Unit Trigger Point Assignments

Sequence	Assignments	Duration	Responsible Person(s)	Note
Trigger Point 1	May 1 Assignments Hurricane Tropical Storm season June 1			Official start to the Atlantic/Gulf of Mexico
1	Review and update provisions in place to ensure the well-being of current institutional animals used on campus.		Operations manager, department chairs, faculty researchers, teaching lab coordinators	1. Research faculty and teaching lab coordinators make a list of animals in their labs. 2. Faculty with Research Laboratory Space develop and implement action plans to secure their own research laboratory spaces and oversee their personnel. 3. Researchers and teaching lab coordinators share the lists with chairs and the college operations manager. 4. Animal care standard operating procedures are reviewed and updated as needed to ensure appropriate procedures (approved by IACUC) can be followed for the inventory of living animals. 5. Power connections are secured to maintain needed conditions.
2	Secure bio-hazardous materialsto prevent release due to an extended power outage.		Operations manager, department chairs, faculty researchers, teaching lab coordinators	1. Teaching lab coordinators and research faculty make a list of biohazardous materials in their labs. 2. Faculty with Research Laboratory Space develop and implement action plans to secure their own research laboratory spaces and oversee their personnel. 3. Research faculty and lab coordinators share the lists with chairs, the college operations manager and EHS (via college operations manager). 4. Locations and items containing biohazards are labelled. 5. Unneeded biohazardous materials are autoclaved or otherwise appropriately destroyed at this time (and prior to a storm).
3	Have a team in place to secure the chemicals storage areas and teaching labs.		Operations manager, department chairs, faculty researchers, teaching lab coordinators	1. Lab coordinators have lists of chemicals in teaching labs and storage areas. 2. Faculty with Research Laboratory Space develop and implement action plans to secure their own research laboratory spaces and oversee their personnel. 3. Researchers and lab coordinators share the lists with chairs, the college operations manager and EHS (via college operations manager). 4. Locations of chemical hazards are labelled.
4	Update the college's emergency phone tree		Administrative Coordinator of Dean's Office	Administrative Coordinator verifies updated emergency phone tree.
5	Ensure uninterupted power supply to critical laboratory equipment. Update critical equipment list.		Dean, operations manager, department chairs, and faculty	1. Administrative Coordinator of Dean's Office emails department chairs to create a list of critical equipment that needs uninterrupted power supply. The list includes (a) responsible faculty's name, (b) equipment, (c) location, (d) pertinent comments. 2. Administrative Coordinator shares the compiled list with the dean, department chairs, and college operations manager.
6	Have supplies for protecting equipment and effecting hurricane preparations available.		Operations manager, department chairs, faculty researchers, teaching lab coordinators	each unit office will review the list of hurricane supplies required to secure the areas of responsibility
7	Do photo inventory of lab and office equipment.		Operations manager, department chairs, faculty researchers, teaching lab coordinators	Each office, teaching and reseasrch laboratory needs a current photo inventory
8	Critical research sample preservation		Operations manager, department chairs, center directors, faculty researchers	1. Inventory high priority refrigerated/frozen samples or reagents needing backup power in the event of storm. 2. Ensure transport coolers are available. 3. Operations manager will identify power outlets to receive freezers/refrigerators. 4. Dry ice source will be verified. 5. Refer to college specimen/sample preservation guide for details.
9	Maintain up-to-date Academic Continuity plan.		dean, department chairs, operations manager, teaching lab coordinators, research faculty	1. college office and departments should review the Academic Continuity plan 2. update as needed

Unit Trigger Point Assignments

Sequence	Assignments	Duration	Responsible Person(s)	Note
Trigger Point 2	Hurricane Risk Indicator – RPA +:- StormGeo Weather's Response Plan Activator (RPA)			
1	Review and update provisions in place to ensure the well-being of current institutional animals used on campus.		same as Trigger Point 1	Update Trigger Point 1 as needed.
2	Secure bio-hazardous materials to prevent release due to an extended power outage.		same as Trigger Point 1	Update Trigger Point 1 as needed.
3	Secure the chemicals storage areas and teaching labs.		same as Trigger Point 1	Update Trigger Point 1 as needed.
4	Verify college's emergency phone tree		Administrative Coordinator of Dean's Office	Administrative Coordinator verifies emergency phone tree.
5	Ensure uninterupted power supply to critical laboratory equipment.		Dean, College operations manager, department chairs, faculty	College operations manager verifies availability of emergency power. If not available, faculty member responsible for the equipment should develop a power down procedure with his/her research team members.
6	Critical research sample preservation		Operations manager, department chairs, center directors, faculty researchers	1. Transfer designated samples to Tidal Hall. 2. Record location of each transfer. 3. See College specimen/sample preservation guide for details.
7				
8				

Trigger Point 3	Worst Case Scenario (WSC) 39 mph <72 hrs. and Probability of Wind Impact (PWI) 58 mph >20%			
1	Ensure the well-being of current institutional animals used on campus.		same as Trigger Point 1	Update Trigger Point 1 as needed.
2	Secure bio-hazardous materials to prevent release due to an extended power outage.		same as Trigger Point 1	Update Trigger Point 1 as needed.
3	Secure the chemicals storage areas and teaching labs.		same as Trigger Point 1	Update Trigger Point 1 as needed.

Unit Trigger Point Assignments

Sequence	Assignments	Duration	Responsible Person(s)	Note
4	Ensure uninterupted power supply to critical laboratory equipment.		same as Trigger Point 1	Update Trigger Point 2 as needed
5	Review personnel that will be on vacation.		Dean, administrative coordinator	
6	Provide a list of field trip schedules and personnel traveling out of Corpus Christi on business to Academic Planning.		Dean, administrative coordinator, department chairs, center directors	
7	Provide a list of college activities, University events calendar and meetings planned to the Incident Commander.		Dean, department chairs, center directors, unit administrative coordinators	
8	Critical research sample preservation		Operations manager, department chairs, center directors, faculty researchers	Update Trigger Point 2 as needed
Trigger Point 4	Worst Case Scenario WCS 39 mph < 48 hrs. and Probability of Wind Impact PWI 58> 30%			
1	Ensure the well-being of current institutional animals used on campus.		same as Trigger Point 1	in addition to responses from Trigger Point 1, investigators may euthanize study animals that would not survive an outage per IACUC protocols
2	Secure bio-hazardous materials to prevent release due to an extended power outage.		same as Trigger Point 1	in addition to responses from Trigger Point 1, investigators destroy cultures that could be problematic with extended power outages
3	Secure the chemicals storage areas and teaching labs.		same as Trigger Point 1	Update Trigger Point 1 as needed.
4	Ensure uninterupted power supply to critical laboratory equipment.		same as Trigger Point 1	Update Trigger Point 1 as needed.
5	Dismiss classes		dean	
6	Complete securing all laboratories and offices		dean, faculty and staff	all equipment covered/protected, moved off the floor. 2. data backup and storage complete. 3. Faculty and staff evacuate campus with work-related materials (computers, etc.). 4. cellphone lists tested
7	Coordinate securing boats and vehicles with UPD. Deliver keys to UPD.		Operations manager and staff, center directors and staff	
8				

Unit Trigger Point Assignments

Sequence	Assignments	Duration	Responsible Person(s)	Note
9				
10				