

UNIVERSITY OF NEW ORLEANS
FACILITY SERVICES
BUILDINGS AND GROUNDS EMERGENCY PLAN

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.
 - C. Close covers on all large trash containers.
 - D. Close louvers at Human Performance Center.
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 trailer.
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 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.