

## PHYSICAL RESPONSE EMERGENCY PLANNING (PREP) PRE-STORM CHECKLIST

96 HOURS BEFORE LANDFALL	
<b>Animal Care</b>	N/A
<b>Energy Research Park</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor weather.</li> <li><input type="checkbox"/> Review and initiate Emergency Operations plan (i.e. Resource List, Mutual Aid Agreements, etc.)</li> <li><input type="checkbox"/> Designee attends meetings to determine the course of action by the administration.</li> <li><input type="checkbox"/> Check supplies (plywood, straps, etc.) and order as needed for inventory.</li> <li><input type="checkbox"/> Verify all contracts information for contacts and update or changes of personnel and contractors.</li> <li><input type="checkbox"/> Check generator for fuel level and order if needed.</li> <li><input type="checkbox"/> Secure fuel cans.</li> <li><input type="checkbox"/> Coordinate with contractors to initiate emergency plans.</li> <li><input type="checkbox"/> Evaluate area for potential danger and secure or move.</li> <li><input type="checkbox"/> Begin activities listed in Business Continuity Plan</li> </ul>
<b>Environmental Health and Safety</b>	N/A
<b>Facilities Services</b>	N/A
<b>Facilities Planning and Construction</b>	N/A
<b>Fire Marshal</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review/Update the Severe Weather Response Planning Checklist for the UH Emergency site.</li> <li><input type="checkbox"/> Monitor weather and TDEM updates briefings to EMT members via PIER twice daily depending upon frequency of updates (for the duration of the incident).</li> <li><input type="checkbox"/> Confirm that we have up-to-date contact information on ride-out team members.</li> <li><input type="checkbox"/> Check gas tank level (Order gas delivery if less than 1500 gallons)</li> <li><input type="checkbox"/> Confirm generator is ready (Plant Operations load test and tops off diesel)</li> <li><input type="checkbox"/> Check first aid kits</li> <li><input type="checkbox"/> Check with SHRL and Athletics to verify on campus pick up point and off campus location(s) students residents and student athletes will be evacuated if needed.</li> <li><input type="checkbox"/> Direct all contractors to secure materials.</li> <li><input type="checkbox"/> Remove all objects outside of all UHDPS buildings that can be windblown</li> </ul>

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<p style="text-align: center;"><b>Food and Dining Services</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review plan with appropriate personnel</li> <li><input type="checkbox"/> Canvas personnel for “ride out” duty at residential facilities</li> <li><input type="checkbox"/> Coordinate with university emergency management: obtain list of authorized ride-out teams and needs</li> <li><input type="checkbox"/> Formulate list of supplies for ordering. Suggest three days for approximately three days</li> <li><input type="checkbox"/> Start building ice supply from excess capacity of ice machines</li> <li><input type="checkbox"/> Confirm Sysco food order 72-96 hours.</li> </ul>
<p style="text-align: center;"><b>Hilton Hotel</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hilton will work with South Zone to pre-event storm needs and readiness</li> </ul>
<p style="text-align: center;"><b>Parking and Transportation</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify all employee emergency contact information</li> <li><input type="checkbox"/> Suspend any new leave requests</li> <li><input type="checkbox"/> Visit all field locations and identify areas of concern</li> <li><input type="checkbox"/> Check supplies and order as needed</li> <li><input type="checkbox"/> Start securing equipment, signage, traffic control devices</li> <li><input type="checkbox"/> Confirm generator is ready (Plant Operations load test and tops off diesel)</li> <li><input type="checkbox"/> Designee attends meetings to determine the course of action by the administration</li> <li><input type="checkbox"/> Begin activities listed in Business Continuity Plan</li> </ul>
<p style="text-align: center;"><b>Police</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check gas tank level (order gas delivery if less than 1500 gallons)</li> <li><input type="checkbox"/> Check with SHRL and athletics to verify on campus pick up point and off-campus location(s) that student residents and student athletes will be evacuated to if needed</li> <li><input type="checkbox"/> Begin activities listed in Business Continuity Plan</li> <li><input type="checkbox"/> Issue preparedness checklist to managers to begin check off procedures</li> <li><input type="checkbox"/> Ensure Ride Out Team equipment and supplies are available</li> <li><input type="checkbox"/> Check with SHRL to determine which areas will be occupied (students and summer camps)</li> <li><input type="checkbox"/> Remove all objects outside of all UHDPS buildings that can be windblown</li> <li><input type="checkbox"/> Contact Center for Students with Disabilities to identify any special evacuation needs for disabled students</li> </ul>
<p style="text-align: center;"><b>Student Housing and Residential Life</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor Hurricane in Gulf of Mexico</li> <li><input type="checkbox"/> Review and initiate Emergency Operations plan (i.e. Resource List, Mutual Aid Agreements, etc.)</li> <li><input type="checkbox"/> Director or Designee attends meetings to determine the course of action by the administration.</li> <li><input type="checkbox"/> South Zone Maintenance will order supplies (plywood, straps, etc.).</li> <li><input type="checkbox"/> South Zone Maintenance will check Calhoun Lofts generator for fuel level and order more fuel if needed.</li> </ul>

