

# University Closure Checklist

**In the event that the University suspends normal operations in response to the threat of a tropical storm or hurricane, it is important that each functional unit complete the following activities.**

- Protect vital records. Clear desktops, table tops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
- Back-up computer hard drives. Place flash drives and CDs in zip-lock bags or other protective containers and take/send duplicate copies off site. Be sure to consult with Supervisor or Dept. Head.
- Shut down and unplug computers, printers and other electrical appliances. Assure that equipment that must remain energized is connected to “surge protectors”. (Applicable only to buildings with emergency power capability.)
- Relocate equipment, books, papers and other items away from windows to interior areas of the building. (Assure that equipment and items that are relocated are tagged for easy identification and retrieval.)
- Ground floor occupants of buildings that are likely to flood should, if necessary:
  - Relocate equipment and other items to a higher floor.
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water. (Assure that equipment and items that are relocated are tagged for easy identification and retrieval.)
- In labs, as appropriate, de-energize and protect sensitive apparatus and properly store glassware.
- Assure back-up availability for critical utility-dependent processes.
- Assure all hazardous materials are properly stored and protected.
- Check contents of refrigerators and set to coldest temperature setting.
- Cover equipment and other valuables with plastic, and tape or wrap in thick garbage bags.
- Assure that view panels allow clear view into labs and corridors.
- Close and latch all filing cabinets.
- To the extent possible, turn bookcases and shelving units in exterior offices to face the wall.
- Empty trash receptacles of items likely to decompose.
- Remove all personal items of value from University premises.
- Update office/department voice mail.
- Close and latch all windows. Close and lock all doors behind you as you leave.
- Check with your supervisor for tentative post occurrence work schedule.

