

Hurricane/Storm Procedures**PRE-HURRICANE SEASON CHECKLIST**

- Facility Services Hurricane/Storm Preparation Procedures four weeks prior to hurricane season as defined June 1st through November 30th.
- Review personnel classifications and staffing for Facility Services staffing during a hurricane.
- Review internal departmental call down process, including update of procedure for calling employees.
- Review procedure for backing up computer systems and protecting critical equipment within departments.
- Review departmental communication plan and hierarchy of departmental decision makers
- Review procedures for moving essential equipment away from windows and covering critical equipment
- Review defined location for employees to assemble for instructions during storm/watch/warnings
- Verify available supply of surplus radios, chargers and batteries are set up in the Executive Director of Facility Services' office
- Meet with South Campus department heads on hurricane procedures and generators for South Campus
- Verify operability of emergency radios dedicated to storm logistics & associated channels
- Facility Services representatives to contact LSU Emergency Command Center (LSU EOC)
- Review list of first responder contacts
- Review Debris Management Plan & Tree Hazard Assessment
- Meet with all Facility Services departments to review reporting procedures for cost
- Ensure critical generator fueling procedures are in place.

EMERGENCY RESPONSE LEVEL 1

National Weather Service establishes threat of hurricane/tropical storm conditions within 72 hours for any coastal area that could affect the LSU Baton Rouge Campus. Executive Director of Facility Services activates Level One Emergency Response procedures.

Department heads are responsible for oversight and direction of subordinate managers to ensure actions listed for hurricane/tropical storm preparations are implemented.

RESPONSIBILITIES OF ALL DEPARTMENTS

1. Inspect Craft Office emergency lights and flashlights.
2. Check all work trucks for fuel (minimum ½ tank at all times during Level 1)
3. Verify minimum flashlight battery supplies
4. Check radios for operational deficiencies (replace any batteries that do not hold a charge for 12 hr. minimum)
5. Check duct tape supplies and nylon reinforced tape for minimum quantities per Departmental List
6. Check safety medical supply kits for minimum inventory
7. Check cell phones for spare batteries
8. Ensure that all employees have rain gear

9. Review policy on essential personnel with all supervisors and determine potential staffing
10. Check shop stock materials
11. Inspect South Campus Complex for readiness
12. Directors to revise emergency response level sequencing as needed.

INDIVIDUAL DEPARTMENT RESPONSIBILITIES

RESOURCE SERVICES:

1. Check to ensure correct phone numbers are on hand for essential personnel and contractors, and distribute if needed	Work Control
2. Post storm tracking information	
3. Notify all Facility Services personnel of level status via broadcast e-mail.	Communications Assistant Director
4. Contact LSU EOC about timing of needed support	Paul Favaloro

LANDSCAPE SERVICES:

<ol style="list-style-type: none"> 1. Fill & Test Tank & Pump 2. Fill golf course reserve gasoline tank – 250 gal and check pump operation 3. Top off Diesel Tanks (2 ea – 500 gal) 4. Have 4 full propane tanks 5. Sand bags <ol style="list-style-type: none"> a. 500 on hand b. 100 filled & ready 	Grounds
<ol style="list-style-type: none"> 6. Chain saws <ol style="list-style-type: none"> a. Sharp Chains b. Extra Chains c. Good mechanical condition d. Number available e. Gas & oil ready 7. Chippers <ol style="list-style-type: none"> a. Operational b. Sharp c. Fueled 	Arborists

BUILDING SERVICES:

<ol style="list-style-type: none"> 1. Ensure that the Emergency Response Vehicle (ERV) is stocked and fueled. 2. Ensure the keys to the ERV are placed in a location for easy check out by first responders. 3. Compile accurate list of locations of all emergency equipment, wet pick ups, pumps, blowers, squeegees, rakes & shovels. 4. Prepare a current list of buildings with water issues or potential water issues. 5. Assist Landscape Services in securing loose objects across campus. 6. Inspect all wet pick vacuums and pumps; perform preventative maintenance as needed. 7. Ensure that all emergency equipment has all hoses, connectors, and extension cords required to operate; replace as needed 	Custodial
8. Inspect fuel amounts for all moving trucks and correct any operational problems.	Special Events

<ul style="list-style-type: none"> 9. Pick up any loose furniture or special events material located outside of buildings. 10. Set aside an inventory of rope, rope stands, barricades and sign stands for emergency response. 11. Clear the area around the Special Events warehouse; remove all pallets, trash, furniture etc. 	
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UNIVERSITY STORES:

<ul style="list-style-type: none"> 1. In-ground fuel tanks are monitored to ensure adequate supply. 2. Check University stock of plywood, lumber, duct tape, gas and poly. 3. Verify current inventory levels of critical items as identified by craft supervisors 	
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FACILITY & UTILITY OPERATIONS

