintain communication with the County Emergency Operations Center.
11. Relocate campus switchboard at appropriate time.
12. Monitor activity in Emergency Shelter.
13. Assess and compile a list of injuries, damages, etc., on campus after storm subsides.
14. Brief President and Senior Officers of the status of campus as soon as possible after the storm subsides.
15. Release designated employees at the appropriate time.
16. Inform Emergency Shelter Manager to close down the shelter.
17. Close down the EOC.

### Location

Library basement room 105 has been prepared for emergency operations. All active telephone lines in the security office are duplicated in this room. The lines are mounted on the wall in wall boxes. With call forwarding, individual offices may then program their phones to the EOC when directed.

## Start-Up

Although preliminary preparations may begin at any time, the Executive Vice President will order the opening of the EOC after gaining concurrence from the President (when possible). The EOC should be operational within two hours after receiving orders. Thirty minutes after the EOC is opened, all EOC personnel, their alternates and others that may be so requested should report to the EOC for a formal briefing.

## Briefing Agenda

- Introductions
- Statement of Reasons for Emergency Condition
- Storm Track Information
- Listing of Resources and Problems
- Radio Communications Techniques
- Information Flow and Decision Making
- Scheduling of Primaries and Alternates
- Special Assignments

## Decision Making and Resource Allocation

Department heads have the authority during emergencies to supervise their own personnel as they would under normal circumstances.

Departments may borrow personnel and equipment from other departments upon agreement from the proper department heads. The Vice President for Business Affairs will decide when competing department heads cannot agree on assignments or priorities.

## Direction and Control

The Director of Security or his alternate and the Director of Physical Plant must remain in or near the immediate vicinity of the EOC at all times during the emergency unless otherwise dispatched by the Executive Vice President.

Decisions by the Executive Vice President are considered final for the duration of the emergency. Interdepartmental and interdivisional cooperation is expected.

## Public Information

Only the Director of University Relations or alternate may make official statements to the media. All requests from the media should be directed to, and coordinated through, the Director of University Relations.

## Closing the EOC

Once opened, the EOC may be closed only on the authority of the Executive Vice President. When closed, the operation returns to the control of the security officer on duty. Equipment will not be returned to the security office during the hours of darkness.

## Debriefing

The Executive Vice President should conduct a debriefing of EOC personnel and their alternates within seventy-two hours of the closing of the EOC to identify and discuss problems and make recommendations for future EOC operations.

## HURRICANE CHECK LIST ASSISTANT SECURITY DIRECTOR

### Hurricane Watch

At the time a Hurricane Watch is posted for this area, the following will occur:

1. Review staffing levels and availability of personnel.
2. Place all Security Officers on stand-by.
3. Check equipment and supplies including: vehicles, rain gear, flashlights, batteries, and rations.
4. Attend EOC briefing.

### Hurricane Warning

At the time a Hurricane Warning is posted for this area, the following will occur:

1. All Security Officers will report for work.
2. Assign reporting schedule for Security Officers.
3. Assist with moving equipment to EOC.
4. Have all designated personnel report to work at the time evacuations begin.
5. Assign Tele-communicators to the EOC. Two persons to man telephones should be assigned at all times with a twelve hour shift maximum.
6. Check all buildings in academic areas to make sure that they are empty.
7. Check all residence halls to ensure all occupants have been evacuated.

8. Make periodic visual inspections of the campus, until winds become too high.
9. Check the campus as soon as the wind will allow for damages and report the status to the EO Coordinator.
10. Supervise the closing of the EOC and return of all equipment used.

## HURRICANE CHECK LIST

### DEAN OF STUDENTS

#### 1. Hurricane Watch

- A. Notify housing and Residence Life Staff that a "watch" has been issued and mandatory meetings with residents need to occur.
- B. Send out BUC Alert notifying campus of Watch.
- C. Request students to complete travel sheets at area meetings
- D. Verify a sufficient supply of fliers is available.
- E. Contact Christine DuRant, the Deputy County Administrator, Charleston County at 843-202-6970 concerning the Volunteer Reception Center (VRC) from the county of Charleston, possibly being staged at CSU.