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check vehicles and cans for fuel and fill or top off as needed. SHRL will provide South Zone management with keys to appropriate vehicles.</li> <li><input type="checkbox"/> Coordinate with facilities management contractors to initiate emergency plans</li> <li><input type="checkbox"/> SHRL will coordinate with Aramark for food and water for essential residential staff.</li> <li><input type="checkbox"/> Evaluate area for potential danger and secure or move.</li> <li><input type="checkbox"/> Begin activities listed in Business Continuity Plan</li> <li><input type="checkbox"/> SHRL will obtain emergency radios from facilities and check Emergency Radio Channel Band</li> </ul>
<b>Sugar Land</b>	Sugar Land will coordinate with Facilities Management for pre-storm needs and readiness
<b>UH IT</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be prepared to cancel staff travel schedules or vacation</li> <li><input type="checkbox"/> IT staff access to emergency email</li> <li><input type="checkbox"/> Ensure provisions are in place for necessary support IT staff to have remote access to support the university from home if needed</li> <li><input type="checkbox"/> Confirm generator is ready, i.e. fuel topped off</li> <li><input type="checkbox"/> Begin activities listed in the Continuity of Operation Plan</li> <li><input type="checkbox"/> Check emergency Radios</li> <li><input type="checkbox"/> Check the perimeter of the Computing Center for loose objects</li> </ul>
<b>Wortham House</b>	<input type="checkbox"/> Make "storm ready". Engage Cotton for emergency services restoration preparedness for Wortham House facilities.

72 HOURS BEFORE LANDFALL	
<b>Animal Care</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Order a one month supply of animal food.</li> <li><input type="checkbox"/> Find water bottles, clean sinks, clean all water containers</li> <li><input type="checkbox"/> Walk dock area and observe drain.</li> <li><input type="checkbox"/> Evaluate drugs,</li> <li><input type="checkbox"/> Prepare for euthanasia of animals</li> <li><input type="checkbox"/> Tape non used doorway closed on all mouse rooms.</li> <li><input type="checkbox"/> Additional items added by team leaders.</li> <li><input type="checkbox"/> Determine if the dikes for water control are in stock. <a href="#">Universal Dikes, 3 x 4ft, PK6, Item # 8WN98</a> UNIVERSAL SORBENT DIKE 3 INX4 FT SPILL DEFENSE 7 POLYPROPYLENE 7.75 BREG WHITE 6 PKG QTY, \$62.05</li> <li><input type="checkbox"/> All cages on dirty side will be washed by the end of the day on 72, 48, and 24hr points.</li> </ul>
<b>Energy Research Park</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor weather.</li> <li><input type="checkbox"/> Gather emergency equipment (generators, pumps, chain saws, etc.), inspect and check for operations.</li> <li><input type="checkbox"/> Check, update and replenish Storm Boxes (batteries, Radio, flashlights, etc.)</li> <li><input type="checkbox"/> Pick up ordered supplies (plywood, straps, etc.)</li> </ul>

