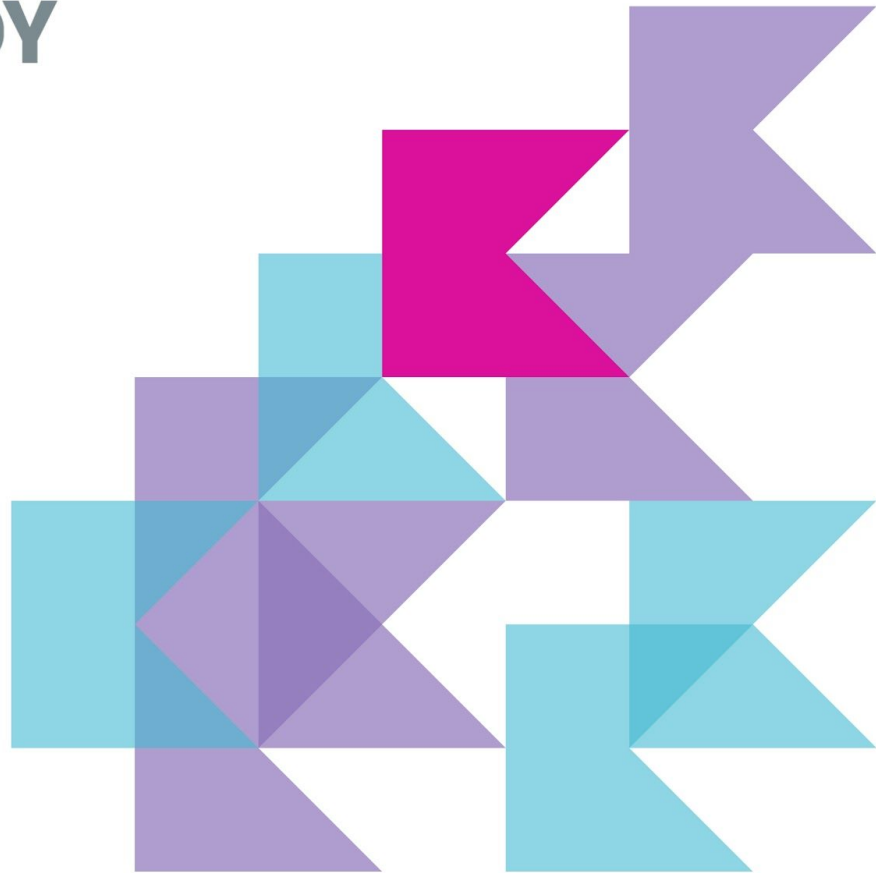


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READY



Higher Ed Hurricane Preparedness Checklist

Overview

This checklist was created by Emergency Managers at East Carolina University (ECU) and shared with Kuali. ECU uses this list to prepare for hurricane season each year, distributing it to staff on June 1st, the beginning of hurricane season. In 2016, ECU sent the list twice; once at the beginning of hurricane season and again to prepare for Hurricane Matthew.

With the permission of ECU, Kuali customized and templated their checklist. We created this version specifically for Emergency Managers and Continuity Planners in higher education located in hurricane-prone zones along the coasts of the United States.

We hope that this document helps you and your institution to be more prepared for the upcoming hurricane season.

Start of Hurricane Season - June 1

The Emergency Manager (EM) will review and update the Hurricane & Emergency Preparedness Checklist in mid- to late-May in order to disseminate the document to the Hazardous Weather Response Team (HWRT) on or around June 1. **Note:** *The Hazardous Weather Response Team is a group of faculty and staff at the University who have a responsibility to prepare for, respond to, or recover from a hazardous weather incident or emergency.*

General (All Divisions / Departments)

