CENTER FOR COASTAL STUDIES PLAN

Action Plan:

1. Call CCS contacts listed on the CCS phone tree and advise them of the situation and whether help is needed.
2. By June 1, update photographic/video record of Center equipment.
3. Back up computer files and store in separate dry place. Remove portable backup drives from building (designated person will transport to secure area off campus).
4. Unplug and move all electronic equipment (computers, printers, plotters, UPS, fax machines, etc.) away from windows to core rooms (those without windows – e.g., conference room, graphics room); raise equipment up off floor; cover with garbage bags and then cover with tarps.
5. Cover library, office files and personal books with plastic sheeting and move tables away from windows.
6. Mover file cabinets away from windows and cover if feasible.
7. Move anything else of great importance away from windows and to interior rooms.
8. Close all mini-blinds completely.

Emergency Storm Preparation Action Plan (Laboratories):

1. Shut down all active experiments and shutdown all associated equipment.
2. Remove samples from drying ovens and turn off ovens.
3. Unplug all microscopes, balances and other lab equipment.
5. Coordinate with Lehman and Cammarata on their labs.

Emergency Storm Preparation Action Plan (Field Stations):

1. Shut down all active experiments and shut down all associated equipment.
2. Unplug all microscopes, balances and other lab equipment.
3. Remove any loose outdoor equipment from around cabin.

Emergency Storm Preparation Action Plan (Vehicles and Boats):

1. Secure all loose equipment within boat barn (Unit 12).
2. Put boats inside CCS “boat barn” stall or transport off campus to secure location.
3. Transport trucks (if possible) to secure off campus location.

After Storm:

1. See University Plan for campus re-entry timeline.
2. Assess damage.

Contacts:

Brien Nicolau Office: 361-825-5807 Brien.Nicolau@tamucc.edu
<table>
<thead>
<tr>
<th>Name</th>
<th>Office: 361-825-3659</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Baxter</td>
<td>361-825-3659</td>
<td><a href="mailto:Aaron.Baxter@tamucc.edu">Aaron.Baxter@tamucc.edu</a></td>
</tr>
<tr>
<td>Bobby Duke</td>
<td>361-825-5869</td>
<td><a href="mailto:Bobby.Duke@tamucc.edu">Bobby.Duke@tamucc.edu</a></td>
</tr>
<tr>
<td>Erin Hill</td>
<td>361-825-5791</td>
<td><a href="mailto:Erin.Hill@tamucc.edu">Erin.Hill@tamucc.edu</a></td>
</tr>
<tr>
<td>Kim Withers</td>
<td>361-825-5907</td>
<td><a href="mailto:KimWithers@tamucc.edu">KimWithers@tamucc.edu</a></td>
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