

UNIVERSITY OF NORTH CAROLINA AT WILMINGTON  
**Center for Marine Science**

**Emergency  
Management  
Guide**

**2000 – 2001 Edition**



THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

October 16, 2000

From: Director, Center for Marine Science  
To: All Faculty, Staff, Students and Tennant Program Associates  
Subject: Emergency Preparedness

I am very pleased to be working with all of you who are associated with the Center for Marine Science. As you are aware, we offer a unique venue designed to promote learning in a variety of marine science programs through interdisciplinary collaboration and multiple-use facilities. There is a broad spectrum of critical activities and sensitive research that would be subject to disruption in the event of an emergency situation. To ensure business continuity after such an event, we are developing a comprehensive Emergency Management Guide.

We are particularly vulnerable to hurricanes in coastal North Carolina and in the other areas with CMS operations. At the CMS facility in Myrtle Grove, we have placed ballistic film on windows exposed to the highest threat of airborne debris. While this will help, you are responsible for securing your individual work areas when a storm threatens. The following Standard Operating Guide for Hurricane Preparedness (or Hurricane SOG) is now available to help us prepare for hurricanes and other high-wind events such as winter storms (Nor'easters). I ask everyone to review this guide and implement its requirements. In particular:

- Ensure your contact information is up to date and that you are included in the CMS Calling Tree for your organizational element.
- Complete a Vulnerability Assessment Form (see Appendix I) for your work area. This subjective analysis will help you identify potential concerns and prioritize mitigation and preparation actions.
- Use the form in Appendix I to develop your Location-Specific Hurricane Preparation Plan for each of your work areas. Post a copy in your work area and provide a copy to our front office for the file.
- Prepare Callback forms (also in the Appendix) if you would like the Emergency Response Team to check your work area and call you with a status report after an event. Provide a copy to our front office for the Emergency Response Team.

Thank you for taking your work here seriously and for helping us prepare for emergency events. With your cooperation, we will minimize their impact on our operations.

Sincerely,

Daniel G. Baden

**Center for Marine Science**  
Office of the Director

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**Center for Marine Science Emergency Management Guide**  
UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

**Section 2 – Civil Disturbance/Terrorism Standard Operating Guide  
(Terrorism SOG)**

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**Section 2 – Civil Disturbance/Terrorism Standard Operating Guide  
(Terrorism SOG)**

**FROM THE CHANCELLOR**

**Date: Wednesday, September 19, 2001 at 2:50 PM**

**Subject: Bomb Threats and Other Acts of Terrorism**

Dear Faculty and Staff:

In light of this week's bomb threats in New Hanover County, I think it is prudent to anticipate that UNCW could also receive such a call. In that regard, there are several ideas I would like to share with you:

1. We will take any credible potential threat to the university seriously and will immediately report such a threat to our security personnel and take all action necessary to protect members of our campus community. We will also energetically pursue the investigation of any threats. Bomb threats are a crime and we will not take them lightly; rather we will prosecute the perpetrators to the full extent of the law.
2. It is highly unlikely that this campus will be a priority target for terrorism. It is more likely that we could be a target of a copy-cat or someone who does not understand the seriousness and potential consequences of a false threat. Since the objective of some bomb threats is to scare people and make them uncomfortable, I would recommend that we conduct ourselves in such a manner as to rob them of any such satisfaction. You might, for instance, want to share the burden of this message with your classes before we receive any such threat, or in some other manner prepare your classes for any unusual eventualities.

Finally, I believe that because of our hurricane experience we are probably far better prepared to deal with emergencies than most campuses. I have always been proud of the way in which we have conducted ourselves during these stressful times and am confident that we will demonstrate the same sense of organization and courage in the face of any perceived threat.

With all best wishes,

James R. Leutze

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Section 2 – Civil Disturbance/Terrorism Standard Operating Guide  
(Terrorism SOG)

**ANTHRAX THREAT**

**Date:** Tuesday, October 19, 2001 at 12:07 PM

**Subject:** Procedure for Anthrax Threat

Following the recent events regarding suspicious packages and "anthrax threats", UNCW EH&S and University Police have prepared the following procedure. Please pass this procedure along to all persons who open mail at UNCW.

Remember that the risks associated with suspicious packages are "extremely low" but all cases should be handled with concern. Feel free to contact EH&S or University Police with any questions.

