

Research Development

Emergency Plan

The SCSB Research Development group has limited financial exposure in the event of a storm. In the event of a storm in the Galveston area the following resources should be protected.

- 1) Research Building 6, 4.102: This office has only a laptop, monitor, and phone system. The laptop and monitor will be removed to an offsite location, while the phone and important paperwork will be “bagged” to prevent water damage from leaky ceilings and placed on the conference table in room 4.220.
- 2) Research Building 6, 4.222 This office has only a laptop, monitor, and phone system. The laptop will be removed to an offsite location, while the phone, monitor and important paperwork will be “bagged” to prevent water damage from leaky ceilings and placed on the conference table in room 4.220.
- 3) Research Building 6, 4. 220A/B: This office has only a laptop, monitor, and phone system. The laptop and monitor will be removed to an offsite location, while the phone and important paperwork will be “bagged” to prevent water damage from leaky ceilings and placed on the conference table in room 4.220.
- 4) Research Building 6, 4. 220: A single color printer is located in this room. It should be powered off, unplugged and “bagged” to prevent water damage from leaky ceilings. The conference room is in an internal windowless room, which shall be locked against possible wind and rain damage.

SCSB Research Resource Protection Checklist

- 1) RB6-4.102
 - Power off and unplug computer and monitor.
 - Pack up and remove laptop and monitor to off site location.
 - Pack up and remove backup drives to off site location.
 - Bag phone with plastic bag located on shelf below phone.
 - Bag misc items and place on desk against wall.
 - Remove items from window.
 - Insure door is locked.

Emergency Contact Information

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2) RB6-4.222

- Power off and unplug computer and monitor.
- Pack up and remove laptop to off site location.
- Bag monitor and place on conference table in room 4.220.
- Bag phone with plastic bag located in drawer in desk and place on conference table in room 4.220.
- Bag misc items and place in room 4.220 on the conference table.
- Insure door is locked.

3) RB6-4.220

- Power off and unplug printer.
- Bag printer with plastic bag under printer.
- Bag misc items and place in room 4.220 on the conference table.
- Insure all doors are locked.

4) RB6-4.220A/B

- Power off and unplug computer and monitor.
- Pack up and remove laptop and monitor to off site location.
- Pack up and remove backup drives to off site location.
- Bag phone with plastic bag located in cabinet above desk and place on conference table in room 4.220.
- Bag misc items and place in room 4.220 on the conference table.
- Insure doors are locked.

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