

HURRICANE CHECK LIST

General for Offices and Departments

PRIOR TO HURRICANE SEASON

- Review emergency plans, including the Hurricane Operations Plan and any office or departmental emergency plans. Make sure all employees are familiar with these plans and procedures.
- If there is no emergency plan for the office, consider developing one with help from EH&S.
- Update staffing changes and emergency contact information for office and department.
- Document items that are not easily replaced through pictures and video.
- Check emergency supply inventory and order any needed items. **Departments are responsible for procuring their own preparedness supplies** such as flashlights, plastic, garbage bags for covering computers, etc. Please see the recommended purchase list at the end of this checklist for the purchasing of supplies at Office Depot.

HURRICANE WATCH – 36 hours prior to storm arrival

- Keep abreast of weather and hurricane information by checking local news stations periodically.
- Stay tuned for news from UNCW decision makers on next steps and major decisions made by checking the UNCW Web site and Emergency Hotline frequently.
- Make sure employees are aware that they may have to work during weekend hours to finalize hurricane preparations.
- Begin preliminary hurricane preparations:
 - Review hurricane checklist.
 - Cancel or postpone events, meetings, and/or activities. For public events, call University Relations so they may add the cancellation notice to their press releases.
 - Back up critical computer files; store in a safe place.
 - Verify emergency supplies are on hand such as plastic or trash bags for wrapping equipment.

HURRICANE WARNING – 24 hours prior to storm arrival

- Complete hurricane checklists and procedures as indicated in emergency plans.
- Take actions to protect offices, labs, and equipment:
 - Close and lock all windows.
 - Disconnect all electrical equipment and plugs.
 - Move equipment off floors and cover with provided plastic.
 - If UNCW is planning to close, prepare a voice mail for telephone extensions stating that UNCW has closed because of emergency weather conditions due to a

- hurricane and will reopen when conditions permit. Leave the Emergency Hotline telephone number on voice mail: (910) 962-3991 or toll free (888) 657-5751 for the latest UNCW information.
- Close all blinds and close and lock office doors.
 - All personnel should notify their supervisor when hurricane office preparations have been completed and they are planning to leave campus.
 - Ensure emergency personnel check in with the Emergency Operations Center (EOC) as needed.
 - Evacuate personnel from offices and departments.

***Note:** University employees are required to leave campus only when UNCW officially closes. Mandatory and voluntary evacuations are meant for students only and will occur prior to the official closing of the university.*

DURING THE HURRICANE

- No representatives from offices and departments should remain on campus during the hurricane unless they are designated emergency personnel who must remain on campus for the duration of the storm or they are directed to do so by the EO Coordinator (Associate Vice Chancellor for Business Affairs – Business Services).
- Stay tuned to local news, UNCW Emergency Hotline, and the UNCW Web site for the latest weather conditions and UNCW closing and opening information.
- Representatives in the EOC will maintain constant contact with New Hanover County EOC and senior officers during the storm.

RECOVERY

- Only personnel on the essential personnel list, created by Human Resources, may re-enter campus for a detailed damage assessment of the office/department and can only do this when directed by the EO Coordinator. All other personnel must wait until UNCW has officially reopened to return to campus.
- Make repairs to offices and departments as needed. If additional resources are needed for repairs and clean up, they may be requested through the EOC.

RECOMMENDED HURRICANE SUPPLIES PURCHASE LIST
From Office Depot

Batteries:

<u>Size</u>	<u>QTY</u>	<u>Item #</u>	<u>Price</u>
AA	Box of 24	#696526	\$5.76 Bx.
AA	Pk of 8	#416545	\$3.19 Pk.
AAA	Box of 24	#445511	\$5.76 Bx.
AAA	Pk of 8	#576827	\$3.19 Pk.
D	Box of 12	#696559	\$4.43 Bx.
C	Box of 12	#696542	\$4.43 Bx.
6-V	1	#556921	\$4.67 Ea.

Tape:

<u>Description</u>	<u>QTY</u>	<u>Item #</u>	<u>Price</u>
Duct Tape	1 Roll	#444755	\$2.12 Rl
Packing Tape	Pk of 6	#880939	\$3.30 Pk.

Bags:

<u>Description</u>	<u>QTY</u>	<u>Item #</u>	<u>Price</u>
55 gallon	Box of 20	#140664	\$10.09 Bx.

Flashlights:

<u>Description</u>	<u>QTY</u>	<u>Item #</u>	<u>Price</u>
Eveready	Twin Pk	#565788	\$5.99 Pk.
Eveready Indust.	Ea	#450544	\$8.19 Ea.

CD-R's:

<u>Description</u>	<u>QTY</u>	<u>Item #</u>	<u>Price</u>
Maxell	Pk of 10	#494888	\$3.00 Pk.