

Hours prior to onset of Tropical Storm Force Winds	Hurricane Emergency Shutdown Actions <small>June 5, 2017</small>	Legend = <span style="border: 1px solid black; padding: 2px;">Not Started</span> <span style="background-color: yellow; border: 1px solid black; padding: 2px;">In Progress</span> <span style="background-color: green; border: 1px solid black; padding: 2px;">Completed</span>	Action Item Number
72	<b>Chancellor directs P&amp;F to commence emergency preparations</b>		1
	Issue Radios (P&F)		2
	Notify staff to report to duty (P&F)		3
	Notify Delgado that shutdown actions are commencing (AE)		4
	Notify Enwave that shutdown actions are commencing (P&F)		5
	Notify Contractors to secure construction sites (P&F)		6
	Prepare supplies for moving to BR (P&F)		7
	Stage door dams by respective locations (P&F)		8
	Commence Boiler Shutdown (P&F)		9
	Remove perishable items from kitchenette refrigerators (P&F).		10
	Remove perishable items from office refrigerators, move equipment away from windows, and protect critical data (All)		11
	Airgas deliver Liquid Nitrogen (LIN) supply to Rally Points (PR)		12
	Begin filling Dewars (SOM/SOD)		13
	CS Remote Operations Teams, Payroll, and Human Res. personnel travel to DPS Data Center and LSUHSC-SH (CS)		14
	Evaluate need for special biowaste pick-up by Stericycle (EH&S)		15
	<b>Perdido Clinic</b> - Secure elevators (P&F)		16
	<b>Perdido Clinic</b> - Shutdown Electrical (P&F)		17
	<b>Perdido Clinic</b> - University Police sweep buildings (UP)		18
	<b>Perdido Clinic</b> - Lock all exits and gates (P&F)		19
	<b>Hutchinson/Butterworth</b> - Secure elevators (P&F)		20
	<b>Hutchinson/Butterworth</b> - Shutdown Electrical (P&F)		21
	<b>Hutchinson/Butterworth</b> - University Police sweep buildings (UP)		22
	<b>Hutchinson/Butterworth</b> - Lock all exits and gates (P&F)		23
	<b>Charity</b> - Secure elevators (P&F)		24
	<b>Charity</b> - University Police sweep buildings (UP)		25
	<b>Charity</b> - Lock all exits and gates (P&F)		26
70	Notice to Animal Care, Facility Services, and Facility Planning to secure Hazmat on 1st floors (EH&S)		27
60	<b>CSRB</b> - Move all animals from 1st to 2nd floor (AC)		28
54	<b>CSRB</b> - Place bedding in primate and rabbit pans (AC)		29
52	<b>CSRB</b> - Place water bottles and gel packs in rabbit & primate cages (AC)		30
50	<b>CSRB</b> - Place extra food, water & autfeeder in cat cages. Complete by 48 hrs.(AC)		31
48	<b>Chancellor directs closure of the University</b>		32
	Notify Delgado that closure ordered and that garages will be closed. Vacate Gravier Garage by 40 Hours pre-landfall. (AE)		33
	Advanced team departs for Evacuation Site to set up key/supply distribution/central phone line (P&F)		34
	Computer Services Remote Operations Teams work from remote sites (CS)		35
	Confirm all construction sites are secure (P&F)		36
	Confirm all Hazmat on 1st floor secure (EH&S)		37
48-45	<b>School of Dentistry</b> - Shutdown Boiler (P&F)		38
	<b>School of Dentistry</b> - Move waste to Rm 8412, Clinic Bldg. (EH&S)		39
	<b>School of Dentistry</b> - Shutdown Chiller/Cooling Tower (P&F)		40
	<b>School of Dentistry</b> - Dewars filled staged at Rally Point (SOD)		41
	<b>School of Dentistry</b> - Install door dams (P&F)		42
	<b>School of Dentistry</b> - Shutdown Network and Access Control (CS, AE)		43
	<b>School of Dentistry</b> - Secure elevators (P&F)		44
	<b>School of Dentistry</b> - Shutdown Electrical (P&F)		45
	<b>School of Dentistry</b> - Move all equipment to Roman Garage (P&F)		46
	<b>School of Dentistry</b> - University Police sweep buildings (UP)		47
	<b>School of Dentistry</b> - Lock all exits and gates (P&F)		48
	<b>Seton</b> - Install door dams (P&F)		49
	<b>Seton</b> - Secure elevators (P&F)		50
	<b>Seton</b> - Shutdown Electrical (P&F)		51
	<b>Seton</b> - University Police sweep building (UP)		52
