DEPARTMENT OF PHYSICAL & ENVIRONMENTAL SCIENCES PLAN

Action Plan:

All Personnel will secure their own office space and computers. It is suggested personnel limit personal items in their office during hurricane.

PENS Chair and PENS and Chemistry Lab Coordinators oversee general implementation of Departmental Hurricane Action Plan and maintenance of documentation including updating of Hurricane plan on PENS website.

Administrative Assistant compiles and maintains hurricane emergency contact list and telephone tree and will secure PENS Departmental Offices (CS 130 and NRC 1100).

PENS and Chemistry Laboratory Coordinators secure PENS teaching laboratory spaces, and liaison with EHS and assist with PENS research laboratories. For 2019:


Faculty with Research Laboratory Space secures their own research laboratory space and oversee their own research personnel.

Storage of and access to previously purchased hurricane supplies. For storage of and access to previously purchased hurricane supplies, contracts will be designated for each building.

I. During the Month Prior to Hurricane Season (May 1st – June 1st)

All personnel will …

- Provide the following information:
  - To the Administrative Assistant (for the hurricane/emergency list):
  - Two non-local contacts
  - E-mail addresses in addition to phone numbers when possible
  - A designated backup person to secure the 1.) faculty office and 2.) research laboratory (if appropriate), in case person is out of town during the hurricane evacuation period. The hurricane plan (but not personal information such as the telephone tree and emergency contacts) for each faculty office and laboratory, preparation or storage space shall be posted (e.g., on back of a door) for use by the designated backup person.
  - To PENS or Chemistry Laboratory Coordinator, as appropriate:
    - Location information for any 1.) biological hazards (including pathogens) and 2.) chemical hazards
    - List of teaching and research laboratories or other spaces for which a constant electrical supply is critical
  - Check Human Resources website to update personal and non-local contact information
- Assess need for, and obtain, adequate computer backup equipment (thumb-drives, CDs, external drives, etc.)
- Review University and department hurricane plans. Identify and note building contacts for building(s) in which they have office and lab space.

**PENS Chair, PENS and Chemistry Lab Coordinators and Administrative Assistant** will…
- Update department telephone tree to include new personnel, changes in phone numbers, etc. list will be distributed to all PENS personnel.
- Compile and retain hurricane/emergency contact list. This list contains confidential information and will be retained by the Chair, PENS and Chemistry Lab coordinators and administrative assistant. It may be distributed to others at the discretion of the Chair.

**PENS and Chemistry Laboratory coordinators** are responsible for the teaching laboratories and their associated preparation and storage spaces; and for communicating with EHS. Laboratory coordinator(s) will…
- Decide, in consultation with Chair, on secondary contacts for teaching spaces and provide this information to the 1.) Chair, 2.) PENS and Chemistry Laboratory coordinators and 3.) S&E Operations Supervisor.
- Create and update a photographic inventory for all equipment in teaching laboratories and preparation/storage rooms.
- Compile information about locations of biological and chemical hazards in both teaching laboratories and preparation/storage rooms.
- Compile information about locations of biological and chemical hazards in both teaching laboratories and research laboratories (in which case information shall be provided by researchers), and all associated preparation and storage spaces. Laboratory coordinators will submit this information to EHS.
- Request appropriate biological hazard and chemical hazard stickers from EHS and provide these to faculty as needed. A sufficient stock of stickers shall be obtained to label all research, teaching, preparation and storage spaces in department.
- Submit information on critical electrical need locations, both teaching and research (to be provided by researchers) to EHS Director.
- Assess needs for plastic sheeting and bags to secure teaching laboratories purchase and store as needed.

**Documentation:** PENS and Chemistry Lab coordinators will provide a copy of the photographic inventory list of biological and chemical hazards and other pertinent information to designated secondary contact and other contacts, as appropriate. The hurricane plan for each teaching laboratory, preparation room and storage room (but not personal information such as the telephone tree and emergency contacts), shall be posted in the room (e.g., on back of a door) for use by the designated backup person.

