



**“Celebrating Safe Communities”**

Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health

## June is National Safety Month

Sponsored by the National Safety Council



### Hurricane preparedness for the workplace

Preparation before the storm puts you in a position where you can help yourself until help arrives.

Look for us every Monday of the month! We will be sending you safety articles from the National Safety Council.

- June 4: Workplace Safety
- June 11: Driving Safety
- **June 18: Emergency Preparedness**
- June 25: Safety in the Home and Community

**Resolve To Be Ready in 2007**



- Report all Campus Emergencies to Campus Police at 911
- Call the Adverse Weather and Emergency Conditions Hotline at 513-8888 for campus information.
- Call Facilities 515-2991 to report facility related problems.
- 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](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.
- Test information technology and communication capabilities
- Protect shelter animals
- Ensure that proper food and water are stocked.
- Document critical vendors that support animal care functions.
- Protect and shelter students
- Ensure that Business Continuity Plans to support transportation, housing, and dining for students are in place.
- Protect and secure research labs
- Ensure that refrigerated areas have alternate power sources.
- Move hardware off the ground in areas that are subject to flood.



