COLLEGE OF SCIENCE & ENGINEERING PLAN

Action Plan:

Stage 1: Provost Officially Notifies Deans of a Hurricane/Tropical Storm Threat

- The Dean of the College of Science and Engineering will notify the Dean’s Office Manager immediately.
- The Dean will then inform the secondary contacts, including all department Chairs, ENCS director, and center directors.
- The secondary contacts, department Chairs and center directors will begin to make preparations for the storm as described by individual action plans.

Stage 2: President Places Administrative/Decision Teams on Alert Status

- The Dean will inform the secondary contacts including all departments Chairs, ENCS director, and center directors of the current alert status.
- Designated callers within the college will contact everyone on the phone list, advise them of the situation and ask what help or supplies they need in preparation for the storm.
- The designated callers will also remind all personnel to back up all computers at this time.

Stage 3: Dean is Notified to Cancel Classes and all University-Related Functions

- The Dean will activate the College Hurricane Defense Plan by informing all Chairs, ENCS director, center directors and staff of the decision to close and evacuate the campus.

Once the College Dean has activated the College Hurricane Defense Plan, Science and Engineering personnel will carry out the following steps immediately (with an 8-hour time limit to complete them).

1. If computer data needs additional backup, this must be done at this time. Minimally, each staff member should secure his or her external backup devices in a watertight location and if appropriate, to take their external backup device(s) in a watertight location. If appropriate, staff members may take their external backup devices with them when they evacuate.

2. Unplug all computers, monitors and accessories place them on top of a desk or filing cabinet (not on the floor), and cover them with 6 mil plastic.

3. Secure all important documents and files (faculty files, etc. and whatever else each staff member considers important) covering them with (or bagging them in) plastic.
4. Close and lock all windows as feasible and lower blinds.

5. Clean out and unplug the refrigerator and other kitchen appliances.

6. If time permits, protect desks and whatever else the staff members consider of value.

These are the general steps followed by the College of Science and Engineering Dean’s Office (administrative unit). Additional steps may be described in the action plan for each individual units in the college (e.g., department, school, center etc.). The appropriate unit’s action plan should be consulted and followed by personnel within that unit. All staff members should then leave and take all personal belongings with them (along with external backup devices, if appropriate).

Additional information is available on the restricted-access website “Islander Ready: Business Continuity Plan” (http://finance-and-administration.tamucc.edu/bcp). In this plan, the College of Science and Engineering has identified three critical functions: Administrative Communication, Continuity of Research and Continuity of Learning. Because of its critical role in weather-related emergencies, the Conrad Blucher Institute for Surveying and Science maintains a separate plan on the “Islander Ready: Business Continuity Plan” website.

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