

Facility Services Hurricane/Storm Procedures

PRE-HURRICANE SEASON CHECKLIST

- Review Facility Services Hurricane/Storm Preparation Procedures four weeks prior to hurricane season as defined June 1st through November 30th
- Review the NorthStar/Risk Management Standard Operating Procedure for tropical weather
- Review personnel classifications and staffing for FPO during a hurricane/tropical storm. Document that a conversation with each employee that is designated as essential has occurred to ensure that employee understands expectations and that special leave is not available when required to work.
- Review internal departmental call down process, including procedure update and employee phone numbers
- Review procedure for backing up computer systems and protecting critical equipment
- Review departmental communication plan and hierarchy of departmental decision makers
- Review procedures for moving essential equipment away from windows and covering critical equipment
- Review defined location for employees to assemble for instructions during watch/warnings/storms
- Verify available supply of surplus radios, chargers and batteries are set up in all departments
- Meet with Innovation Park Facility Manager on hurricane procedures and generators for South Campus
- Verify operability of emergency radios dedicated to storm logistics & associated channels
- FPO representatives identified for LSU Emergency Command Center (LSU EOC)
- Review list of first responder contacts (LSUPD, Fire, EMS, etc.)
- Review Debris Management Plan & Tree Hazard Assessment
- Meet with all Facility Services departments to review work order procedures for storms
- Ensure critical generator fueling procedures are in place
- University Stores to confirm quantities and cleanliness of bedding supplies to be used by ride-out crews
- EHS reviews plans and gathers materials for hazardous disposal in the event of shelter activation

EMERGENCY RESPONSE LEVEL 1

National Weather Service establishes threat of hurricane/tropical storm conditions within 72 hours for any coastal area that could affect the LSU Baton Rouge Campus. Executive Director of Facility Services activates Level One Emergency Response procedures.

Department heads are responsible for oversight and direction of subordinate managers to ensure actions listed for hurricane/tropical storm preparations are implemented.

DEPARTMENTAL RESPONSIBILITIES

1. Inspect Craft Office emergency lights and flashlights
2. Check all work trucks for fuel levels (minimum of ½ tank at all times during Level 1)
3. Verify minimum flashlight battery supplies
4. Check all radios for operational deficiencies (replace any batteries that do not hold a charge for 12 hour minimum)
5. Per Departmental List, check duct tape supplies and nylon reinforced tape for minimum quantities
6. Check safety medical supply kits for minimum inventory
7. Ensure that all employees have rain gear
8. Review policy on essential personnel with all supervisors and determine potential staffing needs
9. Check shop stock materials
10. Inspect South Campus for storm readiness
11. Directors to revise emergency response level sequencing as needed.
12. Contractors not associated with PDC projects should be notified of Facility Services' level status by the respective project manager and directed to prepare accordingly. (See PDC section for directions)

INDIVIDUAL DEPARTMENT RESPONSIBILITIES

FACILITY SERVICES:

1. Ensure correct phone numbers are on hand for essential personnel and contractors, Distribute phone numbers as needed	Customer Service Center
2. Notify all Facility Services personnel of level status via broadcast e-mail	Communications
3. Contact LSU EOC regarding timing of needed support	Operations Manager
4. Email storm tracking information as new updates are available	
5. Fill and Test Tank & Pump 6. Fill golf course reserve gasoline tank – 250 gal and check pump operation 7. Top off Diesel Tanks (2 each – 500 gal) 8. Have four (4) full propane tanks 9. All air wells cleaned 10. Deliver sand to Landscape Services pile and begin filling bags a. 500 on hand b. 100 filled & ready	Landscape-Grounds
11. Chain saws located and operational a. Sharp Chains b. Extra Chains c. Good mechanical condition d. Number available e. Gas & oil ready 12. Chippers located and staged a. Operational b. Sharp c. Fueled	Landscape-Arborists
13. Ensure that the Emergency Response Vehicle (ERV) is stocked and fueled 14. Ensure ERV keys are placed in a location for easy check out by first responders 15. Compile accurate list of locations of all emergency equipment, wet-vacs, pumps, blowers, squeegees, rakes & shovels 16. Prepare a current list of buildings with current or potential water issues	Building Services