#### 2. Hurricane Warning

- A. Communicate with the Assistant Dean for Residence Life.
  1. Have all Residence Life staff notified.
  2. Send out BUC Alert with details of what to do, where to go.
  3. Have fliers posted on:
    - All outside residence hall doors.
    - All outside classroom building doors.
    - All outside doors of the Library.
    - All outside doors of the Cafeteria and Galley.
  4. Have travel sheets posted on:
    - All outside apartment doors.
    - All outside suite doors.
    - Residence hall outside doors and elevators.
- B. Monitor student reactions and status of students leaving.
- C. Communicate with Campus Security as each Residence Hall building is vacated.

#### 3. Emergency Operations Center

- A. Respond to incoming questions from parents/family, etc.

- B. Supervise Student Services personnel in shelter.
- C. Assist EO Coordinator as needed.

4. Recovery Period

Attend debriefing and once the university is reopened, return to normal activities as soon as practical.

## HURRICANE CHECK LIST

### ASSISTANT DEAN FOR RESIDENCE LIFE

1. Hurricane Watch

- A. Upon notification from the Dean, call emergency staff meeting for all Housing and Residence Life Staff.
  - 1. Provide details to staff.
  - 2. Review outline for meeting with residents (See attached.).
  - 3. Assign maintenance tasks as needed in conjunction with the Physical Plant.
  - 4. Assign RLC's to residence halls.

2. Campus Evacuation

- A. Upon notification from the Dean:
  - 1. Fliers are to be posted by RAs.
  - 2. Travel sheets are to be posted by RAs and assistants.
- B. Posting:
  - 1. All outside apartment doors.
  - 2. All outside suite doors.
  - 3. All residence halls outside doors and elevators.
- C. As each hall is vacated, notify Campus Security. The Residence Life Coordinator is to stay at the hall until University Security arrives. Together they will verify building/area is empty and collect travel sheets.
- D. Each Residence Life Coordinator should assist RAs in the relocation of students.
- E. As each Residence Life Coordinator finishes their assigned area, check with the Assistant Dean for Residence Life to turn in travel sheets, and then report to the emergency shelter immediately.

3. Emergency Operations Center

A. Monitor student behavior in shelter.

B. Bring radios and portable phones for use in meeting the communication needs of the shelter.

4. Recovery Period

Attend debriefing and once the university is reopened, return to normal activities as soon as practical.

## OUTLINE FOR STAFF TO MEET WITH RESIDENTS

1. Inform residents a "watch" has been issued. This means the University will prepare to mobilize in case the situation deteriorates.
2. Explain to residents via BUC Alert, e-mail and RAs that the decision has been made to evacuate and classes will be cancelled.
  - A. When the decision is made to cancel classes and evacuate, students are to start leaving the University immediately.
  - B. Students are required to fill out the travel sheets that will be posted on their doors and in elevators. This is especially useful if they are not going to their own homes.
  - C. As each building is vacated, outside door locks will be chained and special tape applied to apartment and suite doors. Only the Campus Security or Housing Office staff will perform this function.
  - D. Emergency Shelter will be open to students who do not have other shelter.
  - E. Additional assistance should be given to international students.
3. Classes will resume 24 hours after the academic program is reopened.

## HURRICANE CHECK LIST

### PHYSICAL PLANT DIRECTOR

The Physical Plant Director and Physical Plant Assistant Director shall proceed to the Emergency Operating Center (EOC) at a time designated by the Emergency Operations Coordinator. In the event

that the Director of Physical Plant is not available for assignment, the Physical Plant Assistant Director shall act as alternate.

Once the EOC is occupied by the Coordinator, the following checklist items for Maintenance, Design & Management, Planned Maintenance, Grounds and Housekeeping shall be completed to ensure that all resources are available and in proper position.

