

## Department of Physics and Astronomy 2016-17 Hurricane Preparedness: Assigned Duties

At the beginning of each academic year, the chair will designate (and inform) a specific individual within the department as being primarily or secondarily responsible for each of the duties listed below.<sup>1</sup> The secondary person will assist the primary person, or take the place of the primary person in the event that they are unable to perform their duties.

Duties	Primary Personnel	Secondary Personnel
Secure <sup>2</sup> Instructional Labs		
HWWE 104	Leisha Lopez	Chris True
HWWE 106	Leisha Lopez	Terry Richardson
HWWE 107	Linda Jones	None
HWWE 108	Ian Rumsey	Leisha Lopez
HWWE 109	Linda Jones	Leisha Lopez
HWWE 110	Leisha Lopez	Chris True
HWWE 111	Leisha Lopez	Chris True
HWWE 112	Leisha Lopez	Chris True
HWWE 302	Ana Uribe	None
HWWE 303	Leisha Lopez	None
HWWE 209	Jeff Wragg	NK
LONG 218	Chris True	Jeff Wragg
ASTR Labs (SSMB)	Chris True	Joe Carson
ASTR Observing Platform (St. Philip Garage)	Chris True	Terry Richardson
Secure <sup>2</sup> Research Labs (LONG/HWWE/LCTR/ BELL/Dixie)	Research Faculty	Chris True
Office/ Back up Computer Files	All Personnel	No secondary support
Secure <sup>3</sup> all Doors	JC Long (Alfair/NK)	HWWE (Leisha)

- **Inventory of computers and other major equipment: Chris True and Jeff Wragg**
- **Office documentation/equipment: Alfair Meredith and NK (Narayanan Kuthirummal)**
- **Plastic sheets/duct tapes/plastic bags: Alfair Meredith/Chris True**

<sup>1</sup>The Chair shall keep a record of contact information for all primary listed personnel above and annually provide an updated list of that contact information to Public Safety.

<sup>2</sup>Turn off all water, turn off all gas lines, turn off all instruments, unplug all electrical devices except refrigerators/freezer, cover all majors instrumentation to protect from water damage, and then close and lock the doors. Move computers and equipment away from windows and cover those items appropriately.

<sup>3</sup>Make sure that occupants have vacated the room, then turn off the lights, close and lock the doors.