<p>17. Assist Landscape Services in securing loose objects across campus</p> <p>18. Inspect all wet pick vacuums and pumps; perform preventative maintenance as needed.</p> <p>19. Ensure that all emergency equipment has hoses, connectors, and extension cords required to operate; replace as needed</p>	
<p>20. Inspect fuel amounts for all moving trucks and correct any operational issues</p> <p>21. Pick up any loose furniture or special events material located outside of buildings</p> <p>22. Set aside an inventory of rope, rope stands, barricades and sign stands for emergency response</p> <p>23. Clear the area around the Special Events warehouse; remove all pallets, trash, furniture etc.</p>	Movers
<p>24. Verify operation of portable generators</p> <p>25. Check generator fuel levels</p> <p>26. Check generators to ensure start up</p> <p>27. Check diesel fuel stock on hand (min. 500 gal.)</p> <p>28. Contact fuel vendors to reserve tanker for possible delivery to LSU</p> <p>29. Check 500 gallon portable Fuel Tank – Filled & pump operable</p>	Auto Shop
<p>30. Verify operation of emergency lighting inverters and fixed generators (if not checked in past 30 days)</p>	Controls
<p>31. Verify operation of portable pumps and condition of hoses</p> <p>32. Verify operation of sump pumps (if not checked in past 30 days)</p> <p>33. Verify 6" trash pump operational</p> <p>34. Check welding shop minimum inventory for consumable supplies</p> <p>35. Check truck mounted welding machines for fuel and operation</p>	Plumbing
<p>36. Check Stores stock for minimum S.O./extension cord stock</p> <p>37. Verify supply of high voltage fuses, wire and splicing material</p>	Electrical & Hi Volt
<p>38. Check portable welding machines for fuel level, oil level and air in tires</p> <p>39. Ensure proper working condition of machines</p> <p>40. Check minimum 15mil poly supply</p> <p>41. Fill extra gasoline cans (4 each–5 gallon cans)</p> <p>42. Check gutters for debris; clean if necessary</p>	Sheetmetal
<p>43. Verify that forklift is operational</p> <p>44. Check minimum plywood supply (shop stock 20 sheets)</p>	Carpenters

UNIVERSITY STORES:

<p>1. Monitor In-ground fuel tanks to ensure adequate supply</p> <p>2. Check stock of plywood, lumber, duct tape, gas and poly</p> <p>3. Verify current inventory levels of critical items as identified by craft supervisors</p>	
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PLANNING DESIGN & CONSTRUCTION:

<p>1. Notify all PDC Contractors of Facility Services' level status</p> <p>2. Communicate the following to all PDC Contractors for Level 1:</p> <ul style="list-style-type: none"> a. All sites must be secured, as best possible, to prevent wind borne debris and materials b. All work areas are to be checked for unsecured material
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- c. All dumpsters/trash bins are to be emptied and covered
- d. Tools and materials not in use are to be properly stored
- e. All drainage lines must be cleared and unobstructed
- f. Take necessary action to reduce exposure to leaking and flooding of new and existing interiors
- g. All appropriate materials should be protected from moisture
- h. All exposed utilities and connections should be protected
- i. Remove fence screens if possible or at minimum inspect screens to ensure they are adequately tied
- j. Any loose or missing fence screens must be repaired immediately following the storm
- k. Excavation areas are to be checked for additional shoring needs
- l. Scaffolding to be inspected to ensure it is adequately tied
- m. All temporary construction buildings/containers to be securely tied down
- n. Contractors to verify all storm water protection is staked down and secured

PARKING:

1. Check equipment for functionality
2. Fuel vehicles and fill auxiliary fuel containers
3. Audit supplies and acquire necessary items for tying down loose material
4. Begin removing unnecessary barricades and signs

EMERGENCY RESPONSE LEVEL 2

National Weather Service establishes threat of hurricane/tropical storm conditions within 36 hours for any coastal area that could affect the LSU Baton Rouge Campus. Executive Director of Facility Services activates Level Two response procedures.

Department heads are responsible for oversight and direction of subordinate managers to ensure actions listed for hurricane/tropical storm preparation are implemented. Implement all actions of Level 1 in addition to the following:

DEPARTMENTAL RESPONSIBILITIES

1. Verify that all actions of Level 1 have been taken in addition to the following:
2. Check that all work trucks have two (2) rolls of duct tape, flashlight, spare flashlight batteries and caution tape
3. Ensure that all supplies, materials, tools, etc. listed under ER-1 and ER-2 are on hand
4. Suspend all work, except for Hurricane Preparation, until preparations are complete
5. Check all truck beds and remove stored materials that can be carried by high winds
6. Prepare South Campus Complex for storm
7. Continue to track location and estimated landfall location and time; revise response plans as needed
8. Meet with all supervisors and key response personnel to review response plan and preparations
9. Directors to revise emergency response level sequencing as needed
10. Finalize list for shifting personnel to 24 hour coverage before, during and after the storm
11. Set tentative time for shifting personnel to 24 hour coverage
12. Contractors not associated with PDC projects should be notified of Facility Services' level status by the respective project manager and directed to prepare accordingly. (see PDC Section for directions)