### Physical Plant Emergency Personnel

Nick Cimorolli, Director                      767-3037                      209-9200  
These positions are to be determined by the Physical Plant Director:

Carpenter  
Electrician  
Electrician  
HVAC  
Plumbing  
Housekeeping

### PRE-HURRICANE CHECK LIST ITEMS MAINTENANCE SHOPS

1. Verify assignment and availability of emergency personnel and determine transportation needs from home to the campus.
2. Carpenters and HVAC will install window protection on all windows or as directed by the Physical Plant Director.
3. Ensure all necessary equipment is available. (Flashlights, batteries, hard hats, raingear, etc.)
4. Obtain the key box from Locksmith and transfer to the Command Center. Keys for all Physical Plant trucks will be placed in the EOC.
5. Shut off all utilities to buildings (except Physical Plant, Communications Center, Student Center, Quad, Hunter Reception Center and the emergency shelter) when the Emergency Operations Coordinator so orders.
6. Electricians will lock off and secure all elevators.

7. Check the supply of plastic visqueen and duct tape.
8. Maintenance personnel will check all roofs, roof drains and roof mounted equipment as time permits.
9. Maintenance will assist Grounds with Physical Plant lot tie down, including trucks and pipe racks to the Physical Plant building.
10. Electricians will check all emergency generators for operation.
11. Two small emergency generators will be fueled, prepped and ready for emergency use.
12. Plumbers will check lift station.
13. Grounds Shop will relocate all ladders and barricades into Physical Plant building.
14. The Library will provide plastic and duct tape to the housekeepers to cover books and equipment. Housekeepers will assist Library personnel if requested.
15. Coordinate inspection and cleaning of all roof drains.
16. Fuel all maintenance vehicles.
17. Top off gasoline & diesel fuel tanks.
18. Place three 20 cq dumpsters in grassy area next to woods at curve in road near the Quads.
19. Reserve 54 KVA generators for use at Cafeteria (freezer/walk-in, lights and Emergency Operating Center in Student Center.) Fill five 10-gallon portable gas cans for refueling generator.

#### PRE-HURRICANE CHECK LIST ITEMS - LANDSCAPE SERVICES

1. Verify assignment and availability of emergency personnel and determine transportation needs from home to the campus.
2. Arrange for outside contractors for tree removal, specifically cranes with operators, and personnel with chain saws. This is the responsibility of Grounds Supervision.
3. Pick up and secure/dispose of loose objects. Primary responsibility is Landscape Services with help from Housekeeping.
4. Remove plastic lids from concrete trash receptacles and store in Physical Plant.

5. Store moveable bike racks next to buildings or in courtyards.
6. Close dumpster lids throughout campus.
7. Secure loose objects including portable bleachers at Tennis Courts, picnic tables, observation stands at Football Field, podium at Tennis Courts, batting cages at Baseball and Softball Fields, Swimming pool lounge chairs, and Swing Sets in Quads.
8. Flip picnic tables and secure to trees.
9. Check all drains and catch basins - clean as needed.
10. Remove pallets from loading dock at Bookstore.
11. Verify that loose items on the athletic fields, such as soccer goals, bleachers, etc. have been secured. This is Athletics' responsibility. Assist as requested and as time permits.
12. Check with Facilities Coordinator concerning trashcan lids in recreation area and athletic benches. These should be stored in the Gym. Remove bags from the cans.
13. Nets on recreational field need to be stored. Check with Intramural Coordinator.
14. Pick up and store all barricades and moveable signs throughout campus.
15. Lock doors on storage trailers in the Physical Plant lot.
16. Secure all Landscape Services equipment inside the physical plant building.
17. General cleanup and storage of small items in the Physical Plant lot.
18. Turn off all irrigation systems on campus.
19. Fuel all Grounds vehicles.
20. Ensure that chain saws, fuel, oil, and gloves are ready for issue.
21. Remove windscreens from Tennis Courts, Baseball and Softball Fields.

#### PRE-HURRICANE CHECK LIST ITEMS - HOUSEKEEPING

1. Verify assignment and availability of emergency personnel and determine transportation needs from home to the campus.
2. Store all trash cans, doormats, etc. inside buildings.

