### GUIDELINES FOR CRITICAL RESOURCES PROTECTION

<table>
<thead>
<tr>
<th>Building/Room #:</th>
<th>Responsible Person:</th>
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<tbody>
<tr>
<td>Date:</td>
<td>Alternate Designee:</td>
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The following details procedures to properly safeguard critical resources in this area.

### RESOURCE | METHOD OF PROTECTION
--- | ---
**Equipment; Electronics, Electrical** |  
**Equipment: Furniture** |  
**Equipment: Appliances** |  
**Resources: Files and Vital Records** |  
**Resources: (Other)** |  
**Resources: (Other)** |  

### IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>University-wide Hotline</th>
<th>888-8FAUOWL (832-8695)</th>
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<tbody>
<tr>
<td>Boca Raton Campus Police</td>
<td>561-297-3500</td>
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<tr>
<td>Broward – FAU Davie Police</td>
<td>954-236-1140</td>
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<tr>
<td>Broward – Fort Lauderdale Security</td>
<td>954-201-7949(AT), 7636(HE)</td>
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<tr>
<td>HBOI Police</td>
<td>772-216-1124</td>
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<tr>
<td>MacArthur Campus Police</td>
<td>561-799-8700</td>
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<tr>
<td>Sea Tech Security</td>
<td>954-924-7000</td>
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<tr>
<td>Environmental Health and Safety</td>
<td>561-297-3129</td>
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<tr>
<td>Emergency Management</td>
<td>561-297-4587</td>
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### FAU HURRICANE PREPAREDNESS GUIDELINES

**Offices and General Spaces**  
**Rev. Jan 2016**

When the National Hurricane Center issues a hurricane watch for any area affecting an FAU campus, review the specifics of your hurricane procedures. Once a hurricane warning has been issued that affects your FAU campus, implement your hurricane procedures so employees can return home to initiate their own hurricane preparations.

**General:**
- Prepare an inventory of all valuable items and secure copies for damage assessment.
- Take photographs of space occupied (for reimbursement purposes).
- Get pre-approval from the Financial Affairs to move university equipment, vehicles, and boats to a secure off-campus location.
- Ground floor areas should store items 2’ above the ground; Top floor areas should cover and place critical equipment under desks or tables, if possible in case of roof damage.
- Move critical resources to interior rooms with no windows, if possible.
- Print out damage assessment forms for use upon return. Forms are available on the web at [http://www.fau.edu/emergency](http://www.fau.edu/emergency).

**Resources (electronics, electrical):**
- Unplug all electrical equipment.
- Place small equipment inside filing cabinets, desks or other secure locations.
- Cover all equipment that cannot be moved with bags or plastic, or tape shut.
- Do not unplug phones. Place phones in desk drawers if cords are long enough.

**Resources (other):**
- Wrap valuable equipment, instruments, and artwork in plastic and place on desks in interior rooms, if possible, or under desks if located on the top floor.
- Back up computer hard drives and secure the back-ups.
- Move files and vital records to interior rooms or wrap in plastic.
- Move empty recycle bins inside for use in storing records or electronic equipment.

**Before leaving the facility:**
- Take personal possessions with you.
- Lock and latch all doors and windows.
- Inform University Police at **561-297-3500, option 9** when your area is secure and occupants have evacuated.

**After the storm:**
- Complete damage assessment forms before any cleanup or removal of damaged goods is undertaken.
- Take photographs of damage.

**REMEMBER: YOUR UNIT IS RESPONSIBLE FOR SAFE GUARDING YOUR EQUIPMENT AND RESOURCES**