DEPARTMENT OF MATHEMATICS & STATISTICS PLAN

Action Plan:

1. Each person (faculty and staff) is responsible for protecting their own office/cubicle. Responsibility for other departmental space/material (CI 336, TA offices, adjunct offices, CS 107) will be assigned by the Chair. Adjuncts and TA’s do not have responsibilities under this plan.
2. Each person should have a backup who can take care of their hurricane responsibilities when they are out of town.
3. The College’s computer staff can help, but they have a lot of other work to do and should not be the default solution. Similarly, Building Contacts are primarily liaisons and are not responsible for protecting departmental materials.
4. The University only promises 8 hours between announcing the evacuation of students and the closing of campus. Those 8 hours will not necessarily fall during business hours (or even during daylight). Further, the University will not be lenient about letting folks do things at the last minute: ground floor doors will be sandbagged, campus police will block access to the island. In addition, folks need time to protect their homes and, potentially, get out of town. Students are to be off the island at least 36 hours before landfall. Backing that up a day gives 60 hours to landfall. Therefore, even without an announcement from the President, Departmental hurricane protection procedures go into effect roughly 60 hours before landfall. However, storms are inherently unpredictable, and Departmental citizens should be prepared to go into action on short notice.

Individual Responsibilities:
By June 1st:
1. Update phone numbers for Departmental phone graph.
2. Update off-campus contact numbers for College emergency contact list.
3. Update emergency contact information in TAMU System Single Sign On for University contact list. To do this, log on at https://sso.tamus.edu/, then click on “Workday” then “Personal Information” and lastly “Emergency Contacts.”
4. Review University, College and Departmental hurricane plans.
5. Identify backup persons for your office, and go over with them your expectations of how your stuff will be protected.

60 Hours Before Landfall (approximately):
1. Follow relevant procedures for Faculty/Staff as outlined in the University Hurricane Plan (link from http://www.tamucc.edu/hurricane_info/main.html).
2. If faculty in CI choose to move computers and other electronic equipment into an internal room (strongly recommended), please use CI 308, 311 or 314. Put a tape or paper label with name and office number on it so as to identify equipment without having to find the Departmental computer inventory after the storm. If you need it, a dolly will be available in CI 303.
3. Upon completion of their own campus preparations, Departmental citizens should notify Chair and/or his/her designated backup that they have finished and left the Island.
36 Hours Before Landfall (approximately):
1. Preparations should be completed and Departmental citizens should be off the Island unless other University duties remain.

After the Storm:
1. Do not return to campus until notified by Chair or other responsible party that it is permissible. This is for your safety and protection.
2. Upon return, notify Chair of any damage to relevant University equipment.

Department Chair Responsibilities:
By May 15th:
1. Update this plan, as needed.
2. Make sure Departmental phone graph is up-to-date and distributed to Departmental citizens.
3. Publicize University, College and Departmental hurricane plans to Departmental citizens.
4. Update photographic record of departmental equipment.
5. Assign individual responsibility for all shared Departmental space/equipment.
6. Fulfill individual responsibilities of Departmental hurricane plan.

By June 8th:
1. Ensure that adequate plastic, duct tape and other material is in departmental storage.

60 Hours Before Landfall (approximately):
1. Announce to Departmental citizens through e-mail and phone graph that they should begin implementation of their part of the Departmental hurricane plan.
2. Fulfill individual responsibilities of Departmental hurricane plan.
3. Serve as backup and assistant.

36 Hours Before Landfall (approximately):
1. Notify appropriate University personnel of the completion of Departmental procedures.
2. Evacuate campus.

After the Storm:
1. Notify Departmental personnel when it is safe to return to campus.
2. Within 15 days, if possible, list and document all Departmental equipment needing replacement for possible FEMA reimbursement claim.

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