

## **SMCM HURRICANE CHECKLIST**

### **General Guide for Offices and Departments**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans and any office or departmental emergency plans. Make sure all employees are familiar with these plans and procedures.
- If there is no emergency plan for the office, consider developing one with help from EH&S.
- Update staffing changes and emergency contact information for the office and department.
- Document items that are not easily replaced through pictures and video.
- Check emergency supply inventory and order any needed items. Departments are responsible for procuring their own preparedness supplies such as flashlights, plastic, garbage bags for covering computers, etc.

#### **48 HOURS PRIOR TO STORM ARRIVAL**

- Keep abreast of weather and hurricane information by checking local news stations periodically.
- Stay tuned for news from the SMCM Emergency Response Team on next steps and major decisions made by checking the SMCM homepage and campus e-mail.
- Make sure employees are aware that they may have to work during weekend hours to finalize hurricane preparations.
- Begin preliminary hurricane preparations:
- Review hurricane checklist.
  - Event cancellation will be determined by the Emergency Response Team.
  - Back up critical computer files; store in a safe place away from the office.
  - Verify emergency supplies are on hand such as plastic or trash bags for wrapping equipment.

#### **36 HOURS PRIOR TO STORM ARRIVAL**

- Complete hurricane checklists and procedures as indicated in emergency plans.
- Take actions to protect offices, labs, and equipment:
  - Close and lock all windows.
  - Disconnect all electrical equipment and plugs.
  - Move equipment off floors and cover with plastic bags.
  - If SMCM is planning to close, prepare a voicemail for telephone extensions stating that SMCM has closed because of emergency weather conditions due to a hurricane and will reopen when conditions permit. Leave the number to the

Office of Public Safety (240) 895-4911 and direct callers to the SMCM homepage.

- Close all blinds and close and lock office doors.
- All personnel should notify their supervisor when hurricane office preparations have been completed and they are planning to leave campus.
- Ensure department chairs check in with the Emergency Response Team as needed
- Evacuate personnel from offices and departments.

*Note: College employees are required to leave campus only when SMCM officially closes. Mandatory and voluntary evacuations are meant for students only and will occur prior to the official closing of the college.*

## **DURING THE HURRICANE**

- No representatives from offices and departments should remain on campus during the hurricane unless they are designated emergency personnel and or essential employees who must remain on campus for the duration of the storm.
- Stay tuned to local news, and the SMCM homepage for the latest weather conditions and SMCM closing and opening information.
- Representatives in the Emergency Response Team will maintain in constant contact with the St. Mary's County Department of Emergency Service and Technology and senior officers during the storm.

## **RECOVERY**

- Only personnel on the essential personnel list, created by Human Resources, may re-enter campus for a detailed damage assessment of the office/department and can only do this when directed by the Emergency Response Team. All other personnel must wait until SMCM has officially reopened to return to campus.
- When allowed access, make repairs to offices and departments as needed. If additional resources are needed for repairs and clean up, they may be requested through the Physical Plant.

## **RECOMMENDED HURRICANE SUPPLIES PURCHASE LIST**

Batteries: Evaluate departmental needs for type and quantity

Tape: Duct tape, packing tape, electrical tape (packages of 6)

Bags: 55-60 gallon Box of 100

Flashlights: Evaluate needs to quantity and battery source should match above selection