



Hurricane Preparedness

Texas Southern University Department of Public Safety
3100 Cleburne Street, Houston, Texas 77004



STORM ADVISORY AND PREPARATION

Hurricane season begins June 1st each year and it really gets serious in August and September. Do you know what to do if a hurricane threatens the Houston Metropolitan area? When do you show up for work or classes after a storm strike? This flyer will help you in the event of a hurricane. Be sure and keep this on hand to refer to before and after a hurricane. We all remember the devastation caused by Hurricanes Katrina, Rita, and Ike. So, let's stay prepared!

If a hurricane threatens the Houston Metropolitan area, watch for hurricane alert notices on TSU home website page at www.tsu.edu. Notifications will also be sent to your tsu.edu e-mail account.

If TSU closes, notifications will be sent your tsu.edu e-mail account with date and time of closing. Notifications will also be posted on TSU home website page at www.tsu.edu. We are working with our emergency notification system so that you can add home contact information, and we will send instructions on how to do that in before the start of school.

Campus reopen notifications with date and times will be posted on the TSU home website page and broadcasted via local media, including radio, television and newspapers:

Radio

- KTSU 90.9FM
- KTRH 740 AM

Newspaper

- The Houston Chronicle
- The TSU Herald

Television

- Channel 2 (KPRC-NBC)
- Channel 11 (KHOU-CBS)
- Channel 13 (KTRK-ABC)
- Channel 26 (FOX)
- Channel 39 (KIAH)

If you still have phone access, you can also call the TSU Department of Public Safety for information on campus status at (713) 313-7001.

Pre Hurricane Planning:

Each office should do some pre-hurricane planning.

All departments:

- Should update phone numbers of all employees
- Should have on hand a disaster supplies kit.

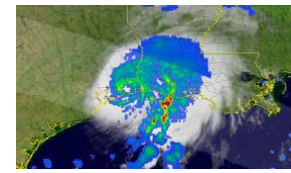
It is recommended that the following supplies to secure equipment and documents be stored in bins such as these:

- Labels
- Trash bags
- Duct tape
- Discs to back-up computer files
- Batteries
- Flashlights
- Cord
- Tarpaulin (to cover computers and electronic equipment)



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When the Houston area is located within the National Hurricane Center's "Cone of Probability" the following actions should be considered.

Alert Status – Get Ready:

All faculty and staff will be notified within a 72-hour period of the possible landfall of a hurricane. When an "alert status" is issued, notifications will be posted at www.tsu.edu and employees will receive a notice via email.

The following tasks should be completed:

- Faculty and staff should backup their document and data files on their hard drives. Backup disks must be labeled with the name of the department, person and room number.
- Department heads should assess their areas and determine which files and other materials need to be stored in plastic containers.
- Label containers and identify a central storage area where containers will be stored.
- Information Technology staff will perform the backup of the major systems. The IT department will publish a schedule of backup activities.
- Department heads should update phone numbers of all employees and review procedures with employees on how they will be notified when to return to work.
- Assist customers until a notice that TSU will be closing is issued.

Warning Status: Finalize Plans

Within 24 hours of landfall of a hurricane, a "Warning Status" will be issued to the University community. Employees will receive notification via email and the information will be posted at the university's website page.

When offices are informed of a "Warning Status", they should complete the following tasks:

- Secure all equipment.
- Clear off desks.
- Make sure all files are properly stored. Place containers in a central storage area or on top of desks in case of flooding.
- Continue to assist customers until notice that TSU "will be closing" is issued.
- When departments receive the official notice that the campus will close, department heads should do a final check of all areas under their supervision to insure that all preparations have been completed.
- All electrical connections disconnected. Equipment and materials secured. All doors should be closed.
- Non-essential employees should be released at this time.
- Once "closed notice" is received and inspection is complete, "Secured/No Access" labels should be placed on all office doors.
- Once label is affixed to the door, re-entry is prohibited without authorization from TSU Police Department.
- Departments should notify their respective Vice President of their preparedness.
- Essential personnel not required at this time must be released.



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When do I return to Work? How will I find out?

Employees should listen to the news media to determine when they will report back to work and/or check the university's website at www.tsu.edu for the most up to date information.