<ul style="list-style-type: none"> 1. Verify supply of high voltage fuses, wire and splicing material 2. Verify operation of portable pumps and condition of hoses 3. Verify operation of sump pumps (if not checked in last 30 days) 4. Verify 6” trash pump operational 	Utility
<ul style="list-style-type: none"> 5. Verify operation of emergency lighting inverters and fixed generators (if not checked in last 30 days) 	EMS
<ul style="list-style-type: none"> 6. Check welding shop minimum inventory for consumable supplies 7. Check truck mounted welding machines for fuel and operation 	Plumbing
<ul style="list-style-type: none"> 8. Check Stores stock for minimum S.O./extension cord stock 	Electrical
<ul style="list-style-type: none"> 9. Verify operation of portable generators 10. Check generator fuel levels 11. Check generators to ensure start up 12. Check diesel fuel stock on hand (min. 500 gal.) 13. Contact fuel vendors to reserve tanker for possible delivery to LSU 14. Check 500 Gallon portable Fuel Tank – Filled & pump operable 	Auto Shop
<ul style="list-style-type: none"> 15. Check portable welding machines for fuel level, oil level and air in tires. Ensure proper working condition of machines. 16. Check minimum 15mil poly supply 17. Fill extra gasoline cans. (4 each–5 gallon cans) 18. Check gutters for debris; clean if necessary. 	Sheetmetal
<ul style="list-style-type: none"> 19. Verify that forklift is operational. 20. Check minimum plywood supply (shop stock 20 sheets) 	Carpenters

PLANNING DESIGN & CONSTRUCTION:

Notify all Contractors of Facility Services’ level status

EMERGENCY RESPONSE LEVEL 2

National Weather Service establishes threat of hurricane/tropical storm conditions within 36 hours for any coastal area that could affect the LSU Baton Rouge Campus. Executive Director of Facility Services activates Level Two response procedures.

Department heads are responsible for oversight and direction of subordinate managers to ensure actions listed for hurricane/tropical storm preparation are implemented. Implement all actions of Level 1 in addition to the following:

RESPONSIBILITIES OF ALL DEPARTMENTS

1. Verify that all actions of Level 1 have been taken in addition to the following:
2. Check that all work trucks have two (2) rolls of duct tape, flashlight, spare flashlight batteries and caution tape
3. Suspend all work, except for Hurricane Preparation, until preparations are complete
4. Check all truck beds and remove stored materials that can be carried by high winds
5. Prepare South Campus Complex for storm
6. Continue to track location and estimated landfall location and time; revise response plans as needed
7. Meet with all supervisors and key response personnel to review response plan and preparations
8. Directors to revise emergency response level sequencing as needed
9. Finalize list for shifting personnel to 24 hour coverage before, during and after the storm
10. Set tentative time for shifting personnel to 24 hour coverage

INDIVIDUAL DEPARTMENT RESPONSIBILITIES

RESOURCE SERVICES:

1. Contact LSU EOC for food & lodging information for employees. Give a preliminary count of personnel on 24-hour coverage	Paul Favalaro
2. Set up work orders, by department, for CAT B work.	Work Control/ Accounting
3. Review with all staff the different categories of work <ul style="list-style-type: none"> a. CAT A - Debris b. CAT B – Emergency protective measures c. CAT E – Repairs 	
4. Review account numbers set up for the storm with Work Control personnel	
5. Notify all Facility Services personnel of level status via broadcast e-mail.	Communications Assistant Director

LANDSCAPE SERVICES:

<ol style="list-style-type: none"> 1. All air wells cleaned (see list) 2. Clean Foster Hall drains 3. Deliver sand to Landscape pile 4. Fill up/top off <ul style="list-style-type: none"> a. All Diesel Equipment b. Diesel Storage Tanks 5. Locate extra 3 gallon gasoline cans (5 each) 6. Tie all portable toilets to fixed objects or anchor down 7. Lay down all street signs & remove all metal stand signs 8. Storm drains checked and cleaned if necessary <ul style="list-style-type: none"> a. Quad b. Highland 	Grounds
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<ul style="list-style-type: none"> c. Lab School d. Old SNCC e. Student Health - Doctor's Lot f. PMAC g. Dalrymple/Highland intersections h. Chancellor's Residence i. Perimeter drains at Facility Services complex j. Tiger Gift Center k. Foster Hall l. Union Oak Grove & Free Speech Ally m. Law Center 	
9. Refuse transfer station readiness check	Refuse
10. Remove all newspaper from stands; secure stands as needed	

BUILDING SERVICES:

<ol style="list-style-type: none"> 1. Distribute revised emergency call-out list. 2. Check showers in Facility Maintenance Shop & stock with towels, soap & shampoo 3. Meet with all custodial crews and review response plans. 4. Inspect all buildings for potential issues, such as stopped up drains, loose material, and other safety issues 5. Distribute flashlights and batteries, as needed. 6. Stock rakes, shovels, squeegees, as needed 7. Stock trash bags, disinfectant cleaners and other clean up materials, as needed 8. Re-check the Emergency Response vehicle and ensure that it is stocked and fueled. 9. Print and distribute an accurate list of locations of all emergency equipment, wet pick ups; pumps; blowers; squeegees; rakes, shovels etc. 10. Print and distribute a current list of buildings with water issues or potential water issues. 11. Advise Work Control and Landscape Services of any drains, light wells, etc. that do not drain. 	Supervisors
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UNIVERSITY STORES:

<ol style="list-style-type: none"> 1. Order inventory, as needed, to meet critical inventory levels established by craft supervisors 2. Top off in ground fuel tanks 3. Alert key vendors of potential material needs 	
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FACILITY & UTILITY OPERATIONS

<ol style="list-style-type: none"> 1. Remove or tie down loose materials at Vet Med and Power House 2. Review GE Turbine general operations in preparation for total loss of Entergy power (Transmit Notice to LSU EOC) 3. Notify non-Cogen facilities that they will lose power if FS moves to Level 4 which requires load reductions. 	Powerhouse/ Vet Med
<ol style="list-style-type: none"> 4. Fill gas cans for generators and pumps 5. Ensure that all supplies, materials, tools, etc. listed under ER-1 and ER-2 are on hand 	All

6. Review critical loads with HV Electrical & Facility Electrical, etc. (have plans and drawings on hand)	Utility
7. Review status of backup feeders. Send list of feeders that are down to Executive Director	
8. Check generators at Field House & Assembly Center	
9. Prepare portable generators for delivery to designated campus areas (total of 5)	Auto Shop
10. Have diesel tank truck placed on standby	
11. Top off portable diesel fuel tank	
12. Locate portable generator at Dining Facility designated for use (1) 60 kw	
13. Contact University Stores to ensure Fueltrac tanks are full.	
14. Locate generator at Fueltrac gas pump and verify that card swipe can be deactivated	
15. Charge forklifts	Environment
16. Re-check 500 gallon portable fuel tank and top off	
17. Ensure that an adequate supply of plywood, visqueen, duct tape, respirator filters, etc. required for emergency abatement is on hand	Electrical – Outside & Inside
18. Verify voltage and connection of Dining Facility generator	
19. Connect wire at generator end and lay out wire route from generator to loads at Dining Facility designated for use (coordinate test run)	
20. Verify that all Facility Maintenance craft personnel have and carry a Fluke VoltAlert (Model IAC-A or equivalent)	
21. Take all banners down	
22. Place order for 15mil poly and plywood, as needed	Carpenters/ Sheetmetal
23. Move all equipment to FS parking lot	

PLANNING DESIGN & CONSTRUCTION:

1. Notify all Contractors of Facility Services' level status
2. Verify that construction sites are clean and covers are provided for dumpsters/trash bins
3. Tools and materials not in use are to be properly stored.
4. All work areas are to be checked for unsecured material
5. Excavation areas are to be checked for additional shoring needs
6. Scaffolding to be inspected to ensure they are adequately tied.
7. All temporary construction buildings/containers to be securely tied down.
Contractors to verify all storm water protection is staked down and secured.

EMERGENCY RESPONSE LEVEL 3

National Weather Service establishes threat of hurricane/tropical storm conditions within 12 hours for any coastal area that could affect the LSU Baton Rouge Campus. Executive Director of Facility Services activates Level Three response procedures.

Department heads are responsible for oversight and direction of subordinate managers to ensure actions listed for hurricane/tropical storm preparation are implemented. Implement all actions of Level 1 & 2 in addition to the following:

RESPONSIBILITIES OF ALL DEPARTMENTS

1. Issue written instructions to employees on reporting to work post-storm and activate shift rotation for continual recovery services.
2. Verify that all radios are charged and issued to employees
3. Send radios home with key contacts (Backup to local telephone service for communication during and after the storm.) Maintain enough radios on site for use during the storm and to begin post-storm activities.
4. Top off fuel tanks in all trucks
5. Advise all crews of emergency status and review response plans
6. Departments to communicate to personnel of their functions and time for them to return to campus.
7. Directors to revise emergency response level sequencing as needed.
8. All leave suspended for directors, managers, and essential personnel
9. Representatives report to LSU EOC
10. Post important phone numbers on the White Board in Work Control (EOC, Parent Hot Line, Res Life)

