



CRITICAL PHONE NUMBERS

- Report all Campus Emergencies to **CAMPUS POLICE** at **515-3333**.
- Call the Adverse Weather and Emergency Conditions Hotline at **513-8888** for campus information.
- Call Facilities **515-2991** to report facility related problems.

GENERAL

- Conduct a meeting with your critical managers or staff to discuss preparatory tasks.
- Review the NCSU Crisis Communication Plan at http://www.ncsu.edu/policies/campus_environ/REG04.00.1.php.
- Review your department's Business Continuity Plan or Disaster Recovery Plan.
- Create or update Call Trees; ensure that critical managers and staff contact numbers are on the tree; distribute to staff.
- Ensure vital records are backed up to the network.
- Print a list of critical vendors that may be needed to support your critical functions.
- If planning to work from home, begin to take computer and working documentation home in case you are unable to make it into the office.
- Secure windows and doors; order sand bags from Facilities for areas known to flood.
- Ensure that critical equipment has UPS attached.
- Test Generators; check for fueling needs.
- Take laptops home along with files and paperwork needed to work from home.
- Verify who your department's Facility/Space Liaison is.
- Verify that manual forms that will be used to support critical functions in the event of a disruption are in place.
- Utilize the online hurricane tracking system by WRAL at <http://www.wral.com/index.html>.
- Ensure critical employees have an updated Campus-ID badge.
- Verify that first-aid supplies are on hand.

IT/COMMUNICATIONS

- Test home dial-in capabilities.
- Verify that Disaster Recovery Servers are functioning properly and that critical applications are failing over.
- Contact Monica Mauk (DR Coordinator for Administrative Systems – 515-2033) or Dennis Norris (Academic Disaster Recovery Coordinator - 515-5421) for information on campus IT preparedness.
- Move/secure hardware off the ground in areas that are subject to flood.
- Verify that alternate communication devices are on hand (cellular phones, 2-way radios, pagers).
- Test wireless capabilities.
- Test disaster recovery phone lines to ensure they are functional.

ANIMAL CARE

- Ensure that proper food and water are stocked.
- Document critical vendors that support animal care functions.

STUDENTS

- Ensure that Business Continuity Plans to support transportation, housing, and dining for students are in place.

RESEARCH/LABS

- Ensure that refrigerated areas have alternate power sources.
- Move hardware off the ground in areas that are subject to flood.
- Ensure that chemicals are secure.