## PHYSICAL RESPONSE EMERGENCY PLANNING (PREP) PRE-STORM CHECKLIST

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to evaluate area for potential danger and secure or move loose objects.</li> <li><input type="checkbox"/> Activate emergency contract recovery phase <ul style="list-style-type: none"> <li>o Contact contractors for initial planning meeting</li> <li>o Mobilize equipment and tools as applicable by zone/area</li> </ul> </li> <li><input type="checkbox"/> Review and initiate Emergency Operations plan (i.e. Resource List, Mutual Aid Agreements, etc.)</li> <li><input type="checkbox"/> Begin activities listed in Business Continuity Plan by area.</li> <li><input type="checkbox"/> Visually check all storm drains and clear debris.</li> <li><input type="checkbox"/> Notify Hurricane Ride out Team members and essential personnel of their responsibility to be on site for storm ride out and post event</li> <li><input type="checkbox"/> Verify cell phones and radios will be available as required for ride out team.</li> <li><input type="checkbox"/> Check all power equipment (chain saws, etc.) Verify we have sufficient power tools.</li> <li><input type="checkbox"/> Check and order needed supplies (plywood, foul weather gear, etc.).</li> <li><input type="checkbox"/> Verify arrangements for onsite feeding and lodging of ride out team.</li> </ul>
<b>Environmental Health and Safety</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Update Emergency Telephone Listing</li> <li><input type="checkbox"/> Monitor the storm for the purpose of advising the administration on safety related issues.</li> <li><input type="checkbox"/> Attend any meetings to determine the course of action by the administration.</li> <li><input type="checkbox"/> The Director may, at his discretion, cancel or revoke any pending vacation or scheduled sick leave absences.</li> <li><input type="checkbox"/> Locate emergency supplies described in Appendix 1 of Business Continuity Plan, and ensure batteries work, proper amounts of materials are on hand, etc.; immediately obtain any missing supplies and replace non-functioning items.</li> </ul>
<b>Facilities Services</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate emergency contract recovery phase <ul style="list-style-type: none"> <li>o Engage Cotton for initial planning meeting</li> <li>o Mobilize equipment and tools as applicable by zone/area</li> </ul> </li> <li><input type="checkbox"/> Review and initiate Emergency Operations plan (i.e. Resource List, Mutual Aid Agreements, etc.)</li> <li><input type="checkbox"/> Project Managers to coordinate with contractors to initiate emergency plans for exterior sites</li> <li><input type="checkbox"/> Check diesel tank farm for quantities of fuel and operation of fueling system</li> <li><input type="checkbox"/> Verify emergency generator operation by facility campus-wide</li> <li><input type="checkbox"/> Begin activities listed in Business Continuity Plan by area</li> <li><input type="checkbox"/> Visually check all flood gates and clear debris (ext. maintenance and utilities) (attach list of locations)</li> <li><input type="checkbox"/> Verify building 12.47 KV electrical feeder configuration and update feeder configuration status list</li> <li><input type="checkbox"/> Verify building transformer vaults are properly secured.</li> </ul>

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	<input type="checkbox"/> Issue hurricane preparedness check-off sheets to all managers to begin check off procedures. <input type="checkbox"/> Notify Hurricane Ride out Team members and essential personnel of their responsibility to be on site for storm ride out and post event <input type="checkbox"/> Verify cell phones and radios will be available as required for ride out team. <input type="checkbox"/> Check all power equipment (chain saws, etc.) Verify we have sufficient power tools <input type="checkbox"/> Check and order needed supplies (plywood, foul weather gear, etc.) (all areas) <input type="checkbox"/> Verify arrangements for onsite feeding and lodging of ride out team. <input type="checkbox"/> Check tunnel submarine doors
<b>Facilities Planning and Construction</b>	N/A
<b>Fire Marshal</b>	<input type="checkbox"/> Check Fire Marshal emergency generator and fuel supply.
<b>Food and Dining Services</b>	<input type="checkbox"/> Continue with list of plans commenced at 96 hours (ice, food, supply orders, and general plan review.
<b>Hilton Hotel</b>	N/A
<b>Parking and Transportation</b>	<input type="checkbox"/> Get all office equipment off of floor and away from windows <input type="checkbox"/> Tape or cover all exterior windows and glass doors <input type="checkbox"/> Make sure all databases and work drives are backed up <input type="checkbox"/> Monitor weather
<b>Police</b>	<input type="checkbox"/> Place ride-out members on alert <input type="checkbox"/> Compile and check digital cameras. Ensure that spare batteries are available <input type="checkbox"/> Contact Special Events coordinators to discuss contingencies in the event of campus closure <input type="checkbox"/> Confirm Physical Plant truck is available and fueled for high water use <input type="checkbox"/> Review and initiate Hurricane Preparedness Plan with all essential employees <input type="checkbox"/> Ensure Ride out Team supplies are ready to be dispersed <input type="checkbox"/> Gather all available traffic control devices and place them in tow lot area so they are ready to be deployed
<b>Student Housing and Residential Life</b>	<input type="checkbox"/> Monitor Hurricane in Gulf of Mexico <input type="checkbox"/> South Zone Maintenance will Gather emergency equipment (generators, pumps, chain saws, etc.), inspect and check for operations <input type="checkbox"/> Check, update and replenish Storm Boxes (batteries, Radio, flashlights, etc.) <input type="checkbox"/> South Zone Maintenance will pick up ordered supplies (plywood,

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	straps, etc.) <input type="checkbox"/> SHRL and South Zone Maintenance will each cover with plastic bags all electronics that will not be used <input type="checkbox"/> Continue to evaluate area for potential danger and secure or move <input type="checkbox"/> Move valuable electronics that will not be used to higher ground <input type="checkbox"/> Continue to top off fuel in University vehicles at the end of the day
<b>Sugar Land</b>	N/A
<b>UH IT</b>	<input type="checkbox"/> IT will coordinate with Plant Ops regarding pre-storm operations as needed
<b>Wortham House</b>	<input type="checkbox"/> Ensure there is no residual debris or articles/items that have not been secured or tied down. <input type="checkbox"/> Test generators.

