Campus Closing Checklist – Flood Threat

In the event that the College suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities should be carried out in each unit prior to Faculty and Staff being released.

☐ Back-up critical documents on computer hard drives. Secure removable media in zip-lock bags and take duplicate copies off site.

☐ Unplug computers, printers and other electrical appliances.

☐ **Ground floor occupants in buildings subject to flooding:**
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
  - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
  - If necessary, relocate equipment and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
  - Cover and secure or encase and seal equipment and other valuables with plastic.

☐ In lab areas:
  - In lab areas subject to flooding, store sensitive apparatus and glassware in areas not likely to flood.
  - Attend to critical utility-dependent processes and make arrangements for back-up supply.
  - Assure all hazardous and biohazard materials and wastes are properly protected.

☐ Check contents of refrigerators and set to coldest setting.

☐ Empty trash receptacles of items likely to rot.

☐ Take home all personal items of value.

☐ Close and latch all windows. Close and lock all doors.

☐ Stay tuned to the radio/television for additional information. BlackboardConnect will be used to communicate updates to Faculty, Staff, and Students.

☐ Place sand bags in front of buildings known to flood.