	<b>Seton</b> - Lock all exits and gates (P&F)		53
	<b>MEB</b> - Confirm cooling tower bag is full (P&F)		54
	<b>Lions Eye</b> - Dewars filled staged at Rally Point (SOM)		55

45-42	MEB - Dewars filled staged at Rally Point (SOM)	56
	CSRB - Dewars filled staged at Rally Point (SOM)	57
	CEB - Install door dams (P&F)	58
	CEB - Shutdown Network and Access Control (CS, AE)	59
	CEB - Secure elevators (P&F)	60
	CEB - Shutdown Electrical (P&F)	61
	CEB - University Police sweep building (UP)	62
	CEB - Lock all exits and gates (P&F)	63
42-40	AH/SON - Install door dams (P&F)	64
	AH/SON - Shutdown Network and Access Control (CS, AE)	65
	AH/SON - Secure elevators (P&F)	66
	AH/SON - Shutdown Electrical (P&F)	67
	AH/SON - University Police sweep building (UP)	68
	AH/SON - Lock all exits and gates (P&F)	69
40-37	MEB - Shutdown Boiler (P&F)	70
	HDC - Shutdown Network and Access Control (CS, AE)	71
	HDC - Secure elevators (P&F)	72
	HDC - Shutdown Electrical (P&F)	73
	HDC - University Police sweep building (UP)	74
	HDC - Lock all exits and gates (P&F)	75
	CALS Bldg - Install door dams (P&F)	76
	CALS Bldg - Secure elevators (P&F)	77
37-35	CALS Bldg - Shutdown Electrical - except main switchgear in basement (P&F)	78
	CALS Bldg - Lock all exits and gates (P&F)	79
	Lions Eye - Install door dams (P&F)	80
	Lions Eye - Shutdown Network and Access Control (CS, AE)	81
	Lions Eye - Secure elevators (P&F)	82
	Lions Eye - Shutdown Electrical (P&F)	83
	Lions Eye - University Police sweep building (UP)	84
	Lions Eye - Lock all exits and gates (P&F)	85
	MEB - University Police sweep building (UP)	86
	MEB - Install door dams (P&F)	87
	MEB - Shutdown Network and Access Control (CS, AE)	88
35-33	MEB - Secure elevators (P&F)	89
	MEB - Shutdown Electrical (P&F)	90
	MEB - Lock all exits and gates (P&F)	91
	RC - University Police sweep building (UP)	92
	RC - Install door dams (P&F)	93
	RC - Shutdown Network and Access Control (CS, AE)	94
	RC - Secure elevators (P&F)	95
	RC - Shutdown Electrical (P&F)	96
	RC - Lock all exits and gates (P&F)	97
	CSRB - University Police sweep building (UP)	98
	CSRB - Install door dams (P&F)	99
	CSRB - Shutdown Network and Access Control (CS, AE)	100
	CSRB - Secure elevators (P&F)	101
	CSRB - Shutdown Electrical (P&F)	102
CSRB - Lock all exits and gates (P&F)	103	
33-30	CALS Central Plant - Shutdown Electrical (P&F)	104
	CALS Central Plant - Lock all exits and gates (P&F)	105
	Residence Hall - Shutdown Chiller/Cooling Tower (P&F)	106
	Residence Hall - Shutdown Domestic Hot Water Boiler (P&F)	107
	Residence/Stanislaus Halls - Sweep buildings and notify remaining residents they must evacuate immediately (AE)	108
	Residence Hall - University Police sweep buildings (UP)	109
	Residence Hall - Install door dams (P&F)	110
	Residence Hall - Shutdown Network and Access Control (CS, AE)	111
	Residence Hall - Secure elevators (P&F)	112
	Residence Hall - Shutdown Electrical (P&F)	113
	Residence Hall - Lock all exits and gates (P&F)	114
	Stanislaus Hall - University Police sweep building (UP)	115
	Stanislaus Hall - Install door dams (P&F)	116
	Stanislaus Hall - Shutdown Network and Access Control (CS, AE)	117
Stanislaus Hall - Secure elevators (P&F)	118	
30	Stanislaus Hall - Shutdown Electrical (P&F)	119
	Stanislaus Hall - Lock all exits and gates (P&F)	120
25	ALL STUDENTS/NON-ESSENTIAL PERSONNEL VACATE CAMPUS	121
	University Police sweeps School of Dentistry and Downtown Campuses (UP)	122
24	Gravier Garage - Close & lock roll up gate (UP)	123
	S. Roman Garage - Close & lock roll up gate (UP)	124
	<b>All Campuses Secure</b>	125
	<i>Legend</i> : Animal Care (AC), Auxilliary Enterprises (AE), Chancellor's Office (CO), Univ Police (UP), School of Med (SOM)	
	Computer Services (CS), Env Health & Safety (EH&S), Property and Facilities (P&F), Procurement (PR), School of Dentistry (SOD)	