Stan H. Harts  
Director EH&S  
Phone 962.3108  
e-mail: [HartsS@uncwil.edu](mailto:HartsS@uncwil.edu)

Attachment: [Anthrax.pdf](#) (To Download: [Adobe Acrobat Reader](#))

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**Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)**

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**Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)**

**PURPOSE**

The Purpose of this Hurricane Preparedness Standard Operating Guide (Hurricane SOG) is to ease the burden on Center for Marine Science (CMS) Staff, Faculty, Students and Tenant Programs in preparing for an approaching hurricane by identifying in advance the actions that must be taken to minimize potential damages. Our goal is to complete these actions in time for our personnel to go home and take care of personal hurricane preparations. While primarily addressing hurricane preparations, the actions in this SOG are also applicable to winter storms (Nor'easters) and other high wind events.

The **purpose** of this Hurricane Preparedness Standard Operating Guide (Hurricane SOG) is to ensure personal safety and business continuity at CMS work areas.

**APPLICABILITY AND RESPONSIBILITY**

This SOG provides guidance for all CMS work sites and tenant programs, including the following: Aquarius; Aquaculture Facilities at Myrtle Grove (MG) and Wrightsville Beach (WB); CMS – main facility (MG) and original facility (WB); Greenhouse; NURC - Key Largo, FL; NERR – MG and Beaufort, NC; R/V Cape Fear; Sea Grant.

The Hurricane SOG is a collaborative document, combining general guidance and instructions with individual, location-specific hurricane preparation action plans.

For the CMS main facility at Myrtle Grove, the Building Use Committee Chairs are responsible for implementing the Hurricane SOG and ensuring required actions are completed prior to releasing personnel who are assigned to work sites in their areas. For other CMS sites, the principal investigators/supervisors assigned to those facilities are responsible for implementing the Hurricane SOG.

Staff, Faculty, Students and those associated with Tenant Programs are responsible for maintaining updated vulnerability assessments, callback forms (as desired for critical systems), and location-specific hurricane preparation action plans. (Copies of forms to assist in developing these plans are included in Appendix I of the Emergency Management Guide). They are also responsible for completing required hurricane preparation actions prior to arrival of a Tropical Storm or Hurricane.

This SOG provides guidance for **all CMS work sites** and tenant programs.

The **Hurricane SOG** is a collaborative document that includes **location-specific** hurricane preparation action plans.

**Building Use Committee Chairs** at the CMS facility in Myrtle Grove, and **principal investigators** or **supervisors** assigned to other CMS facilities are responsible for implementing the Hurricane SOG

Staff, Faculty, Students and those associated with Tenant Programs have **specific responsibilities**

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Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)

**ACTION**

**Emergency Event Hotline** - The main telephone number for CMS [910-962-2300] will serve as the Emergency Event Hotline for those associated with CMS. The recording will be updated by the Emergency Preparedness Planner to indicate current Storm Preparedness Condition, facility status and instructions on reporting to work.

**Calling Tree** – Department Heads, Building Use Committee Chairs, and principal investigators/supervisors are responsible for maintaining an updated contact listing for people associated with their area of responsibility. The Director’s staff will compile this information into a master calling tree. This will facilitate timely dissemination of important information and enhance accountability of personnel after an emergency event.

**Personal Responsibilities** - Staff, Faculty, Students and those associated with Tenant Programs are required to take the following actions:

- ❑ Maintain up to date contact information on the Calling Tree.
- ❑ Review this Hurricane Preparedness Standard Operating Guide at least annually, prior to the beginning of Hurricane Season, and become familiar with the terms and definitions.
- ❑ Evaluate the vulnerability of your work areas to various emergency situations in order to take appropriate remediation and preparation actions. See the Definitions section for a more complete explanation of Vulnerability Assessment. A form to assist you in conducting this assessment is included in Appendix I to the Emergency Management Guide. Update at least annually and whenever changes occur.
- ❑ Prepare Location-Specific Hurricane Preparation Plans for your work areas. Use the form described in Appendix I. Update at least annually and whenever changes occur.  
Use the Planning Considerations section as a guide to a tiered preparation posture based on the Storm Preparedness Conditions.