<b>48 HOURS BEFORE LANDFALL</b>	
<b>Animal Care</b>	<input type="checkbox"/> Determine that all 72 hour tasks were completed. <input type="checkbox"/> Mitigate facility shortages: (Alternate housing is considered as last resort) <input type="checkbox"/> Test call tree for emergency response and facilities departments and update as needed. List will be distributed to ride out team and supervisors. <input type="checkbox"/> Confirm backup generators are functioning. <input type="checkbox"/> Confirm emergency water removal and flood control systems are functional. <input type="checkbox"/> Confirm event refueling procedures and have contacts. <input type="checkbox"/> Confirm on site facilities for alternate housing. <input type="checkbox"/> Confirm partner institutions that can provide offsite housing. <input type="checkbox"/> Have extra waste dumpsters in place. (48hrs notice) <input type="checkbox"/> Fuel all department vehicles. <input type="checkbox"/> Utilize alternate safe parking sites as designated by The University. <input type="checkbox"/> Security will disable all cougar cards except ACO.(not performed in drill, but confirmed) <input type="checkbox"/> Other tasks as directed by area leader. <input type="checkbox"/> Distribute hurricane ride out supplies. <input type="checkbox"/> Fill all water containers. Stoppers did not work, but our contractor bags make a nice liner for the sinks and hold water <input type="checkbox"/> Protect all electronic equipment
<b>Energy Research Park</b>	<input type="checkbox"/> Monitor weather. <input type="checkbox"/> Pending closure of University, Residents requiring transportation will be asked to gather and wait for transportation to arrive and take to safe place. <input type="checkbox"/> Verify that authorized personnel only will have card reader access for safety purposes after evacuation. <input type="checkbox"/> Building will be secured and looked down mechanically

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	<input type="checkbox"/> Coordinate with Plant Operation for status and if help is needed <input type="checkbox"/> Make contact with contractors and ask for status and if help is needed <input type="checkbox"/> Assign quarters to Ride-out team members. <input type="checkbox"/> Continue to top off vehicles at the end of the day.
<b>Environmental Health and Safety</b>	N/A
<b>Facilities Services</b>	N/A
<b>Facilities Planning and Construction</b>	N/A
<b>Fire Marshal</b>	<input type="checkbox"/> Establish ride-out team assignments (report date & time).
<b>Food and Dining Services</b>	N/A
<b>Hilton Hotel</b>	N/A
<b>Parking and Transportation</b>	<input type="checkbox"/> Monitor weather <input type="checkbox"/> Coordinate with Plant Operation for status and if help is needed
<b>Police</b>	<input type="checkbox"/> Coordinate the safeguarding and weatherproofing of all police records <input type="checkbox"/> Coordinate the safeguarding and weatherproofing of equipment in sally port <input type="checkbox"/> Coordinate the emptying of all trash <input type="checkbox"/> If hurricane is expected to be a level three or above upon landfall, move all critical items/equipment from the parking trailer to main police building, including securing windows and lowering blinds/shades <input type="checkbox"/> Unplug all electrical devices in the parking building <input type="checkbox"/> Ensure that all unoccupied campus buildings are secure <input type="checkbox"/> After the university closure is in effect, search all campus buildings to locate persons attempting to use the campus for shelter <input type="checkbox"/> Provide assistance to SHRL evacuation
<b>Student Housing and Residential Life</b>	<input type="checkbox"/> Monitor Hurricane in Gulf of Mexico <input type="checkbox"/> Deploy emergency equipment to assigned areas, secure and leave in place. <input type="checkbox"/> Pending closure of University, Residents requiring transportation will be asked to gather and wait for transportation to arrive and take to safe place. <input type="checkbox"/> Residential staff will do room to room checks for residents unable or not wanting to leave. <input type="checkbox"/> Card readers and card swipe will be programmed to reject all requests to enter for safety purpose.

