Phase I - Initial Preparations (4 days prior to storm)
- Managers meet / Review storm status and forecast
- Review University Emergency Operations Plan
- Initiate debris removal from gutters, area drains, culverts, etc
- Rent emergency equipment if necessary
- Inventory & procure necessary hand tools and and other materials (ice melt, sand, sand bags, erosion control materials, etc)

Phase II - Increased Readiness (3 days prior to storm)
- Garden staff meeting on storm status and prep
- Fuel trucks, tractor, toro, ditchwitch, generators, chainsaws, pumps, chipper, gas cans, mixed fuel cans, diesel fuel cans and bulk fuel storage
- Check First Aid Kits and PPE (hard hats, safety glasses, etc.)
- Prepare chain saws, sharpen chains, procure spare parts
- Equipment tested
- Set priorities and assign response duties for post storm
- Prepare necessary storm signage
- Prepare sand bags and erosion control devices

Phase III – Storm Pending (1-2 days prior to storm)
- Meet with garden staff, set priorities and confirm action plan
- Secure all loose items in compound, DDC, and gardens.
- Lay down plant material in nursery
- Place erosion control devices on paths; clear all swales and catch basins.
- Lower water level of north pond if high rain event
- Winter: apply salt to access points to DDC (including driveway and sidewalks)
- Secure fences and compound
- Shut down irrigation systems & shut off back flows if necessary
- Shut down feature stream pumps
- Feed / water animals
- Unplug office equipment
- All cell phones charged, all garden carts charged
- Review call back tree
- Close gardens & place signage

Phase IV – Post Storm (when safe to return)
- Evaluate storm damage, meet with garden staff, prioritize clean up
- Place appropriate caution signage at gates
- Snow/Ice: focus on clearing access to DDC (driveway and sidewalks) before moving into garden
- Check status of poultry (if an adverse event has impacted poultry, refer to SOP Animal Adverse Events and Disaster Plan)
- Restore garden systems and reopen when safe for visiting public.
Emergency Contacts

- **Duke Police**
  919 684 2444  or 911 in emergency

- **Durham Police**
  919 560 4601

- **Duke Safety Office**
  919 684 2794

- **Duke Risk Management**
  919 684 6226

- **STAFF:**

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