- Continue to monitor the weather throughout the season
- Update internal notification / call down rosters
- Brief staff of office preparations, leave policy, mandatory / non-mandatory expectations
- Administrators to identify key personnel who will be expected to return to campus after storm – both immediately and in (specified) stages – to begin campus cleanup and reclamation
- Encourage staff to make home preparations – child care, elderly care, pet care, communications plan, evacuation plan, prepare disaster supply kit, etc.
- Stock supplies to secure equipment and documents
 - Departments are responsible for procuring their own preparedness supplies such as flashlights, plastic, garbage bags, etc.
- Review critical data back-up plan
- As applicable:
 - Develop work-from-home (telework) plans
 - Synchronize laptops or download VPN on personal laptops for teleworking and verify home accessibility
 - Review departmental continuity and emergency plans
 - If there is no plan for your office, consider developing one with help from EH&S
 - Review and touch base with mutual aid agreements

Pre-Hurricane Planning for Home

- Determine whether your residence will be safe from flooding and wind damage
- Know the difference between a Hurricane WATCH and a Hurricane WARNING
- Prepare a personal evacuation plan and disaster supply kit
- Prepare your home for high winds
- Know what to do after a hurricane is over
- Practice and maintain your plan
- For more information, please see: [Ready.gov](https://www.ready.gov), [ReadyNC.org](https://www.readync.org), [RedCross.org](https://www.redcross.org), [NHC.NOAA.gov](https://www.nhc.noaa.gov), or <http://www.ecu.edu/cs-admin/alertinfo/hurricane.cfm>

Phase I - Initiate 72-96 hours prior to onset of emergency

Associate Vice Chancellor (AVC) for Environmental Health & Campus Safety (EH&CS) or Emergency Manager (EM) will alert the Emergency Management Team (EMT) of Phase I Status.

General (All Divisions / Department)

- Monitor the weather
- Update internal notification / call down rosters
- Brief staff of weather event, office preparations, mandatory / non-mandatory expectations
- Encourage staff to make home preparations – child care, elderly care, pet care, communications plan, evacuation plan, prepare disaster supply kit, secure personal property, etc.
- Initiate critical data back-up plan
- Stay tuned for news from institution decision makers on next steps and major decisions made by checking the university alert page
- Cancel or postpone events, meetings, and/or activities

Crisis Policy Team

- If enough information indicates, decide on class cancellation
- If prediction can be made early, HWRT makes recommendation
- AVC for Campus Operations (CO) and AVC for EH&CS recommend actions to the VC for Administration & Finance (A&F)
- AVC for EH&CS and VC for A&F discuss recommendation with Provost, VC for Student Affairs (SA), and the Executive AVC for Health Sciences A&F
- VC for A&F informs Chancellor of recommendation
- VC for A&F informs AVC for CO, AVC for EH&CS, and the Executive Director of Communication, Public Affairs, & Marketing of approval
- Executive Director of Communication, Public Affairs, & Marketing contacts communication team to inform campus, parents, and media
- Notify University of North Carolina (UNC) General Administration (GA) of cancellation decisions
- Determine if campus evacuation or shelter-in-place is required

Administration and Finance

- Maintain and update latest forecast and storm tracking information
- Determine and report on campus administrative events scheduled
- Financial Services: review delegations of authority that shall be followed during the recovery phase; evaluate payroll schedule to be accelerated if necessary; evaluate financial aid upcoming disbursement dates; set-up a cost code that captures all costs relative to the damages and recovery efforts; ensure emergency funds are available for recovery operations; establish methods for recording time and expenses incurred by employees on disaster efforts; evaluate alternatives to hiring temporary workers to assist in disaster recovery administrative work; etc.
- Human Resources: evaluate payment policies and options for employees and hiring temporary workers in the event of a disaster; together with payroll establish time recording criteria and benefits allocation; etc.
- Materials Management: analyze FEMA / state / UNC System / campus procurement requirements and follow the most stringent rules in the event of a disaster; contact FEMA and state disaster assistance representatives to understand the procurement requirements in the event of a disaster; etc.