Call the **Emergency Event Hotline** for the latest information.  
Phone number: 910-962-2300

**These are your responsibilities:**

- ❑ Update your contact information for the Calling Tree
- ❑ Read the Hurricane SOG
- ❑ Conduct a Vulnerability Assessment
- ❑ Prepare Location-Specific Hurricane Preparation Plans

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Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)

**ACTION (Continued)**

Write out in detail the preparations that have to be performed for this specific area. (Write this so any undergraduate could perform the tasks without supervision in your absence.)

Include any changes required to minimize disruptions due to power loss (e.g., plug critical equipment into red outlets).

Please indicate if plans for this room need to be coordinated with anyone else.

Identify any special precautions.

- Post a copy of this Plan on the wall inside the primary entrance door.
- Provide a copy to the appropriate Building Use Committee Chair.
- Provide a copy to the Emergency Preparedness Planner at CMS.
- Complete the callback form set if you would like the Emergency Response Team to check your area and call you with a status update. A printed copy of this form set is included in Appendix I to the Emergency Management Guide.

When members of the Emergency Response Team conduct their initial inspection of CMS facilities after an event, they will also check critical systems identified by faculty and staff on individual callback forms when provided in advance to the Emergency Preparedness Planner at CMS. Such events include

- Loss of commercial electrical power/shift to emergency generator
- Shift from generator to commercial power
- Post-storm damage assessment.

Emergency Response Team members will call back the designated points of contact with the results of their checks, reducing the need for non-critical personnel to visit the facilities prior to resuming normal business.

**Your responsibilities (continued):**

- Post the Plan in your workspace
- Provide a copy to Building Use Committee Chair
- Provide a copy to Emergency Preparedness Planner
- Complete a callback form set as desired.

(Remember: You may not be able to return personally to CMS to check on the status of your work spaces until the facility is reopened for business following an event.)

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## Section 9 – Hurricane Preparedness Standard Operating Guide (Hurricane SOG)

### ACTION (Continued)

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>❑ When a Hurricane or Tropical Storm threatens, take all pre-storm preparations as described in your Location-Specific Hurricane Preparation Plan. Check out with the appropriate Building Use Committee Chair, principal investigator or supervisor (or designated representative) prior to departing.</li> </ul> | <ul style="list-style-type: none"> <li>❑ Complete all hurricane preparation actions and check out with person responsible for your area prior to departing.</li> </ul> |
|---|--|

### USEFUL WEB SITES

The New Hanover County Emergency Management Department Web Site ([www.co.new-hanover.nc.us/EM/hurricane.htm](http://www.co.new-hanover.nc.us/EM/hurricane.htm)) is a good source of hurricane information. You are particularly encouraged to review this site as you make your personal hurricane preparations for your home and family. There are also many links to other informative sites.

The National Weather Service, Wilmington Office, Web Site (<http://nwsilm.wilmington.net/tropics/tropics.html>) is a good source of current weather information.

One of the most user-friendly sites for information about current storms is the Hurricane Intercept Research Team web site ([www.hurricanetrack.com](http://www.hurricanetrack.com)). Use Internet Explorer 5.0 to access this site (as of September 2000, it did not work with Netscape). This site gives you the latest storm location information, distance from your city, current satellite and aircraft imagery, and strike probabilities.

#### Some Useful Web Sites:

- New Hanover County Emergency Management Department
- National Weather Service, Wilmington Office
- Hurricane Intercept Research Team

### DEFINITIONS

**Callback Form Set:** When members of the Emergency Response Team conduct their initial inspection of CMS facilities after an event, they will also check critical systems identified by faculty and staff on individual callback forms when provided in advance to the Director. Such events include loss of commercial electrical power/shift to emergency generator; shift from generator to commercial power; and post-storm damage assessment. Reentry Team members will call back the designated points of contact with the results of their checks, reducing the need for non-critical personnel to visit the facilities prior to resuming normal business. A printed copy of this form set is included in Appendix I to the Emergency Management Guide.

**Conditions Of Storm Preparedness:** Graduated levels of storm preparations, readiness and recovery. The Director (with the advice of staff) sets these conditions.

Members of the Emergency Response Team will check critical systems identified on **Callback Forms** filed with the Director's office and will call designated points of contact.

**Callback events** include electrical power shifts and storm passage.

**Conditions of Storm Preparedness:** Graduated levels of storm readiness

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Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)

DEFINITIONS (Continued)

**Condition 1:** Hurricane force winds are expected within 12 hours. CMS is normally closed by the time this condition is set.

