

Checklist for Securing Rooms and Equipment for Campus Closure

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

Each department and college is encouraged to have specific emergency plans.

It is best to review evacuation plans prior to June 1 each year. When a storm enters or forms in the Gulf of Mexico, McNeese will activate its Hurricane Operations Plan and updates about the storm and campus preparations will be posted to the McNeese webpage and sent via e-mail. Local media will also be used if a campus closure is ordered.

In case of an evacuation order or campus closure:

Back up computer files; if possible store back up files in different locations or onto a jump drive.

Important documents such as student advisee files, work in progress, graded materials, etc. should be secured or stored in filing cabinets.

Course materials needed to continue teaching the course should be taken from campus.

Before leaving, unplug computers and other electrical equipment.

When possible and practical, move light equipment and valuables away from windows, off of the floor, and to the interior of the building. Do not try to move heavy items. If time permits and it is necessary to move a heavy item, contact Custodial Services for assistance.

Take all files and personal items (eyeglasses, keys, cell phone chargers, etc.) that you may need to access if you are unable to return to your office for several days. Once buildings are secured, no one will be able to enter until the deactivation order is given.