Facilities Services (FS) Main Campus & Health Science Campus (HSC)

- Review the Emergency Operations Plan (i.e. Resource List, Mutual Aid Agreements, etc.)
- Ensure maximum fuel storage / reserves
- Verify emergency generator serviceability for critical buildings and freestanding generators
- Verify essential equipment connected to emergency power
- Begin activities listed in Facilities Services Standard Practice (FSSP) 20-3001 Natural Disaster Plan
- Alongside Materials Management, create a list of contractors and disaster recovery experts with whom the University wishes to employ in the cast of hurricane (or similar) disaster

Environmental Health & Safety (EH&S)

- Update emergency phone list
- Schedule situation briefing for the Hazardous Weather Response Team as advised
 - Email or schedule room for briefing
- Prepare hurricane update for distribution or presentation
- Review and test EOC supplies and equipment
 - Preposition VOIP phone crash cart, as needed

- Review and update Emergency Operations Plan
- Review mutual aid communications and agreements
- Contact city / county representative regarding emergency management meeting
- Establish EH&S Emergency Operations Center (EOC) liaison (and communication) if requested and perceived as needed to city / county EOC
- Provide announcement by email regarding “Office / Laboratory Preparations” and storm preparations
- Review enrollment database
- Contact Coastal Studies Institute (CSI) and Community Service Learning Centers (CSLCs) to coordinate preparation and response
- Review and update Pitt County contact information as needed

University Police

- Call mandatory meeting of all officers to update job assignments and emergency work schedules
- Identify source of (non-perishable) supplies and building / rooms to be used as command center for on-campus post-storm activities

Information Technology & Computing Services (ITCS)

- Review Disaster Recovery Plan with staff
- Maintain essential telephone user list
- Ensure integrity and maintenance of computer and telecommunications systems data / equipment
- Ensure operability of the institution’s alert system through multiple notification methods
- Report on expected computer network availability
- Test the institution’s webpage
- Perform backups of all critical application data
- Perform periodic tests of backup restores prior to a disaster occurring

News Services / Business Services Marketing

- Review and update current inventory of public information resources
- Review and update Crisis Communications Plan
- Activate Crisis Communications Plan, notifying members from other units
- Prepare messages for alerts and post when requested

Student Affairs / Campus Living

- Dining Services: Prepare dining halls for power outage and food / water supply needs
 - Stock non-perishable foods and water for several days

- Housing Operations reviews plan to move residents – coordinate with University Police and Transit
 - To include reviewing any agreements with sister institution(s) located out of harm's way for housing evacuated dorm and international students
- Housing Operations informs staff and all residents of emergency operations policy
- Inform outside (non-University) groups in residence of emergency operations policy
- Inform sororities and fraternities of emergency operations policy
- Send out hurricane information and hurricane safety guidelines to residents and off-campus students
- Dining Services: Review plan for serving meals without power and during shelter-in-place operations

Academic Affairs

- Review Continuity of Instruction Plan
- Determine and report on academic / research / special events schedule or potential plans
- Plan for postponement or rescheduling of academic / research / special events
- Plan for support of essential research activities
- Departments with research items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption
- Request waste pick-up (as needed)

Research / Graduate Studies

- Determine and report on academic / research / special events schedule or potential plans
- Plan for postponement or rescheduling of academic / research/ special events
- Notify researchers of potential need to suspend research activities
- Coordinate with EH&S and Prospective Health to plan for shutdown of chem / bio / rad hazards and fume hoods
- Plan for support of essential research activities
- Departments with research items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption
- Request waste pick-up (as needed)

Health Sciences

- Determine and report on academic / research / special events schedule or potential plans

- Plan for postponement or rescheduling of academic / research / special events
- Physicians/clinicians: Determine and prepare to adjust clinic schedules and appointments
- Prepare medicine for potential utility outage
- Notify researchers of potential need to suspend research activities
- Coordinate with EH&S and Prospective Health to secure chem / bio / rad hazards and fume hoods
- Plan for support of essential research activities
- Request waste pick-up (as needed)
- Departments with research items that will spoil and/or produce stench if deprived of refrigeration to prepare contingency plans for dealing with these materials in the event of evacuation and power interruption

Athletics

- Prepare plans to cover athletic teams
 - Should include plans for any team that may be on the road during evacuation
- Coaches should continually update respective team / student athlete contact list
- AD to conduct a meeting of all coaches and staff members; collect contact lists of all student athletes
- Secure department assets and equipment
- Secure athlete transportation and lodging if in another locale

Phase II - Initiate 12 – 48 hours prior to onset of emergency

The AVC for EH&CS or the Emergency Manager will notify the campus of Phase II Status and activate the Emergency Management Team (EMT).

