BUILDING COORDINATOR
HURRICANE PREPAREDNESS CHECKLIST

STAGE 1 – PRESEASON PREPARATION

1.1 Identify materials around the outside of the building(s) that may need to be moved should a threat of hurricane arise.

1.2 Communicate with Department Heads in your building to remind them to perform STAGE 1 requirements for their areas.

1.3 Update contact information for strategic individuals, departmental representatives in your building.

STAGE 2 – THREAT ASSESSMENT

2.1 Identify any physically impaired persons in your building(s) that may need assistance.

2.2 Distribute flyer reminding departmental offices about equipment and departmental items that are on the exterior of the building (Flyer #1).

2.3 Survey the area in and around your building(s):
   A. Note any items that may cause problems in high winds and could end up as projectiles.
   B. Report these items to their proper custodian.
   C. These items should be picked up and disposed of, or secured in a safe place, where they will no longer pose any danger.

STAGE 3 – REMOTE CLASSES OR CLASS CANCELLATION

If classes move to remote, no special instructions. If cancellation then:

3.1 Contact any physically impaired persons in your building who may need assistance and implement any required assistance as needed.

3.2 Close and lock all windows in the building.

3.3 Post warning signs on classroom doors (Flyer #2).

3.4 Survey the area in and around your building:
   A. Note any items that may cause problems in high winds and could end up as projectiles.
B. Report these items to their proper custodian.
C. These items should be picked up and disposed of, or secured in a safe place, where they will no longer pose any danger.

STAGE 4 – UNIVERSITY CLOSING

4.1 Survey the area around your building(s):
   A. Note items that you reported or any new items that still pose a danger.
   B. Report these items to proper custodian and also to Facility Services at 280-6675.

4.2 On the day the University Administration issues the campus evacuation order:
   A. If you are in your building, follow the campus evacuation closing procedures.
      1) Verify that everyone has left the building
      2) Notify the Department of Public Safety and Security (280-6666) that everyone is out of the building.
      3) Post Flyer #3 on all exterior entrance/exit doors.
   B. If you are not in your building, call your backup building coordinator and ask them to complete the campus evacuation closing procedures.

STAGE 5 – AFTERMATH REOPENING

After the campus has been assessed and STAGE 4-Recovery Stage is over, the President or his designee will announce the reopening stage. At this point the Building Coordinators will be allowed back into their buildings.

Building Coordinator

5.1 Remove all posted flyers placed on building doors.
5.2 Reset all hallways, corridors, and common areas to pre-storm conditions.
5.3 Survey the building and report anything that is out of the ordinary to Facility Services at 280-4948 or University of New Orleans Department of Public Safety and Security at 280-6666.
5.4 Communicate with departments within the building(s) to obtain status updates of office conditions.
5.5 Once the building is deemed ready to open to the public, communicate this information to the appropriate Deans and Directors.
ATTENTION: ALL DEPARTMENTS IN THIS BUILDING

APPROACHING STORM!

Please remember to identify any files and equipment that may have to be moved away from windows and off the floor.

Also remember to secure all departmental items that your department may have around the exterior of the building.

Remember: Facility Services will dispose of unsecured items left outside of the building.

Flyer #1  Thank you,
Building Coordinator
STORM APPROACHING

PLEASE CLOSE AND LOCK ALL DOORS AND WINDOWS when you leave the room.
THIS BUILDING IS CLOSED

The University of New Orleans is under a Mandatory Evacuation Order.

Flyer #3

Thank you,
Building Coordinator