INDIVIDUAL DEPARTMENT RESPONSIBILITIES

RESOURCE SERVICES

1. Convert Work Control to 24-hour Damage Control Center 2. Set up office with lanterns and extra flashlights 3. Contact Residential Life to determine which dorms are open & populated. 4. Set up file with buildings in OFS-Data Hub/Emergency Events	Work Control
5. Notify all Facility Services personnel of level status via broadcast e-mail.	Communications Assistant Director
6. Run backups for all computer systems	IT
7. Confirm meal & lodging information for staff 8. Update LSU EOC with Facility Services information	Paul Favaloro

LANDSCAPE SERVICES:

1. Contact Vendors	Arborists
2. Trucks – fueled & operational 3. Backhoe/loader – fueled 4. Produce a list of critical areas needing sand bags 5. Fill sand bags & deliver a. Credit Union b. Lab School c. Law School d. Hill Library e. Gym Armory f. Vet Med	Grounds

<ul style="list-style-type: none"> g. Landscape h. SNCC Courtyard i. Wet Land Resources <ul style="list-style-type: none"> 6. Dump Truck – operational <ul style="list-style-type: none"> a. Athletic Backhoe (as needed) 7. Backhoe/loader - operational <ul style="list-style-type: none"> a. Emergency generator – fueled, operational, & tested 8. Sweeper -fueled & operational 9. Test Generator 10. Emergency water pumps – fueled, operational, & tested 11. Pumps - fueled, operational, tested 	
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BUILDING SERVICES:

<ul style="list-style-type: none"> 1. Strategically place equipment, materials, plastic sheeting, tape, etc. at anticipated problem areas. 2. Stock extra cleaning supplies, including paper goods, trash bags, etc., as needed 3. Remove all materials from outside alley 	Supervisors
<ul style="list-style-type: none"> 4. Secure forklift at Facility Services. 	Movers

UNIVERSITY STORES:

<ul style="list-style-type: none"> 1. Notify fuel vendor of pending emergency response 2. Prepare warehouse to stage water, tarps and food 3. Take a measurement of current fuel and inventory levels to be provided to EOC 	
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FACILITY & UTILITY OPERATIONS

<ul style="list-style-type: none"> 1. Contact Acadian Natural Gas to verify natural gas supply and identify any issues. 2. Contact EOC to notify all fraternities & sororities that they are on Entergy power 	Peter Davidson
<ul style="list-style-type: none"> 3. Place weather critical equipment in Auto Shop 4. Lower all lift booms. 5. Meter reading for all generators – Fill out forms (attached) 6. Ensure Frey Generator is full of fuel 	Auto Shop
<ul style="list-style-type: none"> 7. Have generators and cables delivered to designated buildings for connecting to electrical systems per distribution list 	Electrical
<ul style="list-style-type: none"> 8. Store portable HVAC at Facility Services for cafeteria & server room. 	HVAC
<ul style="list-style-type: none"> 9. Supply visqueen to buildings with known roof leaks to cover equipment 10. Contact Schindler to shut down all elevators 11. Contact supplemental manpower vendors to schedule personnel on stand-by for cleanup. 	Carpenters, Sheetmetal

PLANNING DESIGN & CONSTRUCTION:

- 1. Notify all contractors of Facility Services’ level status.

2. Verify that construction sites are clean and covers are provided for dumpsters/trash bins.
3. Tools and materials not in use are to be properly stored.
4. All work areas are to be checked for unsecured material.
5. Excavation areas are to be checked for additional shoring needs
6. Scaffolding to be inspected to ensure that they are adequately tied down.
7. All temporary construction buildings/containers are to be securely tied down.

EMERGENCY RESPONSE LEVEL 4: STORM HITTING CAMPUS-SHELTER IN PLACE

National Weather Service establishes hurricane/tropical storm is making landfall and affecting the LSU Campus.

- **There will be NO work done until EOC gives notification to proceed.**
- Damage Control Center to maintain phones, set up work orders as needed, dispatch personnel per EOC request.
- Damage Control Center operating on 24-hour coverage
- Power House switches to cogeneration hurricane operations (Attachment 2)

POST-STORM RESPONSE

- Evaluate campus and notify Work Control of all work needed to set up appropriate work orders.
- Notify EOC of damage to campus
- Per the LSU EOC, perform work and support operations to protect campus from further damage.
- Check generators – Refill after 8 hours of operation
- Distribute meals in shifts
- Building Coordinators and Facility Services Damage Assessment Team to evaluate buildings and send notification to EOC and workcon@lsu.edu regarding facility damage
- Meet with adjusters for all buildings with damage. Send copy of adjustment to OFS-DATA Hub and Risk Management
- TRACKING COST
 - Cost to be tracked by type of damage, location, and account number.
 - Work orders to be set up by building, by type of incident
 - Copies of all SMRs, Material Order forms, invoices, pictures, and work orders to be uploaded to the OFS-DATA Hub per building/location.
 - Issue contracts, as necessary, for mitigation or to repair damage on campus. Contractors are to report work by location and turn in before/after pictures of work.