As sustained winds reach 30 mph, an orderly succession of activities will begin. At this point, all aerial work (work at heights, on ladders or on rooftops) shall begin shutdown.

When sustained wind gusts reach 40 mph, all outdoor emergency preparation activities shall begin shutdown. Only emergency response and police patrols will be allowed to operate at this point. As sustained wind gusts reach 65 mph, all outdoor activities shall be shut down, except in the case of a response to an exceptional life-threatening event. Response to life-threatening activities shall be decided by the Chief of Police, the AVC for EH&CS, or the Emergency Manager with appropriate counsel.

These same parameters will be utilized to determine the resumption of response activities.

General (All Divisions / Departments)

- Monitor the weather
- Brief staff on weather and hurricane information sources
- Brief staff on continuity and telework plans (if applicable)
- Brief staff on any foreseen staffing changes
- Know where to check for pertinent information (weather, university updates, office expectations, etc.)
- Review the Hurricane Preparedness Information on the institution webpage
- Fuel all vehicles and park away from trees or low-lying areas
- Secure computers / equipment and all critical data and records
- Protect critical equipment according to office and laboratory hurricane preparation guidelines
- Empty out refrigerators and dispose of debris
- Disconnect all electrical connections before leaving the office
- Secure all equipment and materials
- Supervisors should do a final check of the office / department and notify their respective Vice Chancellor of their readiness
- All facilities should be locked and secured
- Stay tuned for news from decision makers on next steps and major decisions made by checking the institution's emergency alert page

AVC EH&CS or Emergency Manager

- Update the Executive Council of hurricane status
- Update the Executive Council of hurricane preparations progress

Crisis Policy Team

- Decide on class cancellation
 - If prediction can be made early, Emergency Management Team makes recommendation
 - AVC for CO and AVC for EH&CS recommended action to VC for A&F
 - AVC for EH&CS and VC for A&F discuss recommendation with Provost, VC for Academic Affairs (AA), and VC for SA
 - VC for A&F informs Chancellor and Executive AVC for Health Sciences A&F of recommendation
 - VC for A&F informs AVC for CO, AVC for EH&CS, and the Executive Director of Communication, Public Affairs, & Marketing of approval
 - Executive Director of Communication, Public Affairs, & Marketing contacts communication team to inform campus, parents, and media
 - Notify UNC GA of cancellation decisions
- Decide on campus closing
- Decide on employee leave status (Adverse Weather / Conditions & Emergency Closings)
- Inform Board of Trusts (BOT), UNC GA, and Chancellor of decisions
- Decide when to notify parents of closure / cancellation

Administration & Finance

- Decide on campus events status – continue / cancel / postpone
- Assign EH&S to provide latest forecast and storm tracking information
- Provide radios and mobile phones to key emergency personnel
- Provide for relocation of faculty / staff / students (non-resident) to the Student Center
- Financial Services: evaluate payroll schedule to be accelerated if necessary; evaluate financial aid upcoming disbursement dates; etc.

Facilities Services (Main Campus & HSC)

- Secure facilities and construction areas
- Secure recyclable materials and equipment
- Clear storm drains and secure grounds
- Secure modular units
- Secure off-campus facilities
- Sandbag vulnerable facilities (Tyler, Christenbury, Dowdy Student Store, Ragsdale, etc.)
- Make forms available for compiling FEMA documentation
- Verify progress with Natural Disaster Emergency Plan
- Fuel vehicles and emergency generators
- Test emergency resources (e.g. generators, sump pumps, etc.)
- Secure residence halls