3. Close and secure windows in all academic buildings. Place all blinds in closed position. Unplug all appliances (other than computer equipment) from power source.
4. Pick up all loose items adjacent to buildings in cooperation with Grounds.
5. Housekeeping Supervisor will verify operation of the wet vacuum and place one in the Emergency Operations Center.
6. Assist Library personnel in covering book stacks with visqueen at Mendel Rivers Library. Ensure visqueen/plastic is available and on site at beginning of hurricane season.
7. Fuel all Housekeeping vehicles.

#### PRE-HURRICANE CHECK LIST ITEMS - PROJECT DESIGN & MANAGEMENT

1. Inspect all campus contract construction sites, under Physical Plant cognizance, advise contractors of action required to secure respective construction sites in preparation for the storms arrival.
2. Inspect for contractor compliance. Advise Physical Plant Director.
3. Run backup tapes for all computers, including CADD/Drafting, and deliver tapes to Administrative Services for storage in the fireproof safe.
4. Wrap all computer/electronic equipment and drawing sticks in plastic. Cover map cases and specification storage shelves.
5. Provide a mounted campus map for use in the Emergency Operations Center.
6. Provide utility drawings to the Physical Plant Assistant Director.
7. Cover all engineering drawings in plastic.

#### AFTER HURRICANE - MAINTENANCE SHOPS

1. Maintenance personnel will do a roof survey of all buildings and open any closed drains.
2. Make immediate provisions to seal up any roof penetrations and note location for later repairs. Coordinate with Project Design and Management.
3. Conduct a complete damage survey.
4. Reactivate electrical power and restart HVAC equipment.

5. Check lift stations
6. Remove plywood window panels and return to storage.
7. Return keys.
8. Collect, count, and store all emergency equipment issued for hurricane (flashlights, pagers, hand tools, radios, etc.).
9. Check the status of the UPS power to telephone hut, in Art Building. Install emergency generator if necessary.

#### AFTER HURRICANE - LANDSCAPE SERVICES

1. Determine which areas need to be cleared of trees and debris. (Coordinate with University Security). Priority is roadways, then buildings.
2. Check all drains in parking lots and roadways for obstructions. Clear as required.
3. Contact outside contractors if necessary. (Coordinate with Purchasing Services).
4. Return signs, picnic tables, barricades, pallets, trashcan lids, etc. to appropriate areas.

#### AFTER HURRICANE - HOUSEKEEPING

1. Check all academic buildings for any housekeeping items that need attention, specifically for water that needs to be removed. Provide a list of repair requirements to the Maintenance Supervisor.
2. Assist Ground Crew as required.
3. Remove plastic visqueen from Mendel Rivers Library stacks.
4. Replace doormats and trash cans.

#### AFTER HURRICANE - PROJECT DESIGN & MANAGEMENT

1. Provide assistance with damage assessment of facilities.
2. As directed, in coordination with Purchasing Services, initiate contracts for facilities repairs in general, and roofs in particular.

## HURRICANE CHECK LIST

### DIRECTOR OF UNIVERSITY RELATIONS

Priority of individual to fill this slot:

1. University Relations Officer
2. Director of Publications

The University Relations Officer assigned to hurricane duty is responsible for the following duties:

1. Attend all hurricane-briefing sessions; stand by at home or office when situation looks threatening.
2. Notify local and appropriate out-of-town media of the decision to cancel classes and report on the disposition of students. Work with Administrative Services to insert appropriate message on the Web Page.
3. Keep a copy of statements released to media, time issued, and individual to whom it was furnished.
4. Occupy Public Information Officer (PIO) slot in the EOC for duration of emergency or until relieved by individuals listed above. Back up PIO should check into EOC at the same time as other emergency personnel when the hurricane is predicted to be severe (category 3).
5. Bring a list of media contacts and phone numbers to EOC. A copy of media contacts and phone numbers should also be kept at home by other department designees for use in off-hours.
6. Bring a mobile phone to EOC for use in disseminating information.
7. Act as the official university spokesperson for release of information, responding to media requests for information and issuing releases as necessary.
8. Receive data on student occupancy in residence halls or in shelters, damage reports, casualties, etc., as it is confirmed.
9. Act in cooperation with the county emergency operations center in matters regarding release of CSU information.
10. Work with the Telecommunications Manager to develop and install messages for automated information system (BUC-TV channel 38, and social media (Facebook, Twitter). Messages will change as the situation develops.

