1. **Facility Administration**: UNO maintains list of current state contracts for emergency supplies. FOM contractor has national accounts for emergency supplies as well.

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. Have dumpsters emptied and secure lids.

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 storage area in the Commons.

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.
      vii. Custodial
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.