- Finalize activities assigned in FSSP 20-3001 Natural Disaster Emergency Plan
- Prepare Campus Ops operation center
- Place FS staff on stand-by

EH&S

- Report on city / county activities, if known
- Contact NWS to get the latest weather situation report
- Brief Hazardous Weather Response Team as necessary through meetings or emails
- Assist in emergency preparations of Dining Services facilities
- Secure HazMat storage facilities
- Contact ITCS to set-up Meeting Place conference calling for Incident Command (IC)
- Prepare vans, HazMat vehicles, check air tanks, etc.
- EOC liaison report to city / county EOC, if assigned
- Check vulnerable campus locations and assist FS in securing facilities and identifying loose objects
- Test emergency communications with EOC liaison
- Fuel vehicles
- Check CSI and CSLCs to get status of their preparations
 - Request closing from Chancellor if these units want to close
- Place EH&S staff on standby for response
- During the weather event, share periodic updates with police and Hazardous Weather Response Team
- Keep UNC GA Vice President for Safety & Security informed

ITCS

- Test emergency communications systems including computers and telecommunications
- Determine emergency shutdown needs and implement plan
- Prepare ITCS operations center
- Maintain staff on standby for response
- Preposition VOIP phone crash cart to the University EOC (if requested)
- Assist in setting up and/or testing emergency communications to all satellite operations centers (University Police, ITCS, Campus Operations, and Campus Living)

University Police

- Prepare police operations center, including acquisition of non-perishable food and water for up to 30 people for one week (used during post-storm recovery)
- All facilities should be locked and secured
- Select police department "ride out" team

- Test emergency communications to all satellite operations centers by all means (phone, fax, email, radio, etc.)
- Check wet weather gear and equipment
- Fuel vehicles
- Complete police hurricane preparations checklist
- Contact Housing Operations to determine time to move students from rooms to hallways
- Place University Police staff on stand-by
- Notify transit and FS not to drive when winds reach sustained winds of 40 mph
- During weather event, provide periodic updates to designated Hazardous Weather Response Team

Parking & Transportation Services

- Remove vehicles from low-lying areas in case of flooding and close those areas
- Notify all faculty / staff / students to move their vehicles to higher ground
- Place staff on stand-by

News Services / Business Services Marketing

- Place staff on standby to contact news media – local TV and radio stations
- Place staff on standby to activate alert system and update the emergency hotlines
- Place staff on standby to contact cable channel voice-over
- Determine if messaging needed on Charles Boulevard sign
- Provide on-duty contact information to University Police and EH&S
- Prepare to establish disaster assistance / information center (if needed)
- Update alert web page with call center phone number and email address for use by parents and outside inquiries
- Update alert web page and social media with new messages as needed
- Update emergency hotlines
- Activate and operate the alert web page if conditions warrant
- Monitor social media for rumor control

Student Affairs

- Decide and report status of student activities scheduled – continue / reschedule / postpone / cancel
- Prepare Campus Living and Transit operations centers
- Housing Operations to designate evacuation / consolidation site should a residence hall need to be evacuated or consolidated and inform University Police
- Activate Dean of Students call center for storm information
- Inform University Police and News Services of call center phone numbers

- Campus Living to test radio frequency to be used with University Police
- Accommodate functional needs residents
- Provide entertainment for residents
- University Police will contact Housing Operations to determine time to move students from rooms to hallways
- Prepare dining halls for utilities outage (stocked food, cooking source, water)
- Make preparations for alternate aid station
- Ensure bus transportation is available and fueled for possible evacuation to off-campus students
- Place Student Health Services staff on stand-by and prepare units
- Place Counseling Center and Student Health Services' Mental Health Services staff on stand-by and prepare units
- Send out hurricane information and hurricane safety guidelines to residents and off-campus students
- During the weather event, provide University Police with periodic update of student and facility conditions
- Student Health: prep SHS building, ensure all HIPAA protected information is secure, box and elevate critical data and equipment, confirm security of building and information, etc.