INDIVIDUAL DEPARTMENT RESPONSIBILITIES

FACILITY SERVICES:

<ol style="list-style-type: none"> 1. Contact LSU EOC with food and lodging information for employees 2. Give a preliminary count of personnel on 24-hour coverage 	Operations Manager
<ol style="list-style-type: none"> 3. Set up work orders, by department, for CAT B work. 4. Review with all staff the different categories of work <ol style="list-style-type: none"> a. CAT A - Debris b. CAT B – Emergency protective measures c. CAT E – Repairs 5. Review account numbers set up for the storm with CSC personnel 	Customer Service Center
<ol style="list-style-type: none"> 6. Notify all Facility Services personnel of level status via broadcast e-mail. 	Communications
<ol style="list-style-type: none"> 7. Fill up/top off <ol style="list-style-type: none"> a. All Diesel Equipment – backhoes, excavator, skid steer, tree equipment, etc. b. Diesel Storage Tanks 8. Locate extra 3 gallon gasoline cans (5 each) 9. Tie all portable toilets to fixed objects or anchor down 10. Lay down all street signs & remove all metal stand signs 11. Storm drains checked and cleaned if necessary <ol style="list-style-type: none"> c. Quad d. Highland Road e. Lab School f. Old SNCC g. President’s Residence h. Perimeter drains at Facility Services complex i. Tiger Gift Center j. Foster Hall k. Union Oak Grove & Free Speech Ally l. Law Center 	Landscape Grounds
<ol style="list-style-type: none"> 12. Refuse transfer station readiness check 13. Remove all newspaper from stands; secure stands as needed 14. Pick up or secure plastic cans currently in use 	Landscape-Refuse
<ol style="list-style-type: none"> 15. Distribute revised emergency call-out list. 16. Check showers in Facility Maintenance Shop & stock with towels, soap & shampoo 17. Meet with all custodial crews and review response plans 18. Inspect all buildings for potential issues, such as stopped up drains, loose material, and other safety issues 19. Distribute flashlights and batteries, as needed 20. Stock rakes, shovels, squeegees, as needed 21. Stock trash bags, disinfectant cleaners and other cleaning materials, as needed 22. Re-check the Emergency Response vehicle and ensure that it is stocked and fueled 23. Print and distribute an accurate list of locations of all emergency 	Building Services

<p>equipment, wet-vacs; pumps; blowers; squeegees; rakes, shovels etc.</p> <p>24. Print and distribute a current list of buildings with current or potential water issues</p> <p>25. Advise Customer Service and Landscape Services of any drains, light wells, etc. that do not drain</p>	
<p>26. Remove or tie down loose materials at Vet Med and Power House</p> <p>27. Review GE Turbine general operations in preparation for total loss of Entergy power (Transmit Notice to LSU EOC)</p> <p>28. Notify non-Cogen facilities that they will lose power if FS moves to Level 4, which requires load reductions</p>	Powerhouse/ Vet Med
<p>29. Check all pumps in air wells and ensure proper operation</p> <p>30. Secure and prepare any excavation sites in use by the Plumbing unit</p> <p>31. Fill gas cans for gas powered pumps and equipment</p>	Plumbing
<p>32. Prepare portable generators for delivery to designated campus areas (total of 5)</p> <p>33. Have diesel tank truck placed on standby</p> <p>34. Top off portable diesel fuel tank</p> <p>35. Locate portable generator at Dining Facility designated for use (1) 60 kw</p> <p>36. Contact University Stores to ensure Fuel tanks are full</p> <p>37. Locate generator at FuelTrac gas pump and verify that card swipe can be deactivated</p> <p>38. Charge forklifts</p> <p>39. Re-check 500 gallon portable fuel tank and top off</p>	Auto Shop
<p>40. Ensure that a contractor is on standby for emergency abatement in the event of building damage.</p>	Environmental
<p>41. Verify voltage and connection of Dining Facility generator</p> <p>42. Connect wire at generator end and lay out wire route from generator to loads at Dining Facility designated for use (coordinate test run)</p> <p>43. Verify that all Facility Maintenance craft personnel have and carry a Fluke VoltAlert (Model IAC-A or equivalent)</p> <p>44. Review critical loads with HV Electrical & Facility Electrical, etc. (have plans and drawings on hand)</p> <p>45. Review status of backup feeders. Send list of feeders that are down to Executive Director</p> <p>46. Check generators at Field House & Assembly Center</p> <p>47. Take down all banners</p>	Electrical & Hi Volt
<p>48. Place order for 15mil poly and plywood, as needed</p> <p>49. Move all equipment to Facility Services parking lot</p>	Carpenters/ Sheetmetal

