

**UNIVERSITY OF NEW ORLEANS**  
**FACILITY SERVICES**  
**BUILDING & 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 before moving into building.
  - C. Close covers on all large trash containers.
  - D. Arrange to empty dumpsters before the event if possible.
  
3. **MAINTENANCE**
  - A. Assist housekeeping & grounds to secure objects that may be carried off by the wind (trash cans, tables, chairs and umbrellas)
  - B. Secure all roof access doors and hatches.
  - C. Clean all gutters, storm drains and roof drains to be free of debris and in working order
  
4. **AUTO SHOP** – Fill and PM equipment including fuel storage containers:
  - A. Portable pumps.
  - B. Portable light trees.
  - C. Portable generators.
  - D. All service vehicles.
  - E. Store emergency equipment & supplies in designated location.
  
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, chairs and umbrellas 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 Hotel Restaurant and Tourism Building on Levee Road.