UNIVERSITY OF NEW ORLEANS
FACILITY SERVICES
BUILDINGS AND GROUNDS EMERGENCY PLAN

1. **Facility Administration**: Obtain Blanket Purchase Orders for Emergency supplies/contractors in advance.

2. **HOUSEKEEPING** – Secure buildings:
   A. Secure upper entrances and classroom doors in Liberal Arts Building.
   B. Move exterior trash receptacles into buildings.
      i. Remove trash bags and dump them into dumpster.
      ii. Cover trash can with clean bag.
   C. Close covers on all large trash containers.
   D. Close louvers at Human Performance Center.

3. **CARPENTER SHOP**:
   A. Help secure objects that may be carried off by the wind.
   B. Secure all roof access doors and hatches.

4. **AUTO SHOP** – Fill and PM equipment including fuel storage containers:
   A. Portable pumps.
   B. Portable generators.
   C. All service vehicles.
   D. Put designated equipment into emergency trailer.

5. **CENTRAL PLANT** – Secure and prepare the Utility Plant:
   A. Board up windows at Central Plant Tower.
   B. Provide schedule of Plant personnel 24 hours for next 72 hours.
   C. Secure all loose objects at Central Plant.

6. **STOCKROOM** – Verify sufficient supplies:
   A. List of trade specific supplies will be provided by each trade supervisor:
      i. Grounds.
      ii. Electrical.
      iii. Carpentry.
      iv. Mechanic Shop.
      v. Plumbing.
      vi. Central Plant.

7. **GROUNDS** – Clear campus of loose objects:
   A. Relocate unanchored benches, tables and chairs to the Carpentry Shop.
   B. Secure other loose objects and stow away all flags and banners.

8. **ALL EMPLOYEES** – Park all Facility Services vehicles in the shell area West of Campus Police Building on Levee Road.