UNIVERSITY STORES:

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| <ol style="list-style-type: none"> 1. Order inventory, as needed, to meet critical inventory levels established by craft supervisors 2. Top off in-ground fuel tanks 3. Alert key vendors of potential material needs 4. Distribute bedding supplies to Landscape Services and OFS Central Shop once ride-out crews have been established |
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PLANNING DESIGN & CONSTRUCTION:

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| <ol style="list-style-type: none"> 1. Notify all PDC Contractors of Facility Services' level status change |
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2. Verify that construction sites are clean and covers are provided for dumpsters/trash bins
3. Tools and materials not in use are to be properly stored
4. All work areas are to be checked for unsecured material
5. Excavation areas are to be checked for additional shoring needs
6. Construction fencing to be inspected to ensure they are adequately secured for PDC jobsites
7. Scaffolding to be inspected to ensure they are adequately tied
8. All temporary construction buildings/containers to be securely tied down
9. Contractors to verify all storm water protection is staked down and secured

PARKING:

1. Pick up unnecessary barricades and signs
2. Top off all vehicles, gators, and fuel cans
3. Load each Parking Control truck with barricades, and tie down with bungee cords, rope, or barricade tape
4. Check in with LSUPD to see if there are any needs from Parking

EMERGENCY RESPONSE LEVEL 3

National Weather Service establishes threat of hurricane/tropical storm conditions within 12 hours for any coastal area that could affect the LSU Baton Rouge Campus. Executive Director of Facility Services activates Level Three response procedures.

Department heads are responsible for oversight and direction of subordinate managers to ensure actions listed for hurricane/tropical storm preparation are implemented. Implement all actions of Level 1 & 2 in addition to the following:

DEPARTMENTAL RESPONSIBILITIES

1. Issue written instructions to employees on reporting to work post-storm, and activate shift rotation for continual recovery services
2. Verify that all radios are charged and issued to employees
3. Send radios or pagers home with key contacts (Backup to local telephone service for communication during and after the storm.)
4. Maintain enough radios on site for use during the storm and to begin post- storm activities
5. Top off fuel tanks in all trucks
6. Advise all crews of emergency status and review response plans
7. Departments to communicate to personnel their functions and time for them to return to campus
8. Directors to revise emergency response level sequencing as needed
9. All leave suspended for directors, managers, and essential personnel
10. Designated FPO representatives report to LSU EOC
11. Post important phone numbers on the Customer Service white board (EOC, Parent Hot Line, Res Life)
12. Contractors not associated with PDC projects should be notified of Facility Services' level status by the respective project manager and directed to prepare accordingly. (see PDC Section for directions)

DEPARTMENTAL RESPONSIBILITIES

FACILITY SERVICES

1. Convert Customer Service Center to 24-hour operation	Customer Service Center
2. Set up office with lanterns and extra flashlights	
3. Set up file with buildings in OFS-Data Hub/Emergency Events	
4. Notify all Facility Services personnel of level status via broadcast e-mail	
5. Confirm meal & lodging information for staff	Operations Manager
6. Update LSU EOC with Facility Services information	
7. Contact EOC for a list of Residential Life facilities with students in them and provide the list to the Customer Service Center	
8. Contact Vendors to discontinue services and be on standby for after storm, in the event extra support is needed	Landscape-Arborists
9. Trucks – fueled & operational	Landscape-Grounds
10. Backhoe/loader – fueled	
11. Produce a list of critical areas needing sand bags	
12. Fill sand bags & deliver across campus	
13. Dump Truck – operational	
a. Athletic Backhoe (as needed)	
14. Backhoe/loader - operational	
b. Emergency generator – fueled, operational, & tested	