## TELEVISION AND CABLE STATIONS

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## HURRICANE CHECK LIST EMERGENCY SHELTER MANAGER

### Emergency Shelter

The Event Coordinator will be responsible for the setup of the Emergency Shelter in the Library Basement. This has the restrooms, running water, telephone, television, office space for managers and emergency lighting that would be needed.

Housing and Residence Life Staff would assist as available.

### Pre-emergency

1. Maintain a one-week supply for 75 people of the following:

- Toilet tissue
- Paper towels
- Soap
- Sanitary napkins
- Trash bags

2. Maintain inventory of the following shelter supplies:

- Registration forms

Identification bracelets  
Exterior shelter signs  
Interior directional signs (restrooms, health services, and food)  
Extra mops and brooms for clean-up  
Plastic and duct tape for control of leaks  
Office supplies for shelter staff  
Surveyors flagging and string to close off areas  
Flashlights and batteries  
Wet-Vac (from Physical Plant)

3. Maintain a list of shelter workers, and their telephone numbers.
4. Consult with Food Services Director to determine and maintain a one-week supply of food and water for 75 people.

### Hurricane Watch

1. Instruct housekeepers to conduct an inventory of emergency items and report to the Shelter Manager.
2. Contact Food Service, Housing and Residence Life to prepare for delivery of supplies.
3. Instruct all shelter personnel to go home, secure personal property, move their families to a safe area and return to CSU to stay at the shelter.
4. Provide assistance to Food Services in readying their operations.
5. Begin a manager's log of all shelter events and actions.
6. Keep a record of all material borrowed or loaned to other persons or departments (cots, blankets, and trashcans).
7. Post interior directional signs for restrooms, food service, and staff rooms.
8. Provide a television and radio viewing/listening area.

### Shelter Occupation

1. Provide EOC Coordinator with regular updates of shelter operations and a roster of occupancy.
2. Provide updates to shelter occupants as to emergency status.
3. Assign housekeeping and other staff to perform a regular inspection of the building to maintain sanitary and safe conditions.

4. Prepare a schedule for meals (in conjunction with food service), information sessions, lights out, and other activities.

#### Recovery

1. Estimate shelter stay-time and report to EOC Coordinator.
2. Check out shelter for structural and electrical hazard.

#### Post-Emergency

1. Survey shelter occupants.
2. Ensure the return of blankets, cots and other items loaned to others to housing.
3. Remove exterior signs.
4. Survey the building and make a list of any damages or repairs that need to be corrected.
5. Inventory emergency supplies and reorder as necessary to return shelter to operational status.
6. Submit an overview of shelter operations to the EOC Coordinator and offer suggestions for further operations.

#### CSU SHELTER RECEPTIONIST GUIDE

1. Ensure that all persons in the shelter are registered.
2. Maintain a running total of shelter occupancy.
3. Provide the sheltered with basic information (restrooms, TV room, and lodging areas).
4. Notify all sheltered with infants that if the stores are still open they need to purchase additional supplies (diapers, formula, etc.).
5. No pets are allowed in the shelter under any circumstances.
6. If any problems occur, notify the Shelter Manager immediately.

## HURRICANE CHECK LIST

### EXECUTIVE DIRECTOR OF TECHNOLOGY

Remind all offices to:

1. Back-up their own systems and secure back-up disks safely.
2. Unplug all computers and equipment.
3. Elevate all equipment off of the floor and cover with plastic.
4. Move equipment away from windows.

