

McNeese State University

Hurricane Checklist for securing rooms and equipment for campus closure

Note: the suggestions in this document are not all inclusive; the document provides general guidelines for securing space and equipment prior to an evacuation. Actions not mentioned in this document may also be adopted in order to secure areas.

It is best to review evacuation plans when a hurricane enters the Gulf of Mexico; and weather updates are available, and if the projected path of the storm includes potential for severe weather in SWLA, the campus community will begin preparations for evacuation. Information will be posted to the web, sent via e-mail, and announced on local media.

1. General—In case of evacuation order
 - a. Back up computer files; if possible store back up files in different locations or onto a jump drive.
 - b. Inform students to maintain contact with the MSU web page; to check Blackboard; and to take course materials with them.
 - c. Important documents such as student advisee files, work in progress, graded materials, etc. should be stored in filing cabinets.
 - d. Course materials needed to continue teaching the course should be taken from campus with the faculty member's personal effects.
 - e. Unplug computers and other electrical equipment .
 - f. When possible and practical, move light equipment and valuables away from windows, off of the floor, and to the interior of the building. Heavy items should not be handled; but a request to the maintenance department should be filed if heavy need to be moved. All equipment should be tagged for easy identification and retrieval.
 - g. Department heads of departments with labs that have perishable items should ensure that the items are removed if possible, or housed in an area that will be connected to a generator. It is important to understand that power or running water may not be available for several days.
 - h. Any toxic materials should be stored in tightly sealed, break resistant containers and labeled appropriately. Accurate inventory of such materials should be maintained at all times. Materials with potential for hazard should be moved to interior rooms.
 - i. Inform the dean and University police if essential persons will need to access the building after the storm to monitor equipment.
 - j. Update emergency contact information with supervisor.
 - k. Label all containers in labs.
 - l. Department heads and deans check classrooms/labs/conference rooms in their area and secure as necessary.