**Condition 2:** Tropical Storm force winds are expected within 24 hours.

**Condition 3:** Tropical Storm force winds are expected within 48 hours.

**Condition 4:** Tropical Storm force winds are expected within 72 hours.

**Condition 5:** Set at CMS immediately after storm passes or winds subside below Tropical Storm force. The Emergency Response Team makes initial damage assessment. Any required initial repairs are begun. The facilities remain closed. Only critical personnel approved in advance by the Director will be permitted on CMS property.

**Condition 6:** Condition of heightened hurricane awareness. Set at CMS during Hurricane Season. Normally, once a storm has passed and it is safe to reenter the facilities, CMS will open for normal business and resume Condition 6.

**Emergency Response Team:** At CMS, this team consists of the Director, Associate Director, Director of Operations, Ship Captain, UNCW Safety Office representative, Security Personnel, and Facilities Management representatives. During predicted storms, two Security Officers and two Facilities Management representatives will remain at the main facility in Myrtle Grove.

**Hurricane Season:** Period in the year with increased probability of Tropical Cyclones. Begins on June 1<sup>st</sup> and continues through November 30<sup>th</sup>.

**Tropical Cyclone:** The general term for all circulating weather systems (counterclockwise in the Northern Hemisphere) over tropical waters. Tropical cyclones are classified as:

**Tropical Depression** - An organized system of clouds and thunderstorms with a defined circulation and maximum sustained winds of 38 mph (33 knots) or less.

**Condition 1:** 12 hours to Hurricane Force

**Condition 2:** 24 hours to Tropical Storm Force Winds

**Condition 3:** 48 hours to Tropical Storm Force Winds

**Condition 4:** 72 hours to Tropical Storm Force Winds

**Condition 5:** Period immediately after the storm for damage assessment and critical repairs

**Condition 6:** Hurricane Season

The **Emergency Response Team** makes initial damage assessment.

**Hurricane Season:** June 1<sup>st</sup> to November 30<sup>th</sup>.

**Tropical Cyclone:** General term for all circulating weather systems over tropical waters.

**Tropical Depression** – Maximum sustained winds of 38 mph (33 knots) or less

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Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)

DEFINITIONS (Continued)

**Tropical Storm** - An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 to 73 mph (34-63 knots).

**Hurricane** - An intense tropical weather system with a well defined circulation and maximum sustained winds of 74 mph (64 knots) or higher. In the Western Pacific, hurricanes are called "typhoons", and similar storms in the Indian Ocean are called "cyclones".

**Weather Advisories:** The National Weather Service issues various weather advisories when Tropical Storm force winds threaten land areas.

**Tropical Storm Watch:** Issued approximately 36 hours before the arrival of Tropical Storm force winds.

**Tropical Storm Warning:** Issued by the National Weather Service approximately 24 hours before the arrival of Tropical Storm force winds.

**Hurricane Watch:** The National Weather Service issues a hurricane watch when there is a threat of hurricane force winds within 24-36 hours. When a hurricane watch is issued, stay tuned to television or radio for official bulletins of the hurricane's progress. If evacuation has not already been recommended or ordered, consider leaving early to avoid traffic. Remember that weather conditions will deteriorate quickly as the hurricane approaches.

**Hurricane Warning:** The National Weather Service issues a hurricane warning when hurricane conditions (winds of 74 miles per hour or greater, or dangerously high water and rough seas) are expected in 24 hours or less.

**Vulnerability Assessment:** Faculty and Staff assigned working space, offices and/or laboratories must evaluate the vulnerability of their work areas to various emergency situations in order to take appropriate remediation and preparation actions. This is a subjective, qualitative analysis based on your work area, the nature of your work, your estimate of the probability of an emergency event and its impact on your work area, and what resources you know or believe to be available to respond to each event. A form to assist in this evaluation is included as Appendix I to the Emergency Management Guide. Review the total points

**Tropical Storm** – Maximum sustained winds of 39 to 73 mph (34-63 knots)

**Hurricane** - Maximum sustained winds of 74 mph (64 knots) or higher.

**Tropical Storm Watch:** 36 hours before Tropical Storm force winds

**Tropical Storm Warning:** 24 hours before Tropical Storm force winds

**Hurricane Watch:** 36 Hours to Hurricane Force Winds

**Hurricane Warning:** 24 Hours to Hurricane Force Winds

**Vulnerability Assessment:** Evaluate the vulnerability of your work areas to various emergency situations in order to take appropriate remediation and preparation actions.

