

In the event of a major hurricane, most buildings will probably sustain some, if not substantial, damage. The degree of damage to equipment, records and infrastructure can be reduced through planning. Prepare an inventory of all valuable items and secure copies for damage assessment. **Photos or videotaping of the items will assist in FEMA claims and payments.**

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.

Hurricane procedures should include the following actions:

For offices:

- Get pre-approval from the Financial Affairs to move university equipment, vehicles, and boats to a secure off-campus location.
- Unplug all electrical equipment.
- Place small equipment inside filing cabinets, desks or other secure locations.
- Back up computer hard drives and secure the back-ups.
- Do not unplug phones. Place phones in desk drawers if cords are long enough.
- Move empty recycle bins inside for use in storing records or electronic equipment.
- 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.
- Move files and records to interior rooms or wrap in plastic.
- Take personal possessions home and prepare to evacuate.
- Lock and latch all doors and windows.
- A designated person in the department should notify the building safety supervisor or University Police at 561-297-3500 when their area is secure and occupants have evacuated.
- After the hurricane, fill out damage assessment forms before any cleanup or removal of damaged goods is undertaken. Forms are available on the web at <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>

For laboratories: (in addition to the pertinent guidelines from above)

- Unplug all electrical equipment, **except those used to store climate controlled samples etc.** Make provisions to keep samples stored in this equipment climate controlled in case of loss of power.
- Do not leave hazardous materials on countertops, open shelves, or floors.
- Store radioactive, chemical, and biological hazards in secured compartments appropriate to their hazard (e.g. solvents in flammable storage cabinets, corrosives in acid/base cabinets, radioactive materials in their shipping containers with adequate shielding, biologicals in incubators, dry chemicals in cabinets with wooden or metal-not glass-doors, water reactive chemicals in impervious, sealed containers).

- Do not store in volatile, toxic or hazardous materials displaying respiratory hazards in fume hoods. Anticipate loss of power.
- Empty and store limited numbers of small, breakable containers or objects (e.g. test tubes, petri plates, microscope slides, etc.).
- Store limited numbers of small breakable containers or objects in secondary containers such as plastic trays or 5 gallon utility buckets.
- Keep warning labels handy for the hazards that you work with for after storm labeling, if needed.
- Keep a supply of waterproof containers/sealable bags for lab notes, research documentation, computer disks, and any other materials that you cannot afford to have damaged.

The Hurricane Guidelines Card is a good tool to use for securing your office or lab. You can access this at <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>

STORM TERMS

Tropical depression – An organized system of clouds and thunderstorms with a defined circulation and top sustained winds of less than 39 mph.

Tropical storm – An organized system of strong storms with a defined circulation and top sustained winds between 39-74 mph.

Tropical storm watch – Tropical storm conditions are possible in the specified area of the watch within 48 hours.

Tropical storm warning - Tropical storm conditions are expected in the affected area within 36 hours.

Hurricane – An intense tropical weather system with a well defined circulation and sustained wind speed of 74 mph or higher.

Hurricane watch – Hurricane conditions are possible within the specified area within 48 hours. At this point take immediate action to protect your family and property.

Hurricane warning – Hurricane conditions are expected in the specified area within 36 hours.

Another source of information is The National Hurricane Center's web page at <http://www.nhc.noaa.gov/>.

If you have any questions or comments please call Environmental Health and Safety at 7-3129 or email ehs@fau.edu.
