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.