Administrative Services will:

1. Jenzabar, Nolij, EMAS, Powerfaids, MyCSU – verify backups.
2. Verify backups of file servers.
3. Library SIRI and EXProzy – Library will make backups of libraries, security files, main system, and files and move library software, and dummy terminals into the library vault.
5. Backup vital system hard drive files.
6. Store all software, license, and system manuals in the Administrative Service's fireproof file cabinet in Communications Building.
7. Unplug all switches.
8. Secure all Internet equipment.
9. Elevate and unplug all equipment, and cover all boards and terminals in the Communications Center with the exception of the Energy Management System.
10. Tape all windows.

A copy of each of the above backup tapes will go to:

1. The Administrative Service's safe.
2. Off site.

## HURRICANE CHECK LIST

### TELECOMMUNICATIONS MANAGER

If any external forces that could negatively impact all or part of the University is eminent, the University Telecommunications Department will provide direct communications to the Emergency Operations Center, and provide disaster backup, redundant and diverse telecommunications.

A. HURRICANE WATCH - 36 hours prior to storm arrival:

1. Meet with Meeting Street Telecommunications (MST) on-site representative and review the requirements for storm preparations.
2. Inspect all external telecommunication sites.
3. Ensure a backup is made of computer tapes on the telephone system.
4. Test the Emergency Operations Center.

B. HURRICANE WARNING - 24 hours prior to storm arrival:

Telecommunications setup the emergency operations for the Emergency Operations Center.

## TELECOMMUNICATIONS DISASTER RECOVERY PLAN

### INTRODUCTION

The Telecommunications Disaster Recovery Plan is a procedure which outlines the proper response to a natural disaster before and after it occurs. Types of damage addressed will be underground cable and facilities to include fiber, voice, data and building wiring infrastructure.

### Objectives

1. Provide telecommunications for CSU at the Emergency Operations Center.
2. Limit damage to telecommunications equipment.
3. Restore telecommunications services to the campus.

### CRITICAL LOCATIONS

Damage to equipment or cabling could cause major disruptions to telecommunications systems for the university. These critical areas are identified below:

1. Communications Building:

This building houses the Mitel 2000 Light PBX telecommunications system, which provides University telephone service. Access to sixteen Bell South trunk lines is also directed through this building.

Catastrophic damage to this facility would result in significant disruption of communications access for the entire campus.

2. Library Basement:

This building houses the Emergency Operations Center. All restoration planning will be coordinated from this site.

3. Underground Distribution System:

The university maintains an underground telecommunications distribution system. This system consists of direct burial ducts and manholes, which provide a distribution pipeline for all metallic, coaxial and fiber for on and off campus communications.

4. Bell South Facilities:

BellSouth provides all cable facilities serving from the Deer Park Central Office to the Art Lab. Services include local off-campus calling, direct dial-in trunks and data connectivity.

Recovery Procedure:

Once a disaster involving the above telecommunications has occurred, or if pending danger, the Telecommunications Manager should be notified.

The Telecommunications Manager will notify the following of the emergency condition and status:

1. Executive Director of Technology
2. Campus Security
3. Meeting Street Communications.
4. Physical Plant Director for electrical and structural utilities support and any need for assistance in the restoration of service.

EMERGENCY SERVICE LOCATIONS:

In case of a widespread telecommunications failure, the following locations should receive priority in the restoration of permanent or temporary restored services:

1. Campus Security
2. Physical Plant
3. Residence Halls
4. Senior Officers
5. Directors, Department Heads
6. All Other

EMERGENCY TELEPHONE LOCATIONS:

Emergency telephones that automatically dial security when picked up are located in the following areas:

- Art Lab-Exterior SouthWest Corner(Physical Plant)
- Quad 3 South Side (front) of the building
- Quad 3- 1st Floor South West Corner (room 101).
- Quad 3-2nd floor North East Corner (room 215).
- Quad 2-1st floor South West Corner (room 128.)
- Quad 2- 2nd floor North East Corner (room 214).
- Quad 1-1st floor South West Corner (room 128)
- Quad 1-2nd floor North East Corner (room 214.)
- Quad 1 North Side (rear) of the building exterior.
- Library- Exterior North East Corner (Back side).
- Science Building- East Side (Reflection Pond)
- Science Building West Side (Parking Lot)
- Wingo/Norris West Side (Parking Lot)
- Ashby/Jones West (Flag Poles)
- DPW- Nursing Building North Side (Parking Lot)
- Hunter Reception Center North Side (Parking Lot)
- Communications Building South East Corner (Pool)
- Strom Thurmond Center South Side (Near Caf)
- Russell West South End (Soccer Field)
- Women’s North West End (Closest to Russell East)
- Women’s North North Side(Parking Lot)
- Women’s South South Side (Softball Field)
- Baseball Field Press Box
- Field House North West Corner (Parking Lot)
- Stadium Center

COURTESY TELEPHONE LOCATIONS:

Courtesy telephones for calling on campus are located in the following areas:

Russell West	1 <sup>st</sup> Floor North Entrance
Russell West	1 <sup>st</sup> Floor Center Stairwell (hall)
Russell West	1 <sup>st</sup> Floor (Outside of Learning Center)
Russell West	1 <sup>st</sup> Floor Long Hall
Russell West	2 <sup>nd</sup> Floor Lounge
Russell West	2 <sup>nd</sup> Floor Long Hall
Russell West	2 <sup>nd</sup> Floor Outside Lounge
Russell West	2 <sup>nd</sup> Floor Short Hall (ROTC)
Russell West	3 <sup>rd</sup> Floor Long Hall/ No Phone
Russell West	3 <sup>rd</sup> Floor outside of Lounge
Russell West	3 <sup>rd</sup> Floor Short Hall/ No Phone or Sign
Russell East	1 <sup>st</sup> Floor Long Hall (2 phones, 2 signs)

Russell East	1 <sup>st</sup> Floor Short Hall
Russell East	1 <sup>st</sup> Floor by Stairwell
Russell East	2 <sup>nd</sup> Floor Long Hall
Russell East	2 <sup>nd</sup> Floor outside of Lounge
Russell East	2 <sup>nd</sup> Floor Short Hall/ No Phone
Russell East	3 <sup>rd</sup> Floor Short Hall
Russell East	3 <sup>rd</sup> Floor Long Hall
Russell East	3 <sup>rd</sup> Floor outside of Lounge
Little John Parlor	Inside Lounge on South Wall
Women's North	1 <sup>st</sup> Floor by Stairwell
Women's North	1 <sup>st</sup> Floor Long Hall /2 Phones
Women's North	1 <sup>st</sup> Floor Short Hall (no phone or sign)
Women's North	2 <sup>nd</sup> Floor Long Hall/ 2 Phones
Women's North	2 <sup>nd</sup> Floor Short Hall
Women's North	2 <sup>nd</sup> Floor inside of Lounge
Women's North	2 <sup>nd</sup> Floor Outside Lounge
Women's North	3 <sup>rd</sup> Floor Long Hall/ 2 Phones
Women's North	3 <sup>rd</sup> Floor Short Hall
Women's North	3 <sup>rd</sup> Floor outside Lounge by Stairwell
Women's South	1 <sup>st</sup> Floor Outside Short Hall
Women's South	1 <sup>st</sup> Floor Short Hall
Women's South	1 <sup>st</sup> Long Hall/ 2 Phones
Women's South	2 <sup>nd</sup> Floor Short Hall
Women's South	2 <sup>nd</sup> Floor Long Hall/ 2 Phones
Women's South	2 <sup>nd</sup> Floor outside of lounge
Women's South	2 <sup>nd</sup> Inside Lounge
Women's South	3 <sup>rd</sup> Floor Short Hall
Women's South	3 <sup>rd</sup> Floor Long Hall/ 2 Phones
Women's South	3 <sup>rd</sup> Floor Outside Lounge
Brewer Center	At Sign in Desk (no sign)
Brewer Center	On Wall Past Main Desk
Pool (no sign)	On Wall Under Porch Area/ No Sign
Whittington Hall ( <i>no sign</i> )	On Wall In Lobby
STC	Outside of Book Store
Chapel	1 <sup>st</sup> Floor-Near Elevator (still 20#)
Library	On Wall-Between Restrooms (Still 20#)
Library Basement	N. Wall-N. Hall
Science Bldg.	1 <sup>st</sup> Floor S. Wing-N. End (Lobby Area)
Science Bldg.	1 <sup>st</sup> Floor N. Wing-S. End (Lobby Area)
Science Bldg.	2 <sup>nd</sup> Floor Faculty Lounge
Science Bldg.	2 <sup>nd</sup> Floor Student Lounge
Wingo Hall	1 <sup>st</sup> Floor Near Restroom
Norris Hall	
Jones Hall	1 <sup>st</sup> Floor near cubicles (Pond side)
Ashby Hall	

