

# Hurricane Emergency Response Plan

## Department of Computer Science

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### I. OVERVIEW

This document provides important information for Computer Science Department (CSD) personnel (faculty, staff, students) in the event of a hurricane watch, warning, and/or landfall in the Tallahassee/Leon County area. Please note that the procedures included here are subject to change depending upon a given storm's projected path, intensity, & duration. Individuals may also make alternate arrangements with their supervisors if they need additional time off to evacuate or secure their personal property.

### II. CRITICAL PERSONNEL

- Department Chair, Xin Yuan  
(850)644-9133 (office) | (850)728-4104 (cell)  
xyuan@cs.fsu.edu
- Technical Support Manager, Yu Wang  
(850)644-4290 (office) | (850)567-5122 (cell)  
yuwang@cs.fsu.edu
- Business Manager, Alisabet Valdes  
(850)644-5450 (office) | (786)340-8836 (cell)  
valdes@cs.fsu.edu

### III. FSU HURRICANE PLAN

<http://alerts.fsu.edu>

In the event of a hurricane, there are several avenues in which you can get a clear assessment of FSU's action plan. You may call the emergency information line at (850) 644-INFO (4636) or visit <http://alerts.fsu.edu> . You can also visit the FSU tropical storms and hurricanes website at <http://emergency.fsu.edu/hazards/tropical> . This particular site contains links to related resources including the Tropical Storm and Hurricane risk for FSU and what to do before, during and after a storm. Everyone is **strongly** encouraged to register for FSU's emergency alerts via SMS.

<https://emergency.fsu.edu/services/FSUAlert/SMSText>

#### IV. HURRICANE WATCH PROCEDURE

A hurricane watch is the first notification by the National Hurricane Center that a hurricane is a threat to the watch area, and is normally given 36 hours before the storm is expected to hit the coast. Landfall is uncertain and broad geographic areas are alerted. This is the time to start securing areas that take more than 12 hours to prepare.

At this time, *all CSD personnel* should:

- Ensure that they have a printed copy of the CSD Hurricane Plan, especially the emergency contact list (Appendix A).
- Identify important documents (files, books, etc.) and **prepare** for a hurricane warning.
- Unplug all electronic devices in their offices/labs from the wall if not returning.

In addition, *Technical support personnel* should:

- Ensure that scheduled backups are running properly and are up-to-date.

In addition, *the CSD chair* will:

- Ensure that emergency contact information for all personnel is up-to-date.
- Send an reminding email to the department asking everyone to follow any instructions sent by the department and the university, providing reminder of FSU policies at <https://emergency.fsu.edu/>, pointing people to FSU's guide on emergencies at <https://emergency.fsu.edu/sites/default/files/media/doc/FSUEmergencyPreparednessGuide1.pdf>, and asking everyone to monitor FSU's response at <http://alerts.fsu.edu/>.

#### V. HURRICANE WARNING PROCEDURE

A hurricane warning is normally issued 24 hours before a storm is expected to make landfall. Landfall predictions are more accurate, with narrower geographic boundaries. As warnings are updated, mandatory evacuations will apply to the Gulf Coast. When either a hurricane warning is issued for our area, the university is officially closed, or when the public schools announce that they will close, it is time to secure areas that take less than 12 hours to complete. If any of these announcements are made overnight and the hurricane plan is activated, it is the responsibility of each individual to report to CSD long enough to secure their offices/labs and/or notify inform your immediate supervisor of your evacuation plans.

At this time, *all CSD personnel* should:

- Unplug all electronic devices in their offices from the wall.
- Move important documents (files, books, etc) off the floor and/or to a windowless interior room.
- Remove personal valuables from the premises (*insurance does not cover personal items*)
- Inform their **immediate supervisor** of their personal hurricane plans.
- Close their office doors upon leaving the premises.

In addition, *technical support personnel* should:

- Power down **all** computers in the server and communication rooms.
- Ensure that all office computers have been shut down and unplugged.

In addition, the *CSD Chair and Technical Support* should:

- Check all CSD facilities to ensure that their property is properly secured.
- Close all office doors.

## VI. POST-HURRICANE PROCEDURE

At this time, *all CSD personnel* should:

- Contact (phone or email) *their immediate supervisor* and inform them of their personal safety, location, and post-hurricane plans.
- Call FSU Information at (850) 644-INFO (4636) to find out if the University is open.

Once FSU has reopened, *all CSD personnel* should:

- Contact the Chair or immediate supervisor to confirm that it is safe to return.
- Begin assessing any damage.

In addition, *technical support personnel* will:

- Power up all computers in server room and offices.

## VII. Appendix A: EMERGENCY CONTACTS & INFORMATION RESOURCES

### FSU Phone Numbers:

FSU Information	(850) 644-INFO (4636)
FSU Police	(850) 644-1234
FSU College of Arts & Sciences	(850) 644-1083
FSU Facilities and Maintenance	(850) 644-2424
FSU Environmental Health & Safety	(850) 644-6895
CSD Chair (Xin Yuan)	(850) 644-9133
CSD Systems Admin (Yu Wang)	(850) 644-4290
CSD Business Manager (Alisabet Valdes)	(850) 644-5450

### Websites:

Leon County Emergency Information - [www.leoncountyfl.gov/ei](http://www.leoncountyfl.gov/ei)  
FSU ALERT (Emergency Management and Instructions) - [alerts.fsu.edu](http://alerts.fsu.edu)  
FSU Hurricane Info - [emergency.fsu.edu/hazards/tropical](http://emergency.fsu.edu/hazards/tropical)  
National Weather Service, Tallahassee - [www.srh.noaa.gov/tlh](http://www.srh.noaa.gov/tlh)  
National Hurricane Center - [www.nhc.noaa.gov](http://www.nhc.noaa.gov)  
Leon County's Hurricane Survival Guide - [www.haveahurricaneplan.com](http://www.haveahurricaneplan.com)  
American Red Cross, Capital Area Chapter - [www.redcross.org/fl/tallahassee](http://www.redcross.org/fl/tallahassee)  
Florida Division of Emergency Management - [www.floridadisaster.org](http://www.floridadisaster.org)