THE CENTER FOR WATER SUPPLY STUDIES PLAN

Action Plan:

This plan covers the hurricane preparation for the following rooms in the Natural Resources Center (NRC): Offices: 31010, 3102, 3103, 3104, 3105, Lab 3106. NRC Building Contact is noted in the attached University Hurricane Plan. The following preparations should be completed 48 hours before landfall.

1. By June 1, update photographic/video record of Center equipment.
2. Upon notification from the Dean’s office – notify all people on CWSS Hurricane list.
3. Perform Oracle database dump to Darcy.
4. Collect backup tapes (daily and last full) of servers for removal from TAMU-CC area.
5. Copy all files from Darcy to USB hard drive.
6. Check and secure boat barn as needed.
7. Move all office computers, monitors and peripherals to 3105 and reception area.
   a. Place off floor and cover with garbage bags.
   b. Unplug servers.
   c. Move UPS from floor and cover.
8. Close all blinds in 3101, 3102, 3103, 3104
10. Secure 3106.
    a. Close blinds.
    b. Move electronic equipment away from windows.
    c. Cover electronic equipment with plastic bags.
    d. Unplug refrigerator
    e. Unplug both Rotaps and timers
    f. Unplug rock saw
11. Remove CSSS laptops, backup tape, backup hard drives from TAMU-CC to evacuation area.
12. Final Review all CWSS offices/lab
    a. Check all electric, phone and network devices disconnected.
    b. All cabinets, closets, drawers closed.
    c. All blinds closed.
    d. All lights turned off.
    e. Lock all doors.
13. Evacuate area.
14. Return to campus when notified by college.
    a. Back up all computer data at this time. Consider making more than one back up and storing these backups in different watertight places.
    b. Turn off and unplug computers and other essential office equipment.
    c. Move essential office equipment to protected areas. (Best location: away from windows, preferably behind a protected wall.)
    d. Move equipment off the floor.
    e. Cover all equipment and important files with plastic.
    f. Close and lock all windows.
g. Lower all Venetian blinds.

h. All University vehicles delivered to Central Plant for fueling and storage.
   (Applies to College of Science & Engineering and Blucher Institute).

i. Remove all antennas from University roofs by personnel that operate the antennas
   (applies to S&E, Media Services, Blucher Institute).

j. Secure labs and remove items that require refrigeration.

k. Employees check out with immediate supervisor prior to leaving campus at
   completion of hurricane preparations. You will have eight (8) hours to accomplish
   shutdown. Take personal items, which are not covered by University insurance.
   The electricity will be turned off at this time.

l. The University Police Department will perform a security check of the campus to
   verify that persons not working directly with the Hurricane Assessment Team
   have evacuated the campus.

**Final Note**

In the interest of economy and time, it is recommended each college and department store a
supply of black plastic to be used to cover equipment in order to protect it from water damage.
Said equipment could include computers, adding machines, calculators, typewriters, desks, books
permanent files, etc. This way, each area will be ready to implement the hurricane plan without
last minute procuring of additional materials.

Delicate non-replaceable computer data tapes or disks should be stored in a watertight secure
place above the floor. When possible, make duplicate data backups and store them in a watertight
place off-campus. Electrical machines left in their working place should be unplugged to protect
from electrical surges during the shutdown and startup of the campus. Do not operate this
equipment until you have been informed that the electricity has been restored and will remain on.

The more equipment, files, data tapes or disks, etc. that are moved and stored in a room without
windows, the better the chances these items have of surviving the storm without damage. This
must be done by the personnel responsible for this equipment.

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