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## Section 9 – Hurricane Preparedness Standard Operating Guide (Hurricane SOG)

### DEFINITIONS (Continued)

for each emergency for face validity (‘Does this make sense?’) and use it to guide your preparations for these potential emergencies.

A copy of a completed form for each of your work areas must be provided to the Emergency Preparedness Planner at CMS.

*Vulnerability Assessment*  
(Continued)

### PLANNING CONSIDERATIONS

As we enter hurricane season and set Condition 6, please be thinking about the actions you need to take to protect your offices, labs and equipment from the effects of a storm. Here are some points to consider:

When a hurricane is predicted to affect our area, the University may begin a staged closure by making attendance at classes or other scheduled activities optional. For CMS Staff, Faculty, Students and those associated with Tenant Programs, hurricane preparations must be completed prior to departure.

Building Use Committee Chairs and principal investigators or supervisors of outlying facilities, or their designated representatives, will authorize your departure when preparation actions are complete. This authorization will be coordinated with the Director’s office.

**The University will close when mandatory evacuation of exposed and low-lying areas is ordered.** All of your preparations must be complete by that time, as you will be required to evacuate campus facilities, including the Center for Marine Science (CMS).

- Normally, the National Weather Service will issue a Hurricane Watch approximately 36 hours before the arrival of tropical storm force winds.
- A mandatory evacuation order is normally issued by New Hanover County for exposed and low-lying areas approximately 12 hours later.

**Make your hurricane preparations on a graduated schedule.**

Take actions to protect your offices, labs and equipment

Complete hurricane preparations prior to departure

Building Use Committee Chairs and principal investigators or supervisors of outlying facilities must OK your departure.

All of your preparations must be complete by the time the University is closed

The University will close when mandatory evacuation of exposed and low-lying areas is ordered.

You must evacuate all campus facilities, including the Center for Marine Science (CMS).

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Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)

**PLANNING CONSIDERATIONS (Continued)**

Complete **initial preparations** 72 hours prior to arrival of Tropical Storm force winds (**Condition 4**). Initial actions may include:

- **DO NOT PUT TAPE ON ANY WINDOWS.**
- Move loose gear from outside to inside storage areas, or tie down securely
- Wrap up key experiments; put away equipment
- Move essential electrical equipment to emergency generator circuits (red outlets)
- Put away loose books/papers/equipment
- Securely store any hazardous materials

Complete **intermediate preparations** 48 hours prior to arrival of Tropical Storm force winds (**Condition 3**). Intermediate actions may include:

- Move items away from windows
- Move critical equipment into interior rooms/hallways
- Back up critical computer files; store in secure place

Complete **final preparations** 24 hours prior to arrival of Tropical Storm force winds (**Condition 2**). (Remember, these actions must be complete prior to university closing, normally approximately 12 hours prior to arrival of gale force winds.)

Final preparations may include:

- **If you have critical items to check after the storm passes,** provide an updated callback form to the Director's office.
- Turn off computers, peripherals, and non-essential equipment
- Especially on ground floor, raise equipment such as computer CPUs off floor
- Cover electronic equipment (incl. Computers) and other lab equipment with plastic
- Turn off the lights. Close and lock the doors.
- Check to **see if anyone else needs help** making final preparations

**Initial Actions  
(Condition 4 - 72 Hours Before)**

- NO TAPE ON WINDOWS
- Secure outdoor items
- Wrap up key experiments put away equipment
- Move essential electrical equipment to red outlets
- Put away loose books/papers/equipment
- Secure hazardous materials

**Intermediate Actions  
(Condition 3 - 48 Hours Before)**

- Move items away from windows
- Move critical equipment into interior rooms or hallways
- Back up critical computer files; store in secure place

**Final Preparations  
(Condition 2 - 24 Hours Before)**

- Prepare an updated callback form
- Turn off computers, peripherals, and non-essential equipment
- Raise equipment such as computer CPUs off floor
- Cover electronic equipment (incl. Computers) and other lab equipment with plastic
- Turn off the lights. Close and lock the doors.
- Check to **see if anyone else needs help** making final preparations

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Section 9 – Hurricane Preparedness Standard Operating Guide  
(Hurricane SOG)

**PLANNING CONSIDERATIONS (Continued)**

- **Before departing**, check with the Building Use Committee Chair responsible for your area of the building.

