

**BROWARD EMERGENCY OPERATIONS PLAN
DEPARTMENT EMERGENCY COORDINATORS CHECKLIST**

EACH SPRING MANDATORY TRAINING REQUIRED

Each Spring:

	Appoint an alternate and notify Fran Viera at fviera@fau.edu .
	Develop or update emergency contact information for all members of your Department.
	Submit a copy of new or updated list.
	Prepare an inventory of all valuables and keep secure copies for damage assessment. Besides a written inventory list, consider pictures of the items or videotaping.
	Encourage employees to get an account on the university central server to back up their data (files only, not programs) on their computers on a regular basis.

In case of hurricane or tropical storm watch or other campus-wide emergency alert:

	Disseminate written instructions for use by Department personnel in emergency situations.
	Train Department personnel to carry out their responsibilities in an emergency
	Provide necessary material for proper protection of equipment.
	Maintain contact with the Building Manager/Emergency Building Supervisor, and other representatives of the EOC.

In case of a hurricane warning or other serious threat:

	Assume a total failure of the building exterior envelope such as windows, doors, and roof.
	Instruct all employees to take personal possessions home. The university will not reimburse for any personal property damage.
	Do not store any items in hallways.
	Unplug all electrical equipment.

	Place small equipment, including phones, inside filing cabinets, desks.
	Wrap all computers, monitors, servers, books, specialized instruments or tools, copy machines, typewriters, artwork or other equipment subject to water damage in plastic and place on top of desks or in an interior room where possible.
	Remove all equipment that is in close proximity to windows or glass doors.
	Clear desks or any loose or small items. Place them away from doors or windows.
	Back up computer files on the university server or on a disk or tape.
	Remove hanging wall frames or any loose items in bookshelves if they are not secure.
	Make sure valuable files and papers are secured and the cabinet covered in plastic.
	Make sure the Critical Equipment Protection Card is on the door or in plain view in any laboratory or office where valuable or sensitive equipment is found.
	Notify the Emergency Building Supervisors once your department area is secure. Refer to this document for contact telephone numbers to specific personnel.

After the storm:

	Call the Hotline (954) 236-1800 or (561) 297-2020.
	If you are designated essential personnel, check in at the Emergency Operations Center when you arrive on campus to do the assessment.