DPW	1 <sup>st</sup> Floor by Elevator
Field House	W. Hallway Across from Concession Stand (2 phones still 20#)
Athletic Training Center	Football Field Side Near Glass Doors/ No Sign

## HURRICANE CHECK LIST

### ACADEMIC AFFAIRS

Emergency Operations Representative (AAEOR) - Vice President of Academic Affairs

#### Hurricane Watch

A "watch" is usually declared 36 hours prior to the predicted arrival of a hurricane. At the time a Hurricane Watch is posted for this area, the AAEOR will assume the following responsibilities:

1. Notify all academic deans and directors that a watch has been issued and special emergency meetings with department chairs and key staff must occur.
2. Through department chairs and key staff, ask that all faculty and staff be notified of the storm status and to be on alert.
3. Attend a special meeting of the Emergency Operations Committee when announced.

#### Hurricane Warning

A "warning" is usually declared 12-24 hours before the predicted arrival of a hurricane. At the time a Hurricane Warning is posted for this area, CSU will cancel classes and begin closing down its various administrative/support operations and the AAEOR will initiate the following steps:

1. Establish communication with each Dean and request the following:
  - A. Notify all department chairs, faculty, and staff that the University is closing.
  - B. Each department chair is assigned the responsibility of having all computer/electronic equipment moved away from windows, preferably to an inside room, and wrapped in plastic. If equipment cannot be moved, it must be thoroughly wrapped in plastic or protected as appropriate. If possible, each office should generate a back-up of all computerized data and store in a safe room.
  - C. Faculty/Staff with laptops should take laptop with them.
  - D. One person in each academic building shall be assigned to monitor the status of faculty, students, and staff leaving the facility. A room to room search must be conducted to assure the safety of all personnel and students.
  - E. As each facility is vacated, report the status of all facilities and personnel to the AAEOR.

2. Establish communication with each Director and request the following:
  - A. All staff should be notified that the University is closing.
  - B. All computer/electronic equipment must be moved away from windows, preferably to an inside room, and wrapped in plastic. If equipment cannot be moved, it must be thoroughly wrapped in plastic or protected as appropriate. If possible, each office should generate a back-up of all computerized data and store in a safe room.
  - C. Faculty/Staff with laptops should take laptop with them.
  - D. Monitor the status of all staff leaving the facility. A room to room search must be conducted to assure the safety of all personnel.
  - E. As each facility/office is vacated, report the status of all facilities and personnel to the AAEOR.

### Emergency Operations Center

The AAEOR will be on duty during the time of an emergency at the EO Center. Responsibilities will include the following:

- A. Respond to inquiries from faculty and family members.
- B. Monitor and assist Academic Affairs personnel in the emergency shelter.
- C. Assist the EO Coordinator as needed.
- D. Maintain communication with the Provost and Vice President for Academic Affairs

### Post-Emergency Procedures

Following a Hurricane, the EO Coordinator will assess the extent of campus damage and determine when faculty, staff, and students may return. Once the decision is made allowing persons to return to campus, he/she will:

- A. Notify the Provost and Vice President for Academic Affairs of any damages from the storm and of the decision allowing persons to return to campus.
- B. B. Notify all Deans and Directors of the decision allowing persons to return to campus. Each Dean and Director will notify persons under their supervision of the decision.