Condition 5 will be set immediately after the event:

- **No one will be allowed to reenter the facilities until checked for safety** by the Emergency Response Team.
- Identify and begin any required initial repairs
- After the building is found to be safe, **only critical personnel will be allowed** back onto the facility. These must be identified in advance, approved by Dr. Baden, and a list provided to security.
- **The Emergency Response Team** will check those areas identified on callback forms on file with the Director’s office and call the POC with the status. Our intent is to minimize the number of people on the facility prior to reopening for business.

Condition 6 will be set during Hurricane Season when the facilities are reopened for normal business.

- **Before departing**, check with the Building Use Committee Chair responsible for your area of the building.

**AFTER THE EVENT  
(Condition 5 – Assessment)**

- Emergency Response Team does safety check
- Initiate emergency repairs
- **Only critical personnel** (approved in advance) may enter the facility
- Emergency Response Team will check those areas identified on callback forms and call the POC with the status.

**(Resume Condition 6)**

- Reopen the facilities and return to normal operations

**HURRICANE PREPARATION SUPPLIES**

The following **supplies are available** (sign out from Shipping and Receiving Office at CMS):

- Plastic Bags
- Plastic Sheeting
- Tape
- Nylon Rope

Hurricane preparation supplies are available for checkout in the Shipping and Receiving Office

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**Section 15 – Physical Plant Issues**  
**(CMS Physical Plant SOG)**

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Section 15 – Physical Plant Issues  
(CMS Physical Plant SOG)

**PURPOSE**

The Purpose of this CMS Physical Plant Standard Operating Guide (CMS Physical Plant SOG) is to guide Center for Marine Science Staff and Faculty at the Wilmington NC facilities in dealing with Physical Plant issues. This SOG supplements the Physical Plant Department brochure (enclosed with this SOG).

This SOG provides specific guidance for CMS-MG faculty and Staff in dealing with Physical Plant Issues.

**APPLICABILITY AND RESPONSIBILITY**

The Physical Plant Department provides Housekeeping Services and Building Maintenance Services. Examples of Physical Plant Building Maintenance issues that may require notification include:

- Heating/Ventilation/Air Conditioning not working
- Lights/Electrical Outlets not working
- Loss of commercial electricity
- Plumbing not working
- Backflow preventers overflowing/water leaking into work spaces

Housekeeping issues include:

- Cleanliness of restrooms
- Need for cleaning up spills or standing water

**During normal working hours**, physical plant and housekeeping problems at CMS-MG should be reported to the CMS Director (Dan Baden), Associate Director for Research (Jim Merritt) or the Emergency Preparedness Planner (Dennis Ihnat), or in their absence any of the Administrative Assistants. At CMS-WB, report such problems to the Operations Director (Alex Bocconcelli). At the Aquaculture Facility, report such problems to the Principle Investigator (Wade Watanabe). This will minimize the likelihood of multiple reports of the same problem being made to the Physical Plant Department. One of these individuals will normally notify the on-site Housekeeping or Physical Plant Department representative or, if the representative is not available, the Physical Plant Department directly. If these

The Physical plant Department provides Housekeeping Services and Building Maintenance Services.

**During normal working hours**, housekeeping or physical plant problems at CMS-MG should be reported to the CMS Director, Associate Director for Research or the Emergency Preparedness Planner, or in their absence any of the Administrative Assistants.

At CMS-WB, report such problems to the Operations Director.

At the Aquaculture Facility, report such problems to the Principle Investigator.

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**Section 15 – Physical Plant Issues**  
**(CMS Physical Plant SOG)**

individuals are not available and the situation is urgent, you should contact the CMS Physical Plant Department representative at CMS-MG directly.

**After normal working hours**, Campus Security will notify the on-call Physical Plant Department representative. Target response time is 30 minutes.

**After normal working hours**, notify Campus Security for emergency housekeeping or building maintenance issues.

**ACTION**

**Points of Contact:**

After hours emergency:

- Call Campus Security (962-3184), state the location of the facility and the nature of the emergency. If you are at the facility with the emergency and want to meet with the Physical Plant representative, give your name and contact information to Security when you call. The on-call Physical Plant representative will be called to respond. Target response time is 30 minutes.

