

Hurricane Preparedness Decision Making Matrix

Category	Time/Distance	By Department	Action Steps	Communication/Notification
Sub Cat 1 (50 mph+)	4 days out	Student Development & Media Relations		Communicate to the campus community that the university is aware that a storm has formed and appears to have Florida in its projected path. The university is monitoring the storm and shall communicate information concerning any pertinent information to our community (students and employees).
		ResLife	Tier 1 Action Plan (Update RDs on Hurricane Procedures and forms, check hurricane items: flashlights, first aid kits, and rain coats.)	
	4 days to 6 hours out	Information Technology	Ensure that the systems are running and communications sent by other departments reach the indented recipients. Review IT Disaster Recovery Document with IT Department Members.	None
	3 days	Facilities	Tier 1 Action Plan (Put away loose items, fill gas cans/tanks, ck generators, clean storm drains, gutters, roof drains, ck all pre-stocked custodial items, ck FAC hurricane prep inventory, etc.)	Communicate to all facilities personnel to begin the initial steps of action planning.
		ResLife & Media Relations	Tier 2 Action Plan (Update RDs and communicate to the campus safety tips and procedures during a hurricane.)	Communication to students/community that a storm has formed, we are in a projected path but that the intensity is such that there is no alarm. If the storm changes there shall be further communication.
Cat 1-4	4 days	ResLife & Media Relations	Tier 1 Action Plan (Update RDs on Hurricane Procedures and forms, check hurricane items: flashlights, first aid kits, and rain coats.)	Communicate to the campus community that the university is aware that a storm has formed and appears to have Florida in its projected path. The university is monitoring the storm and shall communicate information concerning any pertinent information to our community (students and employees).
	3 days	Facilities	Tier 2 Action Plan (Remove globes from gooseneck light-posts, fill all available water tanks, order extra dumpsters, ck plant bracing, remove empty bike racks, inspect equipment,	Communicate to the SERT that Facilities Dept. is actively taking steps to begin the Tier 2 level of actions.
		Food Service	No actions needed at this time	
		ResLife & Media Relations	Tier 2 Action Plan (Update RDs and communicate to the campus safety tips and procedures during a hurricane.)	Communicate to the community that a storm has formed, we are in the projected path, the university has a plan and further information will be coming concerning instructions and/or evacuation within 24 hours.
		Security	Initial meeting with the Executive Vice President	Communicate with the Executive Vice President about the pending Tropical Storm/Hurricane path and possible

			meeting with all of the members of the Emergency Response Team Members to form preventive strategies.
		Monitor Tropical Storm/Hurricane path patterns	Provide the Executive Vice President with daily updates of the storm path(s) / patterns.
	Student Development	Coordinate with Media Relations on an informative statement to be presented to the students/staff and faculty (SEU community).	This proposed statement shall be prepared and approved by the Chief Communications Officer s and the Executive Vice President before being published on university's web pages.
	Info Tech	Start working on full backup of network. Email faculty/staff.	Communicate that users need to backup business files to Google Drive.
	HR	Coordinate with Media Relations on content to be prepared for faculty/staff communication Communicate with supervisors to verify their employee's emergency contact information is correct.	
	Academics	Coordinate with Student Development and Security to determine the necessity of course cancellations.	
	Web		
2 days	Facilities	Tier 3 Action Plan (Remove B-ball field & tennis ct. wind screens, stow away planter pots, remove all plastic trash cans, >Category 4- begin removing all lamp globes, secure any remaining materials for stock, etc.) Prepare Tuscana for use as a shelter (shutters, etc.) Assist Security with installing generators for ECC.	Communicate to the ERT that Facilities Dept. is actively taking steps to begin the Tier 3 level of actions.
	Food Service	Orders will be placed with our Chartwells vendor to stock up our food supply; vendors shall be notified that additional product and supplies will be needed. We shall be prepared to have on hand bulk non-perishable foods such as bread, peanut butter, jelly, pasta, vegetables, fruits, deli meats, cheeses and bottled waters in addition to our frozen and refrigerated items in house including additional paper goods.	Communicate to Student Life that our action plan for a storm 2 days out have started. In addition, Student Life shall be updated if any unforeseen issues arise that would affect our plan at this point in time.
	ResLife	RDs go door to door and inform residence of hurricane procedures. Find out if students will remain on campus or will leave for another destination.	

	Security	Will begin the coordinated effort of establishing the ECC (Emergency Command Center). The ECC shall be established in The Pathways Section of the Education Building. Coordinate with Facilities, Media Services, and I.T. for equipment (generator, radios, phones, TV, bedding).	The Executive Vice President or Director of Safety and Security shall coordinate a meeting for the possible establishment of the ECC if Southeastern University will be impacted by the path and wind velocity of the hurricane.
		All hurricane preparations shall be implemented not less than 24 hours prior to the arrival of hurricane force winds.	Through the combined efforts of the Emergency Response Team all suggested actions must be confirmed 24 hours prior to the arrival of hurricane force winds (e.g.: university closure, campus lockdown, non-essential personnel not reporting for work, cancellation of classes, etc.).
	Info Tech	Assist with establishing ECC (phones, data connection/laptops).	
	HR	Confirm with ERT on decision (made by EVP) to close campus and timing of notification to faculty/staff. Work in conjunction with Media Relations who will work with local media.	Department heads shall verify contact information for their teams and communicate reporting expectations to essential personnel.
	Academics	Confirm with Security, in coordination with ERT, on decision (made by EVP) whether on-campus classes will be cancelled.	In the event classes are cancelled, Faculty shall notify students of any assignment deadline changes.
	Media Relations	Confirm with ERT on decision (made by EVP) to close campus and whether on-campus classes will be cancelled. Create statement to post online, share on social media, update SEU Central message, Create communication for Inside SEU.	
24 hours	Facilities	Tier 3 Action Plan (Shut down pool pumps, stow all loose campus furniture/pool furniture, Stow away butterfly & other decor, remove patio umbrellas, complete the removal of all lamp globes, connect enclosed trailers to vehicles)	These items are the remaining items to complete in relationship to Tier 3 action items.
	Food Service	Loading dock area shall be cleared of any items that may become an airborne threat in the event of high winds. Management shall determine based on the severity of the storm if all associates shall be reporting to work the day of the event or if only essential personnel shall be needed.	Chartwells management shall inform associates of their work schedules in the event that the University is shut down. Only essential personnel shall be required to report to work unless notified otherwise.
	ResLife	Walk through of Residence Halls and verification of students' location. Assist security in any final preparations and communication of information.	

