

HURRICANE GUIDELINES FOR CRITICAL EQUIPMENT PROTECTION

Building/Room #:	Responsible Person:
Date:	Alternate Designee:

The following details procedures to properly safeguard critical equipment in this area.

EQUIPMENT	METHOD OF PROTECTION
<i>Office Electronics</i>	
<i>Office Furniture</i>	
<i>Office Appliances</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	

IMPORTANT NUMBERS (as of May 2011):

University-wide Hotline	888-8FAUOWL (832-8695)
Boca Raton Campus Police	561-297-3500
Port. St. Lucie Campus Police	772-873-3401
MacArthur Campus Police	561-799-8700
Broward – FAU Davie Police	954-236-1140
Broward – Ft. Lauderdale Security	954-762-5120
HBOI	772-216-1124
Environmental Health and Safety	561-297-3129

**REMEMBER: YOU MUST TAKE RESPONSIBILITY TO SAFE
GUARD YOUR EQUIPMENT AND MATERIALS**

HURRICANE GUIDELINES

Office

Move critical equipment to interior rooms with no windows, if possible; Cover all electronics with bags or plastic, tape shut; 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.

Laboratory

Keep your material inventory to a minimum.

- ◆ **Immediately end** all experiments in progress and halt the use of chemical, radiological, or biohazardous agents.
- ◆ **No hazardous** materials should be left on countertops, open shelves, or floors.
- ◆ **Radioactive, chemical, and biological hazards** should be stored 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).
- ◆ **No storage in fume hoods or refrigerators** for volatile, toxic or hazardous materials displaying **respiratory** hazards and those that are **climate controlled**. Anticipate loss of power.
- ◆ **Limited numbers** of small, breakable containers or objects (e.g. test tubes, petri plates, microscope slides, etc.) should be emptied and stored.
- ◆ **Limited numbers** of small breakable containers or objects can be placed in secondary containers such as plastic trays or 5 gallon utility buckets.
- ◆ **The secondary** containers or trays can then be securely stored in cabinets located in areas of low flood potential.
- ◆ **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.

Areas of storage should be in interior rooms if possible, 2' off the floor (in case of flooding) and under desks, tables, or in cabinets