**Campus Security: 962-3184**

Housekeeping Emergencies, during the work day:

- Notify the people listed above
- At CMS-MG, housekeeping staff work hours are from 6 AM to 3:30 PM.
- CMS-MG Housekeeping can be reached at 962-2489 or by pager (Dorothy Taylor @ 254-2463; Rody Miller @ 254-2237).

**CMS-MG Housekeeping:**

**Phone: 962-2489**

Building Maintenance Emergencies, during the work day:

- Notify the people listed above
- At CMS-MG, Building Maintenance staff work hours are from 7 AM to 4:00 PM.
- CMS-MG Building Maintenance can be reached at 962-2414

**Pager:**

**Dorothy Taylor: 254-2463**

**Rody Miller: 254-2237**

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**Appendix I: Forms**

All forms are available electronically by clicking on the links below. The electronic versions allow direct data entry and reduce the need to re-enter redundant information. If you would prefer to fill out by hand, you may print out the forms.

- Location-Specific Hurricane Preparation Plan Form and  
Callback Form Set ----- [Page I-2](#)
- Vulnerability Assessment Analysis Form----- [Page I-7](#)
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# Center for Marine Science Vulnerability Analysis Chart

Revision Date: October 6, 2000

<b>Location or Room Number:</b> _____			
<b>Common Name for this Room:</b> _____			
<b>Responsible Person</b>	<b>Home Phone:</b>	<b>Other Phone:</b>	
<b>Primary:</b> _____	_____	_____	
<b>Alternate 1:</b> _____	_____	_____	
<b>Alternate 2:</b> _____	_____	_____	
	(Area Code) + Number	(Area Code) + Number	

TYPE OF EMERGENCY	Probability		Impact (5=High/1=Low)			Resources (5=Weak/1=Strong)		Total
	(5=High	1=Low)	Human	Property	Business	Internal	External	
Fire								0
HAZMAT								0
Roof/Window Leaks								0
Flooding Over Dock								0
Flooding of Surrounding Grounds/Outdoor Areas								0
Flooding of First Floor Spaces								0
Storm Surge								0
High Winds (Airborne Debris/Loose Items Toppled or Blown Away/ Lightweight Items Torn/Damaged)								0
Bomb Threat								0
Power Failure								0
Building Primary Heating or A/C System Failure								0
Earthquake								0
Telecommunications Failure								0
Computer/ Computer System Failure								0
Radiological Accident								0
Civil Disturbance/Terrorism Event								0
Loss of Key Grant Project								0
								0
								0

**Human Impact:** Possibility of death or injury

**Property Impact:** Consider cost to replace, cost to set up temporary replacement, cost to repair

**Business Impact:** Assess the impact of business interruption (incl. Research, loss of critical data, loss of hard to obtain specimens, employees/researchers/assistants unable to report to work, etc.)

**Internal & External Resources:** Consider each emergency from beginning to end and each resource needed to respond. Do we have the needed resources & capabilities to respond? Will external resources be able to respond as quickly as we may need them?

Appendix 1-7

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**Emergency Response Team – Facility Inspection Guide Checksheet**

This form is designed to serve as a guide for the Emergency Response Team when assessing a facility’s operational status following a significant emergency event.

(If using this form on-line, left-click cursor on desired box and type desired entry.)

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ITEM	OPERATIONAL Y = Yes N = No	DAMAGED Y = Yes N = No	CIRCLE IF ADDITIONAL NOTES ATTACHED
Water Availability			<a href="#">See Notes</a>
Gas Availability			<a href="#">See Notes</a>
Commercial Electricity Availability			<a href="#">See Notes</a>
Electrical Generator Availability			<a href="#">See Notes</a>
Sanitation System Functioning			<a href="#">See Notes</a>
HVAC Functioning			<a href="#">See Notes</a>
Boilers Functioning			<a href="#">See Notes</a>
Roof Leaks			<a href="#">See Notes</a>
Fallen Trees			<a href="#">See Notes</a>
Fallen Electrical Wires <b>DANGER: Do Not Touch!</b>			<a href="#">See Notes</a>
Windows/Doors			<a href="#">See Notes</a>
Water Lines/Plumbing			<a href="#">See Notes</a>
Flooding			<a href="#">See Notes</a>
Pier, Dock, R/V Cape Fear			<a href="#">See Notes</a>
Other: _____			<a href="#">See Notes</a>
Other: _____			<a href="#">See Notes</a>
Other: _____			<a href="#">See Notes</a>