Academic Affairs

- Decide and report status of special academic events scheduled – continue / postpone / reschedule / cancel and secure research
- Decide status of Theater Arts / Music events scheduled – continue / postpone / reschedule / cancel
- Decide status of academic class schedule for potential cancellation – continue / cancel
- Decide status of off-campus activities – boats, research, field work, etc.
- Remove teaching and research items that could spoil, die, or be compromised during an extended evacuation or provide generators to run critical equipment
- Shutdown and secure sensitive electronic equipment
- Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location (away from windows, off floor); ensure inventory lists of such materials are up to date; provide inventory to EH&S
- Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system
- Review and prioritize contents of refrigerator and freezers; consolidate priority contents into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open

Research / Graduate Studies

- Decide and report on academic / research / special events scheduled – continue / postpone / reschedule / cancel and secure research
- Notify researchers to suspend and secure research activities until notified it's safe to resume activities
- Remove teaching and research items that could spoil, die, or be compromised during an extended evacuation or provide generators to run critical equipment
- Shutdown and secure sensitive electronic equipment
- Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location (away from windows, off floor); ensure inventory lists of such materials are up to date; provide inventory to EH&S
- Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system
- Review and prioritize contents of refrigerator and freezers; consolidate priority contents into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open

Health Sciences

- Decide and report status of special events scheduled – continue / postpone / reschedule / cancel and secure research
- Decide and report on the status of clinic schedules and appointments
- Secure chem / bio / rad materials and prepare staff for emergency response
- Secure and evacuate modular units
- Comparative Medicine prepare for animal maintenance without utilities
- Remove teaching and research items that could spoil, die, or be compromised during an extended evacuation or provide generators to run critical equipment
- Shutdown and secure sensitive electronic equipment
- Secure all hazardous materials, to include radioactive materials, biohazard materials, and water reactive chemicals in the best available storage location (away from windows, off floor); ensure inventory lists of such materials are up to date; provide inventory to EH&S
- Consider consequences of voltage spikes, power interruption, and power restoration to any equipment that is to be left connected to the electrical system
- Review and prioritize contents of refrigerator and freezers; consolidate priority contents into refrigerators and freezers on the emergency generator back-up; unplug empty refrigerators and prop doors open

City / County Representative or University Liaison

- Report on city / county plans and coordinate needs with AVC EH&CS, Emergency Manager, and the Crisis Policy Team
- Identify and report on safe routes for evacuation and emergency shelter locations

Vidant Medical Center Representative or BSOM Liaison

- Report on hospital preparations and any needs / assistance

Phase III - Initiate when storm has passed and winds dissipate below 40 mph

The AVC for EH&CS or the Emergency Manager will activate emergency response activities.

General (All Divisions / Departments)

- If the University or City / County goes under curfew, only Emergency Support personnel with appropriate identification will be allowed access to campus through checkpoints
- When allowed access, identify repairs and safety concerns (as needed)
- If additional resources are needed for repairs and clean-up, they may be requested through the EOC

Crisis Policy Team

- Decide on class cancellation
 - If prediction can be made early, Emergency Management Team makes recommendation
 - AVC for CO and AVC for EH&CS recommend action to VC for A&F
 - AVC for EH&CS and VC for A&F discuss recommendation with Provost, VC for Academic Affairs (AA), and VC for SA
 - VC for A&F informs Chancellor and Executive AVC for Health Sciences A&F of recommendation
 - VC for A&F informs AVC for CO, AVC for EH&CS, and the Executive Director of Communication, Public Affairs, & Marketing of approval
 - Executive Director of Communication, Public Affairs, & Marketing contacts communication team to inform campus, parents, and media
 - Notify UNC GA of cancellation decisions
- Decide on campus closing
- Decide on campus evacuation
- Decide on employee leave status (Adverse Weather & Emergency Events)
- Inform Board of Trusts (BOT), UNC GA, and Chancellor of decisions

AVC for EH&CS or Emergency Manager

- Determine storm status and safety level before authorizing initial assessment of campus
- Update the Executive Council of hurricane damage
- Update the Executive Council of hurricane response progress

Administration & Finance

- Provide Executive Council initial assessment of University Status
- Meet with the Emergency Management Team to receive damage reports
- Assess damage reports and assign priorities
- Brief Executive Council on extent of damage and actions being taken
- Provide periodic briefing of recovery activities and status
- Financial Services: Distribute paychecks, electronically transfer financial aid disbursements to students OneCards, etc.