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	<input type="checkbox"/> Building will be secured and locked down mechanically <input type="checkbox"/> Coordinate with Plant Operation for status and if help is needed <input type="checkbox"/> Make contact with Partnerships and ask for status and if help is needed <input type="checkbox"/> Assign quarters to Ride-out team members. <input type="checkbox"/> Continue to top off vehicles at the end of the day. <input type="checkbox"/> Ask for status updates from campus partners
<b>Sugar Land</b>	N/A
<b>UH IT</b>	<input type="checkbox"/> Unit leader and Manager participate in incident briefing. <input type="checkbox"/> Check with customers regarding assistance with IT services and what expectations will be realized if the university is to close down. <input type="checkbox"/> Begin 12 hour updates posted to the IT PIER Web site <input type="checkbox"/> Ensure all IT vehicles fueled up <input type="checkbox"/> Provide plastic sheeting and duct tape for loss prevention measures in IT departments <input type="checkbox"/> Have all IT department resources review their contact information on the IT PIER website for accuracy
<b>Wortham House</b>	N/A

<b>36 HOURS BEFORE LANDFALL</b>	
<b>Animal Care</b>	N/A
<b>Energy Research Park</b>	<input type="checkbox"/> Monitor weather. <input type="checkbox"/> Department managers and supervisors attend storm preparation status meeting. <input type="checkbox"/> Continue to evaluate area for potential danger and secure or move loose items. <input type="checkbox"/> Have ride-out team gather bedding and deploy set-up. <input type="checkbox"/> Suspend normal business activities as directed by University and execute emergency assignments, including daily team briefings <input type="checkbox"/> Check all sump pumps in elevator pits. <input type="checkbox"/> Send e-mail to all addressees, received by the University, on utility interruption notification list notifying them of possible utility interruptions resulting from a hurricane and recommend securing of all computer and research equipment until storm or storm threat has passed. <input type="checkbox"/> Verify first aid supplies are available. <input type="checkbox"/> Attend storm preparation status meeting.
<b>Environmental Health and Safety</b>	N/A
<b>Facilities Services</b>	<input type="checkbox"/> Suspend normal business activities and execute emergency assignments, including daily team briefings



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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check all sump pumps in elevator pits</li> <li><input type="checkbox"/> Move all drums, small containers, ladders, and other portable items from cooling tower yard into Central Plant.</li> <li><input type="checkbox"/> Fill all trucks, gas powered scooters, and forklifts with gas. Trucks and forklifts will be needed for sandbag and sandbag pallet distribution and staging around campus.</li> <li><input type="checkbox"/> Recharge batteries on all electric powered scooters.</li> <li><input type="checkbox"/> Send e-mail to all addressees, including Building Coordinators, on utility interruption notification list notifying them of possible utility interruptions resulting from a hurricane and recommend securing of all computer and research equipment until storm or storm threat has passed.</li> <li><input type="checkbox"/> Verify first aid supplies are available.</li> <li><input type="checkbox"/> Departmental managers, zone response teams (PREP), and supervisors attend storm preparation status meeting in GSB</li> </ul>
<b>Facilities Services / Facilities Planning and Construction and Project Site Exterior</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secure or remove exterior scaffolding</li> <li><input type="checkbox"/> Secure crane booms</li> <li><input type="checkbox"/> Secure incomplete floor or roof deck</li> <li><input type="checkbox"/> Remove privacy screen from fences</li> <li><input type="checkbox"/> Secure gravel and other loose buildings materials</li> <li><input type="checkbox"/> Secure dimensional materials (plywood, sheetrock etc.)</li> <li><input type="checkbox"/> Broom clean entire jobsite</li> <li><input type="checkbox"/> Remove all trash from site</li> <li><input type="checkbox"/> Remove signage not needed for site security or safety, secure all remaining signage</li> <li><input type="checkbox"/> Secure signage needed for safety</li> <li><input type="checkbox"/> Remove inadequate walkways and fencing</li> <li><input type="checkbox"/> Clean storm drains</li> <li><input type="checkbox"/> Empty, remove or secure portable restrooms</li> <li><input type="checkbox"/> Follow up with contractors to remedy policy violations</li> <li><input type="checkbox"/> Update project emergency phone list showing home and cell numbers and redistribute to ride out team members, public safety and call center</li> <li><input type="checkbox"/> Secure construction trailers and any project barricades</li> <li><input type="checkbox"/> Chain all tool boxes on caster to a column</li> <li><input type="checkbox"/> Store expensive materials and equipment at an approved indoor location or appropriate protected area</li> <li><input type="checkbox"/> Secure all jobsite ladders</li> <li><input type="checkbox"/> When first storm warnings are received, consider controlling shipments of materials and equipment</li> <li><input type="checkbox"/> Take several photos of site, structure and grounds surrounding project site. This will assist in documenting damages after the storm</li> </ul>
<b>Fire Marshal</b>	N/A
<b>Food and Dining Services</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Place orders with vendors for food supply</li> </ul>

