

# SPDG Storm Preparation

- ❑ **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:

### **Bobby Mottern, Director of Horticulture**

Cell: 919 730 0591

Office: 919 668 1700

Email: [bobby.mottern@duke.edu](mailto:bobby.mottern@duke.edu)

### **Bill LeFevre, Executive Director**

Home: 919 383 5078

Cell: 919 730 1941

Office: 919 668 3604

Email: [bill.lefevre@duke.edu](mailto:bill.lefevre@duke.edu)

### **Jason Holmes, Curator Doris Duke Center Gardens**

Cell: 919 730 3267

Office: 919 668 3928

Email: [jmholmes@duke.edu](mailto:jmholmes@duke.edu)