## **Appendix II: Maps and Floor Plans**

Hurricane Tracking Map

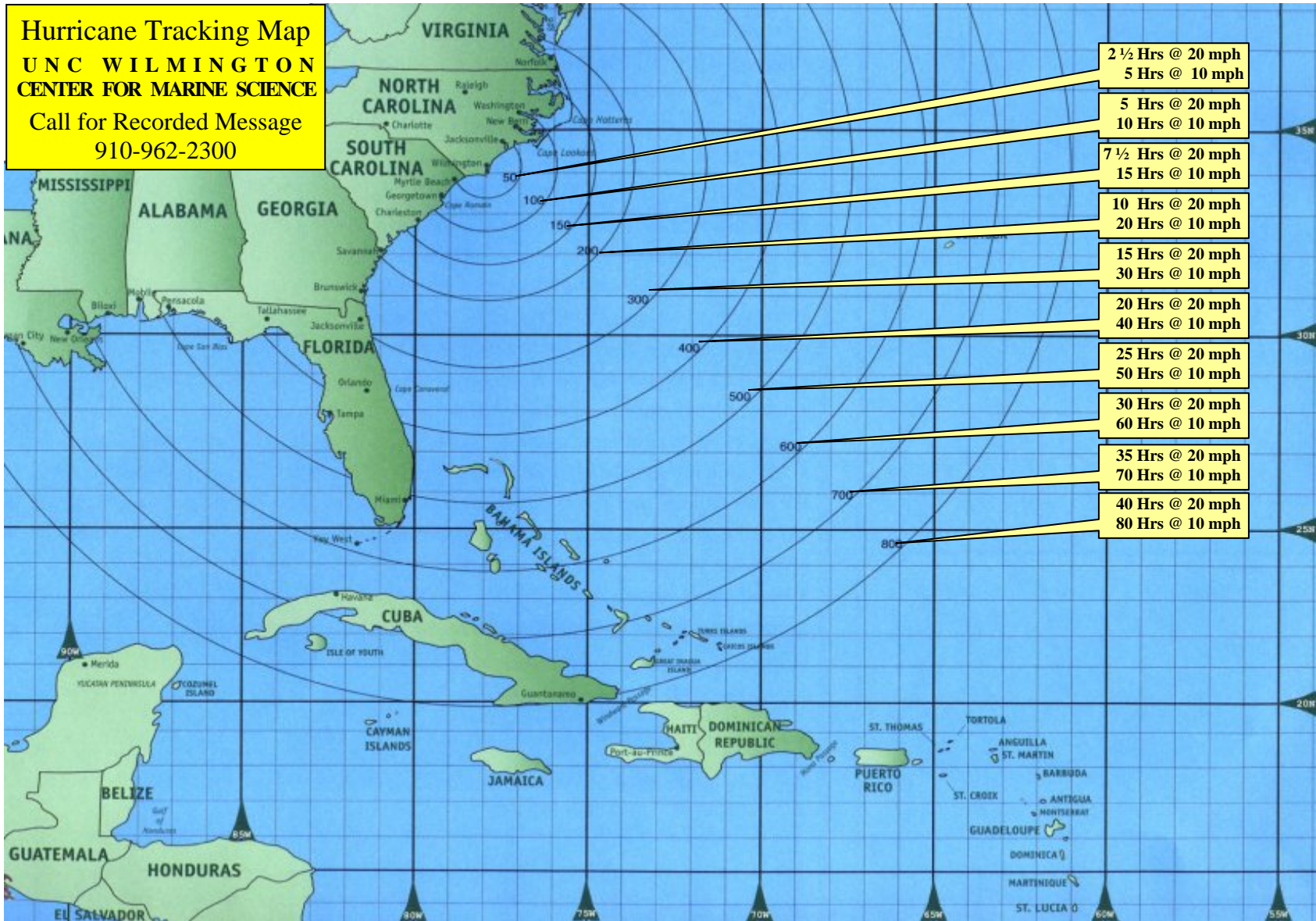
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CMS Building Floor Plans

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Appendix II – Hurricane Tracking Map



To plot a current storm, left-click the mouse to highlight this “⊙” symbol, then press the control key (“ctrl”) and left mouse button and move to the storm’s current position. (You may fine-tune the location of this symbol by highlighting it and then hold down the ctrl key while pressing the arrow keys.)

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**CMS Building Floor Plans**