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	<input type="checkbox"/> Order additional bottled water <input type="checkbox"/> Confirm staffing list <input type="checkbox"/> Fuel/charge all vehicles <input type="checkbox"/> Consolidate food/water from across campus to Moody residential facility as needed <input type="checkbox"/> Move all other foods to walk-ins that are known to be supported by emergency power
<b>Hilton Hotel</b>	N/A
<b>Parking and Transportation</b>	<input type="checkbox"/> Monitor weather <input type="checkbox"/> Department managers and supervisors attend storm preparation status meeting <input type="checkbox"/> Fuel van <input type="checkbox"/> Finish securing all equipment, signage, and traffic control devices
<b>Police</b>	<input type="checkbox"/> Procure Physical Plant high water vehicle <input type="checkbox"/> Pick up radios from other campus entities (ITAC Radio, Plant Operations, etc.) <input type="checkbox"/> Ensure flashlights are fully charged. <input type="checkbox"/> Continue to monitor campus buildings to ensure they are secured and completely vacated. <input type="checkbox"/> Initiate Ride Out Teams <input type="checkbox"/> Cover all critical equipment with garbage bags or other suitable plastic
<b>Student Housing and Residential Life</b>	<input type="checkbox"/> Monitor Hurricane in Gulf of Mexico <input type="checkbox"/> Call in ride-out team <input type="checkbox"/> Remove extra vehicle from low laying area to garage <input type="checkbox"/> Department managers and supervisors attend storm preparation status meeting in General Services Building <input type="checkbox"/> Readily Available Vehicle to be topped off and secure near ride-out team and out of danger. <input type="checkbox"/> Continue to evaluate area for potential danger and secure or move <input type="checkbox"/> Have ride-out team gather bedding and deploy set-up <input type="checkbox"/> Survey parameter for lost residents and secure if found with Residence Life Coordinator <input type="checkbox"/> Give communication Radio to UHPD, Plant Operations and perform a Radio check. <input type="checkbox"/> Ask for status updates from campus partners
<b>Sugar Land</b>	N/A
<b>UH IT</b>	<input type="checkbox"/> Unit leader and Manager participate in incident briefing <input type="checkbox"/> Notify ride-out and return team members to check the IT-Web site for instructions <input type="checkbox"/> Ensure all critical servers, data and databases have current backups <input type="checkbox"/> Ensure backups are sent to a secure offsite facility <input type="checkbox"/> Issue hand held emergency radios <input type="checkbox"/> Make sure sandbags delivered to PGH room 10 and 116A

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<b>Wortham House</b>	<input type="checkbox"/> Install storm shutters on president's residence (Wortham House) will use Cotton for this.
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24 HOURS BEFORE LANDFALL	
Animal Care	N/A
<b>Energy Research Park</b>	<input type="checkbox"/> Monitor weather. <input type="checkbox"/> Take pictures. <input type="checkbox"/> Attend storm preparation status meeting. <input type="checkbox"/> Secure all entrances. <input type="checkbox"/> Labor Shop will deliver pallets to various sites on campus: ERP <input type="checkbox"/> Run all elevators to the top landing and turn off power to the unit, including applicable signage. <input type="checkbox"/> Attend storm preparation status and storm recovery planning meeting. <input type="checkbox"/> Maintain utility operations and building HVAC operations as long as conditions safely permit.
<b>Environmental Health and Safety</b>	<input type="checkbox"/> The EHS Ride Out Team will return to the EHS offices or other designated ride-out location. <input type="checkbox"/> The team lead will maintain communication with university administration in anticipation of an order to close and evacuate the University. <input type="checkbox"/> Cover all electronic equipment with garbage bags or suitable plastic. <input type="checkbox"/> Verbally relay messages between technicians/coordinators and the managers as necessary. <input type="checkbox"/> Distribute emergency preparedness packets to each staff member. <input type="checkbox"/> Close and secure all roof top and wall vents in hazardous materials building belonging to EHS <input type="checkbox"/> Shut down the fume hoods belonging to EHS <input type="checkbox"/> Cover the hood exhaust to prevent water entry belonging to EHS <input type="checkbox"/> Lock and secure all entrances belonging to EHS <input type="checkbox"/> Seal all barrels belonging to EHS <input type="checkbox"/> Move all barrels and other radioactive waste into back storage area belonging to EHS <input type="checkbox"/> Close the sash to the fume hood belonging to EHS <input type="checkbox"/> Turn off all switches belonging to EHS
<b>Facilities Services</b>	<input type="checkbox"/> Fuel vehicles and distribute between campus parking garages. <input type="checkbox"/> Cover all electronic equipment with garbage bags or suitable plastic. (available in stores) <input type="checkbox"/> Secure all entrances <input type="checkbox"/> Stage sandbags at the Central Plant for installation along the base of roll up doors and north and south pedestrian doors (Grounds). Labor shop will follow sandbag protocol and deliver sandbags/pallets to other areas of campus as follows:

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	<ul style="list-style-type: none"> <li>• E Cullen - ramp area at ground level where ramp starts &amp; lower area where drain is at double door</li> <li>• Fine Arts - work with Building Coordinators to make sure sandbags are placed where needed at doors and entrances that may flood. Note valuable items in bldg.</li> <li>• UHPD – deliver an entire pallet for their use</li> <li>• UC Underground, Mark Aycock contact, deliver for IT computer room (due to construction may not apply)</li> <li>• Law Center - Robert Gonzales contact, place near incline for stopping water from entering front doors &amp; basement area.</li> <li>• PGH, deliver to IT room for placement and preventing water from entering room</li> <li>• Hofheinz Pavilion, ramp (between Alumni and HP) leading into building</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verbally relay messages between technicians/coordinators and the managers as necessary.</li> <li><input type="checkbox"/> Distribute emergency preparedness packets to each staff member</li> <li><input type="checkbox"/> Deliver storm ride out supplies to Central Plant- water, batteries, foul weather gear, tools, portable lights, rolls of plastic sheeting, and clean up supplies.</li> <li><input type="checkbox"/> Park two of the Utility Services trucks and two electric powered scooters inside Central Plant. Trucks to have tools and materials for expected storm damage electrical and HVAC mechanical repair work.</li> <li><input type="checkbox"/> Run all elevators to the top landing and turn off power to the unit, including applicable signage.</li> <li><input type="checkbox"/> Departmental managers and supervisors attend storm preparation status and storm recovery planning meeting in GSB</li> <li><input type="checkbox"/> At 5 hours prior to forecasted landfall of storm in Houston area or prior to road closings or darkness before landfall of storm, all ride out personnel should be accounted for.</li> <li><input type="checkbox"/> Maintain Central Plant utility operations and building HVAC operations as long as conditions safely permit.</li> </ul>
<b>Facilities Planning and Construction</b>	N/A
<b>Fire Marshal</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish ride-out team assignments (report date &amp; time).</li> </ul>
<b>Food and Dining Services</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare food for delivery to ride-out teams as requested by university</li> <li><input type="checkbox"/> Prepare “care” packages for students to take to rooms if required to shelter in place</li> <li><input type="checkbox"/> Release all non-essential personnel as preparation is completed</li> </ul>

**PHYSICAL RESPONSE EMERGENCY PLANNING (PREP)  
PRE-STORM CHECKLIST**

	<input type="checkbox"/> Park trucks/vans inside loading dock areas
<b>Hilton Hotel</b>	N/A
<b>Parking and Transportation</b>	<input type="checkbox"/> Dismiss all non-essential personnel <input type="checkbox"/> Turn off, unplug, and cover all office equipment <input type="checkbox"/> Remove all gate arms from parking gates <input type="checkbox"/> Remove all money from POF's and parking meters
<b>Police</b>	<input type="checkbox"/> Dismiss all non-essential personnel <input type="checkbox"/> Suspend all non-emergency activities and execute emergency assignments <input type="checkbox"/> Cover all critical equipment with garbage bags or other suitable plastic <input type="checkbox"/> Secure all police main building and parking building entrances <input type="checkbox"/> Obtain SHRL radio
<b>Student Housing and Residential Life</b>	<input type="checkbox"/> Monitor Hurricane in Gulf of Mexico for related issues <input type="checkbox"/> Departmental managers and supervisors attend storm preparation status meeting in General Services Building <input type="checkbox"/> Ask for status updates from campus on partners
<b>Sugar Land</b>	N/A
<b>UH IT</b>	<input type="checkbox"/> Unit leader and Manager participate in incident briefing <input type="checkbox"/> Confirm generator is ready, i.e. fuel topped off and operational <input type="checkbox"/> Ensure all IT vehicles fueled up <input type="checkbox"/> Ensure ERP IT equipment is secured and protected from the incident <input type="checkbox"/> Initiate a conference bridge for use by IT staff during final preparations <input type="checkbox"/> Report to UH Police through PIER before the incident the list of authorized ride-out teams on site for the duration of the incident and their location on campus
<b>Wortham House</b>	N/A

<b>12 HOURS BEFORE LANDFALL</b>	
<b>Animal Care</b>	N/A
<b>Energy Research Park</b>	<input type="checkbox"/> Gas up all vehicles and charge all battery powered carts. <input type="checkbox"/> Check University grounds for dead limbs, loose debris, loose equipment & material, any unsafe conditions and clear storm drains. <input type="checkbox"/> Ensure campus flags are taken down and secured. <input type="checkbox"/> Prior to forecasted landfall of storm all ride out personnel should be

