

## EHHP HURRICANE AND TROPICAL STORM PREPAREDNESS PLAN

### 1) EHHP Contacts:

Name	Email	Office Phone	Home Phone	Cell Phone
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Sara Davis, Assoc. Dean	<a href="mailto:daviss@cofc.edu">daviss@cofc.edu</a>	953-8060	971-0971	364-7053
Meta Van Sickle, TEDU Chair	<a href="mailto:vansicklem@cofc.edu">vansicklem@cofc.edu</a>	953-6357	402-9385	
Michael Flynn, HEHP Chair	<a href="mailto:flynnmg@cofc.edu">flynnmg@cofc.edu</a>	953-5558		765-414-3839

### 2) Steps to take before a storm:

- a) See [www.cofc.edu/emergency/documents/hurricaneplan.pdf](http://www.cofc.edu/emergency/documents/hurricaneplan.pdf) for the College's Hurricane and Tropical Storm Preparedness Plan.
- b) **48 hours prior to arrival of storm:**
  - i) **Provide supervisors with updated contact information.** This includes contact information for any evacuation plan you may have.
  - ii) **Listen** for decision to cancel classes. This decision will be made by the President and the Executive Team. You will also receive an email with instructions from the Dean or Associate Dean.
  - iii) **Plan** to secure your own office and work space. If necessary, you will be provided with plastic sheeting, tape, and large heavy duty plastic bags. Ask for help if needed.
  - iv) **Photograph** any valuable equipment which will stay in the office or work area.
  - v) **Label** clearly any essential records that will be needed immediately to restart your work or that have permanent or historical significance. Clear labeling is critical during recovery efforts in hard hit areas to identify what to remove from a site first.
  - vi) **Secure** all critical papers, pictures, books, small lab materials, and other loose items in a cabinet, drawer, desk, or closet.
  - vii) **Save all documents to a secure server account (e.g., Drayton, Dixie, Warren). Don't leave valuable files on your computer hard drive only. If your computer goes, your files go too.**
  - viii) **Prepare** for broken and leaking windows, rising water, and leaking roofs:
    - (1) **Move** items away from windows or to a windowless area.
    - (2) **Raise** equipment and CPUs off the floor if on a first or low second floor.
    - (3) **Cover** with plastic and secure with tape any items that cannot be protected any other way.
- c) **24 hours prior to arrival of storm**
  - i) **Print** any critical information which will not be accessible during a power outage.
  - ii) **Unplug** all electrical equipment. **Disconnect** phone and computer lines, **labeling** each line so that they can be reconnected later. **Store** phone in a desk or cabinet.

- iii) **Close and lock** or secure with tape all file cabinets and drawers.
  - iv) **Close and lock** all windows and blinds.
  - v) **Take** all valuable and irreplaceable personal effects with you, including your laptop.
  - vi) **Take** EHHP contact information sheet with you.
  - vii) **Close and lock** all doors behind you. **Take all your keys and classroom access cards.**
- d) After the storm
- i) **Listen** for storm and damage reports through local news media or **check** the College emergency phone line (843-725-RAIN), and [www.cofc.edu](http://www.cofc.edu) for updates.
  - ii) **Wait** for a call or until an all clear has been issued. You will receive information about a return to work.
    - (1) **The Dean** will contact the Associate Dean.
    - (2) **The Dean and/or Associate Dean** will contact Department Chairs and ECDC Director.
    - (3) **Department Chairs and ECDC Director** will contact department members/staff and request that they call certain other department members and staff in order that all employees in EHHP are contacted about the status of/the return to campus.
    - (4) **The Department Chairs** will call the Dean or Associate Dean to provide a faculty contact update.
- e) After returning to campus, follow directions on the website listed above.
- 3) **Miles Early Childhood Development Center**
- a) ECDC building personnel will follow the same procedures as EHHP with the addition of the following building security and document storage considerations.
  - b) Additional ECDC guidelines:
    - i) **Install and inflate** floodgates (stored in hallway compartment) for each external door.
    - ii) **Request** additional sandbags for all ground level doors.
    - iii) **Sandbag** two additional doors at the back of the building which are not currently fitted for floodgates.
    - iv) **Secure** the roof access hatch door to prevent leaking.
    - v) **Transfer** paper files, records, and computers to temporary storage in the Graduate Assistant area on the third floor of 86 Wentworth.