15. Sweeper -fueled & operational 16. Test Generator	
17. Strategically place equipment, materials, plastic sheeting, tape, etc. at anticipated problem areas 18. Stock extra cleaning supplies, including paper goods, trash bags, etc., as needed 19. Remove all materials from outside alley	Building Services
20. Secure forklift at Facility Services	Movers
25. Store portable HVAC at Facility Services for cafeteria & server room	HVAC
26. Place weather critical equipment in Auto Shop 27. Lower all lift booms 28. Meter reading for all generators – Fill out forms (attached) 29. Ensure Frey Generator fuel level is full	Auto Shop
30. Have generators and cables delivered to designated buildings for connecting to electrical systems per distribution list	Electrical
31. Emergency water pumps – fueled, operational, & tested 32. Pumps - fueled, operational, tested	Plumbing
33. Contact elevator contractor to shut down all elevators (if directed by EOC) 34. Contact supplemental manpower vendors to schedule personnel on stand-by for cleanup	Carpenters
35. Supply visqueen to buildings with known roof leaks to cover equipment	Sheetmetal
36. Contact natural gas supplier to verify natural gas supply and identify any issues 37. Contact EOC to notify all fraternities & sororities that they are on Entergy power	Energy Services Director

UNIVERSITY STORES:

1. Notify fuel vendor of pending emergency response 2. Prepare warehouse to stage water, tarps and food 3. Take a measurement of current fuel and inventory levels to be provided to EOC	
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PLANNING DESIGN & CONSTRUCTION:

1. Notify all PDC Contractors of Facility Services' level status change 2. Final verification that construction sites are clean and covers are provided for dumpsters/trash bins 3. Tools and materials not in use are to be properly stored 4. All work areas are to be checked for unsecured material 5. Excavation areas are to be checked for additional shoring needs 6. Final inspection to ensure all construction fencing is properly secured for PDC projects 7. All scaffolding to be inspected to ensure it is adequately tied down 8. All temporary construction buildings/containers to be securely tied down 9. Contractors to verify all storm water protection is staked down and secured

PARKING:

1. Pick up any remaining barricades and signs

2. Top off all vehicles, gators, and fuel cans again as needed
3. Leave vehicle keys in an area where LSUPD can access trucks

EMERGENCY RESPONSE LEVEL 4: STORM HITTING CAMPUS-SHELTER IN PLACE

National Weather Service establishes hurricane/tropical storm is making landfall and affecting the LSU Campus.

- **NO WORK TO BE DONE UNTIL EOC GIVES NOTIFICATION TO PROCEED**
- Customer Service Center to maintain phones, set up work orders, dispatch personnel per EOC request and only with EOC approval
- All Facility Services crews operate on radio channel Events 1 for communication with the EOC and the Customer Service Center
- Facility Services operating on 24-hour coverage
- Power House switches to cogeneration hurricane operations

POST-STORM RESPONSE

- Evaluate campus and notify Customer Service and EOC of all work needed via radio channel Events 1. They will enter appropriate work orders. Take pictures of damage and send to Operations Manager and/or attach to work orders.
 1. Building Maintenance team divides campus into zones, walks exterior of buildings and then interior common areas
 2. Building Services team walks flood prone buildings to check for water
 3. Landscape team checks roadways, walkways, and other outdoor areas for debris and fallen trees
 4. LSUPD patrols and informs EOC of any building/debris issues they observe
- Notify EOC of damage to campus, debris, and/or impassible roads
- Under the direction of the LSU EOC, perform work and support operations to protect campus from further damage
- Operations Manager to contact and communicate with NorthStar if disaster mitigation services are required
- Parking to patrol campus for unauthorized vehicles and report to EOC, pick up barricades as needed, and secure lots and roadways for post-storm operations
- In the event of major damage, PDC will assist in post-storm assessments as needed
- Check generators – Refill after 8 hours of operation
- Distribute meals in shifts
- As directed by the EOC, have Building Coordinators evaluate buildings and send notification to EOC and facilityservices@lsu.edu regarding facility damage
- Operations Manager to meet with Risk Management for all buildings with damage
- University Stores to collect bedding supplies, laundry, and return to storage
- In the event of a shelter activation, EHS to work with EOC and Shelter Manager to assist with hazardous disposal and any spills that may occur

TRACKING COST

- Cost to be tracked by type of damage, location, and account number
 1. Work orders to be set up by building and type of incident
- Copies of all invoices and pictures to be uploaded to the applicable work orders, and detailed comments entered describing work performed.
 1. Issue contracts, as necessary, for mitigation or to repair damage on campus. Contractors are to report work by location and turn in before/after pictures of work to their respective LSU contact
 2. In the event of a declared FEMA event, detailed documentation must be kept regarding disposal of all debris and materials, as well as temporary emergency repairs