Campus Closing Checklist – Wind & Flood (Hurricane) Threat

In the event that the College suspends normal operations in response to the threat of a hurricane or other severe wind and/or 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.
- All occupants:
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
  - Move all equipment, books, papers, and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
  - For ground floor occupants in buildings subject to 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.
  - Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage.
  - Close and latch (or secure with tape) all filing cabinets.
  - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
  - Place telephones in desk drawers.
- In lab areas:
  - Store sensitive apparatus and glassware in areas safe from flooding and wind damage.
  - 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.