Emergency Post-Event Checklist
2012 Storm Season

Immediately after Tropical Storm/Hurricane

Facilities Management

- Quick assessment of ride-out command post surroundings and campus in general
  - Check perimeter of ride-out command post for any problems, accessibility, high water, etc.
  - Check tools and local vehicles are operable and do not present a hazard
  - Inspect campus to identify potential hazards
    - Power lines
    - Broken limbs that may fall
    - Other (identify)
  - Go to garages to retrieve additional vehicles

- Campus zones assignments
  - Executive Director leads communication charge/recovery process
  - Identify available personnel and campus zones (see map)
  - Assign staff by zone
  - Set follow up report/communication meeting
    - Frequency of reports
    - Venue for meetings
    - Type of communication: radio (emergency channel), cell phone, texting, etc.
  - Deploy teams

- Mobilize personnel to critical buildings in accordance to the priority list to each zone
  - Get keys and/or access cards
  - Wear proper protective gear
  - Identify immediate security or life safety needs
  - Prepare immediate report

- Act on immediate mitigation efforts required to address life safety and health concerns while protecting property for further damage:
  - Install temporary roofing systems and/or tarps on compromised roof systems
  - Board up broken windows, doors or other openings to prevent further water intrusion and secure property
  - Relocate equipment and other critical contents out of damaged or unsecure areas
  - Check mechanical rooms to ensure function of critical systems; provide temporary power, chillers and other mechanical equipment as necessary for the critical locations
  - Secure and protect unsafe areas from access by non-essential personnel using standard board up and fencing procedures
  - Identify damaged tress and other hazards on campus with barricades or barricade tape
  - Identify other mitigation needs that may be required i.e., content water damage mitigation

- Take photographs and/or video of damages (including temporary repair work) that will support the scope of work performed.
  - Label photographs/video with room number and building location

- Establish emergency contractor command post and staging area(s)

- Place and/or order additional dumpsters (if need), portable toilets and other necessary services

- Extract water from each impacted building while following proper protocol and procedures to address hazardous materials, when applicable

- Remove water damaged building elements (drywall, ceiling tile, flooring, etc.) from each impacted building

- Take photographs of debris piles removed from each building affected. Label photographs with building number

- Implement necessary drying protocols, as required on a building by building basis
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☐ Implement moisture, humidity, deodorization, and sanitation control procedures, as required on a building by building basis
☐ Work with EHS, Fire Marshal to identified needs/deficiencies
☐ Develop repair/replace scope of work and get estimates from emergency contractor(s)
☐ Execute repairs/replacement
☐ Obtain a certificate of occupancy before opening the building(s)
☐ Identify team to work on insurance and/or FEMA claims

Student Housing and Residential Life (residential students still on location) Category 2 or less
☐ Check with SHRL and Partnership Housing to know of any issues
☐ Identify immediate mitigation efforts required to address life safety and health concerns while protecting property for further damage
☐ Follow process listed under facilities management for proper documentation and protocol

Student Housing and Residential Life (Empty buildings) Category 3 or above
☐ Mobilize personnel to assess buildings conditions
☐ Identify immediate mitigation efforts required to address life safety and health concerns while protecting property for further damage
☐ Implement repairs/replacement as needed
☐ Work with EHS and Fire Marshal’s to identify any deficiencies
☐ Handle any deficiencies
☐ Obtain a certificate of occupancy
☐ Notify SHRL building(s) is/are clear for occupancy