1. Rationale or background to policy:
The purpose of the preparedness policy is to have a procedure that the College of Education and Professional Studies implements to prepare the College for impending hurricanes and coordinate the post storm activities.

2. Policy Statement:
The following sequence of events is to take place prior to hurricane season in anticipation of and the preparation for an approaching hurricane and post storm recovery activities.

3. Procedures:
Each Spring, the membership of the CEPS Emergency Operations team membership will be updated as necessary. The CEPS hurricane preparedness plan is comprised of 4 phases:

**Phase 1: Beginning of Hurricane Season**
1. Identify Emergency Operations Team Membership:
   - Dean’s and Department/Division Chairs
   - Member/s Building 85: 2 – 3 members
   - Member/s Building 86: 2 – 3 members
   - Member/s Building 78: 2 – 3 members
   - Member/s Building 77: 2 – 3 members
   - Member/s Building 70: 2 – 3 members
   - Member/s Building 80: 2 – 3 members

**Phase 2: Update Contact Information**
Have all employees update their off-campus information (e.g., home address, home phone, and cell phone) with department heads.

**Phase 3: Identify Items of Concern and Update Inventory spreadsheet**
Distribute the items of concern spreadsheet to all team members in April. The members will identify and update items of concern for their assigned area/building.

**Phase 4: Supply Check**
Each Spring, departments and Emergency Team members will be emailed a reminder to check hurricane supplies/kits to ensure they have adequate supplies for their area and items of concern. All phases should be completed by May 30.
Hurricane Force Winds Expected Within 72 Hours

Review plan with emergency team. Inform key personnel to remain available for pre-storm prep.

Once the UWF President issues the appropriate directive regarding closing the University a *Take Action Email* will be sent to team members via group mail (CEPS-EPR-group@uwf.edu).

Team members responds to group mail taking action. Team members begin preventative measures for items of concern in their assigned area.

Once team members have completed preventative measures for items of concern in their area the team member will respond to the take action email stating their area is secured.

An email will be sent to all faculty and staff with office responsibilities. The email will emphasize the following to all faculty/staff:
- Faculty and staff can NOT stay in their offices or UWF buildings during a storm.
- DO NOT ATTEMPT TO RETURN TO CAMPUS unless specifically instructed by the UWF’s administration.

**Faculty/Staff Individual Responsibilities:**
- Protect books, valuable papers and equipment by covering with plastic which can be obtained from office administrator
- Perform a backup of computer files to your ‘H’ drive.
- Turn off all power to all equipment. It is critical to unplug all devices that carry electricity. Unplug computers, printers and other electrical equipment.
- Cover and secure vulnerable equipment with plastic.
- Close blinds.
- Take personal possessions home.
- Take home phone numbers of your supervisor home with you.
- Plan to contact your supervisor as soon as possible to report your status.
- Close and latch door when complete.

**If courses are suspended:**
1. Check the [uwf.edu/emergency](http://uwf.edu/emergency) website, remind your students and staff of it -- updated information will be available there.
2. Turn off all 'automatic openings of online course weeks/sessions' and put in the news that courses are suspended until the university re-opens. We learned in Ivan that students away from campus couldn't understand where their teacher was since the new session/week kept opening every week.
College of Education and Professional Studies: Policies and Procedures

<table>
<thead>
<tr>
<th>Policy Area: Emergency Operations</th>
<th>Subject: CEPS Hurricane Procedures</th>
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</thead>
<tbody>
<tr>
<td><strong>Title of Policy:</strong> CEPS Hurricane Plan</td>
<td><strong>Number:</strong></td>
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<td><strong>Effective Date:</strong> 4/1/2017</td>
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<td><strong>Approved Date:</strong> 4/7/2017</td>
<td><strong>Approved by:</strong> William Crawley</td>
</tr>
<tr>
<td><strong>Revision Date:</strong></td>
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</tbody>
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**After the Storm:**

Official information about university closings, re-openings and resumption of classes will be available from one or more of the following: the campus radio station, WUWF 88.1 FM, UWF’s Emergency Website (uwfemergency.org), UWF’s Facebook or Twitter presence, ARGO ALERT, e-mail and text messaging.

Team members are responsible to take down and store hurricane supplies from their items of concern in their area before classes resume.