**PHYSICAL RESPONSE EMERGENCY PLANNING (PREP)  
PRE-STORM CHECKLIST**

	accounted for.
<b>Environmental Health and Safety</b>	N/A
<b>Facilities Services</b>	N/A
<b>Facilities Planning and Construction</b>	N/A
<b>Fire Marshal</b>	<input type="checkbox"/> Move Fire Marshal trailer to Robertson Stadium
<b>Food and Dining Services</b>	<input type="checkbox"/> Complete tasks started at 18 hours out
<b>Hilton Hotel</b>	N/A
<b>Parking and Transportation</b>	N/A
<b>Police</b>	<input type="checkbox"/> Gas up all vehicles and charge all battery powered carts <input type="checkbox"/> Ensure designated rest area (Hilton Hotel) is ready to accept ride out team members. <input type="checkbox"/> Move all vehicles not immediately needed to the stadium garage <input type="checkbox"/> Check University grounds for dead limbs, loose debris, loose equipment & material, any unsafe conditions and clear storm drains <input type="checkbox"/> Ensure campus flags are taken down and secured. <input type="checkbox"/> Ensure all items are picked up off the floor in police buildings.
<b>Student Housing and Residential Life</b>	N/A
<b>Sugar Land</b>	N/A
<b>UH IT</b>	<input type="checkbox"/> Unit leader and Manager participate in incident briefing <input type="checkbox"/> Confirm generator is ready, i.e. fuel topped off and operational <input type="checkbox"/> Ensure all IT vehicles fueled up <input type="checkbox"/> Ensure ERP IT equipment is secured and protected from the incident <input type="checkbox"/> Initiate a conference bridge for use by IT staff during final preparations <input type="checkbox"/> Report to UH Police through PIER before the incident the list of authorized ride-out teams on site for the duration of the incident and their location on campus
<b>Wortham House</b>	N/A

**PHYSICAL RESPONSE EMERGENCY PLANNING (PREP)  
PRE-STORM CHECKLIST**

4 HOURS BEFORE LANDFALL / LANDFALL	
<b>Animal Care</b>	N/A
<b>Energy Research Park</b>	<input type="checkbox"/> Ensure all essential personnel are accounted for. <input type="checkbox"/> Employees report to the assigned “shelter in place” location. <input type="checkbox"/> Assist the UH Emergency Operations Center (EOC), if needed.
<b>Environmental Health and Safety</b>	N/A
<b>Facilities Services</b>	N/A
<b>Facilities Planning and Construction</b>	N/A
<b>Fire Marshal</b>	N/A
<b>Food and Dining Services</b>	N/A
<b>Hilton Hotel</b>	N/A
<b>Parking and Transportation</b>	N/A
<b>Police</b>	<input type="checkbox"/> Ensure all essential personnel are accounted for <input type="checkbox"/> Employees report to the assigned “shelter in place” location <input type="checkbox"/> Assist the UH Emergency Operations Center (EOC), if needed
<b>Student Housing and Residential Life</b>	N/A
<b>Sugar Land</b>	N/A
<b>UH IT</b>	<input type="checkbox"/> Deploy storm shutters at the computing center and GSB <input type="checkbox"/> Computing Center locked down for the duration of the incident
<b>Wortham House</b>	N/A

# PHYSICAL RESPONSE EMERGENCY PLANNING (PREP) PRE-STORM CHECKLIST

## APPENDIX A

### UH DEPARTMENTS

Each UH Department is responsible for developing their own emergency plan and executing their own preparedness and recovery actions, including monitoring information provided by University Administration. The UH Hurricane Planning Guide and the Departmental Business Continuity Plans may serve as templates for departments to develop their own department-specific hurricane planning procedures.

### PRE-STORM

#### UH Departments will:

1. Monitor tropical weather forecasts during hurricane season.
2. Monitor Official UH communications and notices regarding potential tropical weather threats.
3. Review departmental hurricane plans.
4. Review and replenish supplies for departmental Ride-Out Team members.
5. Refuel university vehicles. During hurricane season, it is recommended that departments maintain fuel tanks at half-full as a minimum in vehicles.
6. Alert Ride-Out Team personnel and others with essential functions and specific roles to ensure their ability to fulfill their obligations.
7. Prepare for possible Suspension of UH Normal Operations.

### UH SUSPENSION OF NORMAL OPERATIONS

#### UH Departments will:

1. Complete departmental hurricane preparation checklist.
2. Complete a general survey around each building and rooftop where accessible.
3. Secure facilities, loose items and equipment.
4. Follow guidance from University Information Technology regarding computer and data systems including back-up and storage of data.
5. Park fueled vehicles in a safe, secure location. Interior sections of parking garages or in parking lots away from trees are appropriate locations. Vehicle actions should be logged and posted in the department/unit area.
6. Report all Ride-Out Team members' status to UHEOC.