	Security	Restrict Access to and off campus.	Coordinate with the Executive Vice President for implementation of a campus lockdown. All accesses to be approved by Student Life (Director of Student Life/Resident Directors).
		Activation of the Emergency Command Center with Safety / Security and Facilities.	The activation (preparation and set up) of the ECC (Emergency Command Center). This shall be located in the Pathways Section of the Education Building.
		Coordination of the phone lines.	All Security phones are to be redirected to the ECC and monitored and calls shall be documented by the officer posted at the ECC immediately after the closing of campus main entrance. Media Relations will record a message for incoming calls advising details about campus being closed.
		Send out Informative Text Message	A SEU alert shall be sent out advising our community of a hurricane watch/warning or other severe weather.
		Campus Safety Inspection	Prior to the arrival of the hurricane. Safety and Security shall conduct an inspection of Southeastern University buildings and grounds to insure that there are no existing safety concerns. This shall be conducted with support from Facilities personnel.
	Info Tech	Ensure full backup is in place in backup appliance and PhoenixNAP data center.	None
	HR	Ensure faculty/staff have been notified of decision to close campus and be prepared to address questions.	
	Academics	Ensure students have been notified of cancelled classes and that specific course questions shall be directed to the individual professor(s).	
	Media Relations	Post statement online, social media, SEU Central	
12 hours	Facilities	Complete all Tier 3 Action Items to include setting up EOC, and Tusculana Shelter.	Determine 1 st responders & contact numbers, initiate FEMA action plan, notify vendor support, set up ERT command center, secure all Buttercup gates, relocate dept. to command center.
	Food Service	Food service vehicles shall be parked away from trees and branches. Based on the threat level of the storm, plans on what food service items shall be produced, where and when they shall be available shall be finalized.	Communicate to Student Life that food service plans are in place based on storm threat level.
	ResLife		

	Security	Relocation from the Main Security Office to the ECC (Emergency Command Center, positioned in the Pathways section of the Education Building), upon activation by the SERT.	An officer shall be relocated to the ECC from the Main Security office. Radios/chargers and keys shall be relocated to the ECC. All equipment in the Main Security office shall be turned off and unplugged. The Main office shall be locked prior to the officer leaving. This positioning could be conducted as late as 4 hours before the arrival of the hurricane unless otherwise requested by the SERT.
		Staffing of the Emergency Command Center	The Emergency Command Center is staffed in the Education Building with the Director of Safety and Security and other members as designated by the SERT.
		Restricted Activities	Limit the movement of all vehicles coming onto and exiting the campus. Students and nonessential personnel shall remain indoors unless assigned specific tasks with authorization.
		Facility Securing	Assist in the evacuation of non-essential personnel.
			All of the non-essential buildings shall be checked and locked.
		Coordination of the phone lines.	All phones are to be redirected to the ECC and monitored and document by the officer posted at the ECC immediately after the closing of the campus main entrance.
		Coordination of Injuries	All injuries shall be coordinated through the ECC. Serious injuries shall be coordinated through EMS ((911)).
		Send out Informative Text Message	An SEU alert shall be sent out advising the community of a hurricane watch/warning or other severe weather.
		Campus Safety Inspection	Prior to the arrival of the hurricane Safety and Security shall conduct an inspection of Southeastern University Grounds to insure that there are no existing safety concerns. This shall be conducted with Facilities personnel support. This also shall be a comparative gauge to the initial inspection conducted 12 hours earlier.
	Info Tech	Verify Backups	
	HR	No action needed	
	Academics	No action needed.	
	Media Relations	Update communication as needed.	
6 hours	Facilities	Add: Perform follow up of all Tier level items, and final inspection of campus grounds	
	Food Service	Essential personnel shall be assigned times to report to campus based on weather conditions before storm impacts area. Personnel shall be instructed to work	Communicate to Student Life that all plans are in place for storms arrival and impact on campus

		only in kitchen and salon areas to avoid exposure to windows in the main areas of Tuscana.	
	ResLife		
	Security		
	Info Tech	Email faculty/staff	Communicate that users need to power off computers and unplug the power cord.
	HR	No action needed	
	Academics	No action needed.	
	Media Relations	Update communications as needed.	
Post Hurricane	Security & Facilities	Campus Safety Inspection	A post hurricane inspection shall be conducted through an actual check with Safety/Security and Facilities before the all clear is given. Once this is done and the areas is declared clear, another SEU alert shall be sent out advising the community that the hurricane watch/warning or other severe weather warning has been cancelled and the campus is now "all clear." The community shall then be advised that they shall resume normal activities. If they observe any unsafe conditions, they shall be reported to Security immediately.
	Information Technology	If power is lost to the campus, transfer data center servers to PhoenixNAP.	Once services are restored, communicate that to all areas on campus.
	Media Relations	Update community through online statement, social media and other avenues. Report to local media outlets.	