

PREPARATION FOR HURRICANE BY EVERY INDIVIDUAL ASSOCIATED WITH THE COLLEGE

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. "Time of arrival of storm" refers to when heavy rain and/or wind gusts over 40 mph begin.

Day-to-Day Operations

- Each area/unit identifies particular spaces/doors/windows which are not the responsibility of a specific person or group, and assigns responsibility to specific individual or group.
- Maintain detailed inventory of computers, office equipment and other major equipment, including documentation of value.
- Routinely back up computer files.
- Label all electrical cables/cords and as well as the outlets associated with computers, telephones and electrical equipment so that you could plug all cables and cords back into the correct outlet if they have been disconnected.
- Each department/program/unit obtains supplies of plastic sheeting, duct tape & large heavy duty plastic bags from the Office of Environmental Health & Safety (Robert Scott Small Bldg, Room 111; use back entrance closest to Health Services; call in advance 953-6802) or Central Stores (follow Procurement procedure for ordering from Central Stores).
- Pay attention to announcements from the Emergency Management Director (or designee) and the Emergency Operations Center. Official campus-wide announcements will be issued *only* by the Emergency Manager, the Emergency Operations Center, the Office of Media Relations or the President (or his designee).
- Keep all personal contact information up-to-date for Cougar Alert and with your supervisor. Off-campus information provided to your supervisor should include: home address, home phone, cell phone, and non-College of Charleston e-mail address, for use in an emergency.
- Have a plan and make personal preparations for your family, pets and home.

*Please note that employees will NOT be allowed to use College of Charleston buildings as a storm shelter. No employees, except for designated emergency personnel, will be allowed to remain on campus in the event of a College evacuation.

June 1st

- Review and update all emergency plans, especially hurricane plans
- Supervisors update contact list if not already current; individuals update their own off-campus contact information.
- Do those day-to-day operations which are not complete.

96 Hours prior to Estimated Time of Arrival of Storm (may be done sooner or later depending on specific circumstances)

- Each area/unit discusses how to act if the forecast arrival of the storm is shortened and/or if there is a need for early evacuation
- Department should already have on hand sufficient plastic bags and/or plastic sheeting and duct tape. See specifics under day-to-day operations.
- Charge mobile telephones
- Activate your personal preparations (if not already done)

72 Hours prior to Estimated Time of Arrival of Storm (may be done sooner or later depending on specific circumstances)

- Each administrative unit begins final backup of electronic records and other essential information [IT----both this section and unit sections]
- All personnel take actions to secure contents of offices and personal belongings.
- Back up all essential computer files and store them in a safe place. See information issued by the Information Technology Office for further details.
- Continue 96 hour activities if not already completed.
- Continue your personal preparations.

48 Hours prior to Estimated Time of Arrival of Storm (may be done sooner or later depending on specific circumstances)

- Prepare office: (a) Move things off the floor, (b) put items in cabinets, (c) covering items with plastic, (d) move things away from windows to interior rooms or against interior walls, (d) remove perishable items from refrigerators, (e) secure or remove personal belongings of value.
The College will not replace or compensate individuals for personal items which have been damaged, destroyed, stolen or have gone missing.
- Each person who has completed their preparation assists others.
- Continue 72 hour activities if not already completed.
- Continue your personal preparations

24 Hours prior to Estimated Time of Arrival of Storm (may be done sooner or later depending on specific circumstances)

- Each faculty/staff member, especially those who are contacts for a department/program, prints critical information which will not be available in a power outage, including the college directory.
- Disconnect electrical cables/cords/phone lines from outlets whenever possible. Be sure *both* cables and outlets and peripherals are thoroughly labeled so that proper connections can be restored.
Departments will determine which essential equipment remains plugged in.
- Stow telephone in file cabinet, cupboard or drawer.
- Close and lock (or secure with tape) all file cabinets, cupboards or drawers that are in your office or space under your control.
- Close and lock all windows in your office and spaces under your control. Designated person does the same for teaching spaces, hallways and other common areas. Close all curtains, window blinds or other window coverings.
- Be sure cell phones are charged.
- Forward all telephone calls as needed.
- Put out-of-office message on your e-mail account.
- CLOSE & LOCK all doors as the last step before departing office and other spaces of responsibility.
- Continue 48 hour activities if not already completed.
- Complete your personal preparations.

12 Hours prior to Estimated Time of Arrival of Storm (may be done sooner or later depending on specific circumstances)

- All departments and individuals complete back up of all office computers and physically secure computers

IMPORTANT: If evacuation is required *before* this time, at a minimum, secure your computer and files.

- If the campus is evacuated or closed, use e-mail auto-reply features and voicemail messages to indicate the situation, in the event that they remain functional despite the storm.
- Take your College laptop with you, unless instructed otherwise by your supervisor.
- Evacuate or take shelter as directed by the Charleston County Emergency Operations Center. No one may stay on campus except for those with specific instructions to do so (e.g. Public Safety). Only designated personnel may return to campus immediately following the storm, until there are further announcements.

During Storm

Remain safe and be sure family is in a safe location

After Storm

- Contact your department as soon as possible according to the department plan. Provide a phone number where you can be reached, and report the status of yourself and family.
- If you are displaced for more than a few days, update your information in the regular and emergency directories
- Monitor the local news media, the College's emergency phone line and the emergency web page for up-to-date information
- DO NOT ATTEMPT TO RETURN TO CAMPUS unless specifically instructed by the College administration. Wait until you are instructed by your supervisor to return to campus. An announcement that it is safe for all employees to return will be issued using available means, such as CougarAlert, the emergency telephone line (577-RAIN), and College of Charleston emergency web site. If you hear an announcement over public media, verify the information with your supervisor.

Once you are cleared and have returned to campus following the storm:

- Remember that SAFETY is the number one priority in all cleanup
- Cancel all telephone call forwarding. Cancel the out-of-office message on your e-mail.
- Begin assessing damage to your area and report all damage to supervisor. Take photographs in your area if appropriate.
- To the extent possible, separate damaged items from undamaged. Keep damaged items until advised to discard.
- Document all expenses
- If water damage to electrical equipment is suspected, do not plug it in or attempt to start
- Contact Environmental Health & Safety if hazardous materials have spilled, leaked or otherwise been affected
- Provide assistance to others as needed
- Be considerate of colleagues who may have suffered more seriously from the storm than you did