

Facility Services Hurricane/Storm Procedures

as defined June 1

st through November 30

Review the NorthStar/Risk Management Standard Operating Procedure for tropical weather
Review personnel classifications and staffing for FRO during a hurricane/tropical storm. Document that
a conversation with each employee that is designated as essential has occurred to ensure that
employee understands expectations

<p>17. Assist Landscape Services in single loose objects across campus</p> <p>18. Inspect all wet pick vacuums and pumps; perform preventative maintenance as needed.</p> <p>19. Ensure that all emergency equipment has hoses, connectors, and extension cords required to operate; replace as needed</p>	
<p>20. Inspect fuel amounts for all moving trucks and correct operational issues</p> <p>21. Pickup any loose furniture or special events material located outside of buildings</p> <p>22. Set aside an inventory of rope, rope stands, barricades and signs for emergency response</p> <p>23. Clear the area around the Special Events warehouse; remove all pallets, trash, furniture etc.</p> <p>24. Verify operation of portable generators</p>	Movers

<p>equipment, wetvac pumps; blowers; squeegees; rakes, shovels etc.</p> <p>24. Print and distribute a current list of buildings with current or potential water issues</p> <p>25. Advise Customer Service and Landscape Services of any drains, light wells, etc. that do not drain</p>	
<p>26. Remove or tie down loose materials at Vet Med and Power House</p> <p>27. Review GE Turbine general operations in preparation for total loss of Entergy power (Transmit Notice to LSU EOC)</p> <p>28. Notify non-Cogen facilities that they will lose power if FS moves to Level 4 which requires load reductions</p>	Powerhouse/ Vet Med
<p>29. Check all pumps in air wells and ensure proper operation</p> <p>30. Secure and prepare any excavation sites in use by the Plumbing unit</p> <p>31. Fill gas cans for gas powered pumps and equipment</p>	Plumbing
<p>32. Prepare portable generators for delivery to designated campus areas (of 5)</p> <p>33. Have diesel tank truck placed on standby</p> <p>34. Top off portable diesel fuel tank</p> <p>35. Locate portable generator at Dining Facility designated for use (1) 60 kw</p> <p>36. Contact University Storage to ensure Fuel tanks are full</p> <p>37. Locate generator at FuelTrag gas pump and verify that card swipe can be deactivated</p> <p>38. Charge forklifts</p> <p>39. Recheck 500 gallon portable fuel tank and top off</p>	Auto Shop
<p>40. Ensure that a contractor is on standby for emergency abatement in the event of building damage.</p> <p>41. Verify voltage and connection Dining Facility generator</p> <p>42. Connect wire at generator end and lay out wire route from generator to</p>	Environmental

2. Verify that construction sites are clean and covers are provided for dumpsters/trash bins
3. Tools and materials not in use are to be properly stored
4. All work areas are to be checked for unsecured material
5. Excavation areas are to be checked for additional shoring needs
6. Construction fencing to be inspected to ensure they are adequately secured for PDC jobsites
7. Scaffolding to be inspected to ensure they are adequately tied
8. All temporary construction buildings/containers to be securely tied down
9. Contractors to verify all storm water protections are staked down and secured

PARKING

1. Pick up unnecessary barricades and signs
2. Top off all vehicles, gators, and fuel cans
3. Load each Parking Control truck with barricades, and tie down with bungee cords, rope, or barricade tape
4. Check in with LSUPD to see if there are any needs from Parking

15. Sweeperfueled & operational

16. Test Generator

17. Strategically place equipment, materials, plastic sheeting, ~~tape~~ at anticipated problem areas

18. S

TRACKING COST

Cost to be tracked by type of damage, location, and account number

1. Work orders to be set up by building and type of incident

Copies of all invoices and pictures to be uploaded to the applicable work orders, and detailed comments entered describing work performed

1. Issue contracts, as necessary, for mitigation or to repair damage on campus. Contractors are to report work by location and turn in before/after pictures of work to their respective LSU contact
2. In the event of a declared FEMA event, detailed documentation must be kept regarding disposal of all debris and materials, as well as temporary emergency repairs