**Faculty with Research Laboratory Space** shall be responsible for developing plans to…
- Secure their research laboratory space:
  - Designate at least a primary and secondary contact for the laboratory space and provide this information to the 1.) Chair, 2.) PENS or Chemistry Laboratory Coordinator, as appropriate and 3.) S&E Operations Supervisor.
Develop a telephone tree for researcher’s personnel.
Develop an emergency contact information list for researcher’s personnel.
Oversee their own research personnel.
Create or update a photographic inventory of all equipment in the laboratory.
Assess the need for plastic sheeting and bags, and request additional supplies if necessary, from PENS or Chemistry Lab Coordinator, as appropriate, or other designated person.
Become familiar with the storage locations and contact person for hurricane supplies (in CS, EN and NRC).
Notify PENS or Chemistry Laboratory Coordinator, as appropriate, of any biological or chemical hazards in laboratory (if laboratory contains any). The Laboratory Coordinator will then obtain appropriate EHS stickers for laboratory.
Submit information on critical electrical need locations to PENS or Chemistry Laboratory Coordinator, as appropriate.

Documentation: Faculty with research laboratory space will provide a copy of laboratory hurricane plan, photographic inventory, list of biological and chemical hazards, telephone tree, emergency contact information list and other pertinent information to the designated backup person (and other people, e.g., PENS or Chemistry Laboratory Coordinator as appropriate). Laboratory hurricane plan, but not personal information such as the telephone tree and emergency contacts, shall be posted in the laboratory (e.g., on back of a door).

II. 72 Hours Prior to Hurricane

All personnel, as applicable, will...

- Check that adequate hurricane supplies are available for their areas.
- Back up computers.
- Secure any offices and teaching and research laboratories not currently in use (as described in part III, below). Work-study students, teaching assistants and research assistants will assist in this process as directed by their supervisors.
- Dispose of trash.
- Initiate research laboratory hurricane plans (individual faculty responsibility).
- Clearly label doors of teaching and research laboratories containing chemical hazards and biological hazards (although laboratory spaces often have generic labeling, this additional labeling shall specifically identify currently present hazards).
- Clearly identify locations within each laboratory where chemical hazards and biological hazards (including those in refrigerators and freezers) are located using stickers provided by EHS.
- Make copies of all documentation, if necessary. At least two persons shall have documentation for each office, laboratory, preparation room and storage area.
- Move any university vehicles to location as directed.
- Administrative assistant will notify designated backup if any person is away from campus and will not be able to secure their area.
III. When University Cancels Classes:

All personnel will secure their offices and laboratories, as appropriate:

- Complete backup of computers – more than one backup is suggested.
- Turn off, unplug and move computers away from any windows.
- Cover books, file cabinets, computers, equipment, etc. as appropriate. (Note: turn off computer and other electrical equipment before covering in plastic).
- For faculty or staff who are not on campus, the designated backup person (secondary contact) will perform these duties.
- If possible, notify PENS Chair, Lab Coordinator and Administrative Assistant when area is secured, prior to leaving campus.

PENS and Chemistry Laboratory Coordinator will follow instructions for all personnel (above), and…

- Secure teaching laboratories and associated preparation rooms that were not secured earlier (due to current teaching use).

Faculty with research laboratory space will follow instructions for all personnel (above), and…

- Work with their personnel to secure research space according to their laboratory hurricane plan.

Any available teaching assistants, research assistants, work-study students and other students may assist as directed by their supervisor(s). Note: student safety is paramount. Faculty and staff shall plan to ensure that student workers are able to leave at the students’ discretion, once classes have been cancelled, and must leave when the university is evacuated.

IV. Campus Evacuation

- Personnel will evacuate following instructions from the University.
- All personnel responsible for an office, laboratory, etc., should take a copy of all appropriate documentation with them when they evacuate. All documentation should be maintained by at least two persons.

V. Post – Hurricane

If campus is unaffected:

- Return to campus as directed by University (webpage, phone).
- Prepare laboratories and offices for normal use.
- Stow hurricane supplies for future use.

If campus is affected:

- Follow all University directives.
- Do not return to campus until notification by university officials.
- PENS Chair and/or Laboratory coordinators will initiate communication among personnel following the telephone tree to locate all PENS personnel and ensure all are accounted for.
- Be ready to provide information to damage and assessment teams.
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