

## CASE Hurricane Preparedness Guide

Hurricane Season runs June 1<sup>st</sup> through November 30<sup>th</sup>.

### News and Updates

FIU's Office of External Relations will send storm updates periodically to the University community via email, or you may also consult <https://news.fiu.edu/> for the latest information. In addition, you should also check out the following resources:

- [National Hurricane Center](#)
- [FIU Department of Emergency Management](#)
- [Miami-Dade County's Hurricane guide](#)

### Departmental Hurricane Checklist (making appropriate preparations):

- Do not wait until the day before a hurricane to back-up your files. Please contact CASTIC at 305-348-2694 to have the FIU Crash-plan program installed or go to <http://askit.fiu.edu>.
- Make sure to stock large plastic bags and masking tape to cover computers and other valuable equipment. These can be purchased from **myFIUmarket**.
- If necessary, items such as: flashlights, batteries, first-aid kits, sandbags, and tarps may be purchased from Home Depot or Walmart using the departmental commodity card.
- Turn off and unplug computers and other electronic office equipment.
- Clear all laboratory tables and areas of all possible apparatus and glassware, and place the items in a protected location (labs, if necessary). For specific questions, you may email Environmental Health & Safety ([ehs@fiu.edu](mailto:ehs@fiu.edu)).

### Call Tree

A **Call Tree** is a layered hierarchical communication model used to notify specific individuals of an event. A common arrangement is that one person will call a small group of staff members with a message, then those persons will phone other staff and pass on the message, until finally all relevant members of staff have received the message. To ensure that a *call tree* is effective it should be regularly updated (**supervisors at all levels are tasked with keeping an updated phone list of their direct reports**). Missing or changed phone numbers can negatively influence the performance of a call tree.

### Call Tree Procedure:

1. Our call tree starts at the top of our College's organization, with the Dean receiving information regarding the emergency and contacting his direct reports to disseminate said information.
2. The Dean's direct reports will then distribute this information to their direct reports so they can communicate emergency information down the College's hierarchy.
3. Directors will be tasked with making all assigned calls to their direct reports.

### Returning to Work:

In the event that the University is closed after a storm for an extended period of time, please wait for communication from your direct supervisor or, you may also check for updates on our multiple social media platforms, as well the FIU news page:

1. Twitter; @FIUCASE
2. Facebook; @FIUCASE
3. Instagram; @FIUCASE
4. FIU news; <https://news.fiu.edu/>