Facilities Services (Main Campus & HSC)

- Remove debris from roads to allow access to emergency vehicles
- Complete damage assessment – grounds, facilities, construction areas
 - Provide findings to the EOC, if activated, or University Police
- Secure unsafe areas – repair / restrict access
- Establish utility service in cooperation with Greenville Utilities
- Compile damage report and prioritize repairs
- Collect data for insurance / FEMA reimbursement
- Provide equipment, personnel, and resources to rescue workers

EH&S

- Complete safety assessments across campus facilities (campus grounds, dining facilities, HazMat storage facilities, laboratories, etc.)
 - Provide findings to the EOC, if activated, or University Police
- Contact Greenville Utilities to assess water contamination
- Contact CSI and CSLCs to assess their post-hurricane status
- Review Emergency Operations Plan and revise, as necessary
- Schedule debriefing to discuss response
- Establish EOC, if needed
- Report storm damage to NWS at <http://www.erh.noaa.gov/mhx/obsmhx.htm> or directly to wxobs.mhx@noaa.gov

University Police

- Establish Auxiliary Command Post at site, if necessary – phones, computers, etc.
- Establish recovery area, if necessary
- Establish perimeter around incident site
- Patrol unsafe areas to ensure security
- Control media access to victims and victims' family members

ITCS: TelEcommunications & Network Services

- Coordinate with SA to establish an 800 or 888 locator hotline number where students or victims' families can obtain information
- Share locator hotline number with news services to post to the aAlert web page and send to media outlets
- Initiate the Disaster Recovery Plan to restore campus systems
- Assist satellite operations center with establishing / maintaining communications

Materials Management

- Establish receiving area
- Provide storage for incoming supplies and materials

News Services / Business Services Marketing

- Maintain appropriate contact with news media, broadcast, print and web sites
- Update students, staff, and faculty on situational status via alert as needed
- Maintain and update emergency alert web page
- Establish media area, if necessary
- Provide constant updated information to media and public and other core constituencies as needed via press releases, interviews, social media, and other necessary methods
- Monitor social media for rumor control

Student Affairs

- Organize / contact interested student groups and organizations to help in "light duty" clean-up efforts
- Report to command post to assist with identifying missing / victims and dealing with families
- Provide Counseling Center and Student Health Services' Mental Health services staff for counseling students, staff, faculty, and family members of victims
- Establish counseling area, if necessary
- Promote use of American Red Cross' Safe & Well web page for students to list themselves as ok and for parents to seek validation of student status
- Provide operators for student locator call center

Academic Affairs

- Check labs and classrooms for water damage
- If electricity outage is prolonged, monitor condition of research items that could be spoiled, die, or cause stench

Research / Graduate Studies

- Check labs and classrooms for water damage
- If electricity outage is prolonged, monitor condition of research items that could be spoiled, die, or cause stench

Health Sciences

- Check labs and clinics for water damage
- If electricity outage is prolonged, monitor condition of research items that could be spoiled, die, or cause stench

Housing Operations

- Deactivate use of hallways for student housing and / or other temporary shelter facilities
- Complete damage assessment of Housing Operations facilities
- Provide temporary housing for rescue / utility workers
- Provide entertainment for students (student recreation, movies, transport to mall, etc. as is safe and / or possible)

Dining Services

- Complete damage assessment of all dining facilities
- Establish food service for rescue workers, families, news media, etc.

Athletics

- All coaches and staff members should remain in contact with athletics administrators
- Determine if athletics events must be cancelled, postponed, or relocated

If you need any help or support preparing your institution for hurricane season, Kuali Ready is available to help, feel free to contact us at resilience@kuali.co.