

HURRICANE EMERGENCY PLAN
John D. MacArthur Campus Library
FLORIDA ATLANTIC UNIVERSITY
Revised March, 2008

Office of Vice President of the John D. MacArthur Campus notifies:

Ethan Allen
Library Director
Office phone: 6-8030

Alternate
Marian Judka
Senior Library Technical Assistant
Office Phone: 6-8530

Alternate
Ricardo Pasos
Senior Technical Library Assistant
Office Phone: 6-8112, 6-8030

HURRICANE WATCH PREPARATIONS

1. Director (in his absence, next alternate) will notify library staff to follow procedures to protect equipment identified in their hurricane preparedness plans. See attached list, "Equipment to be protected in the event of a hurricane." Director (or alternate) should determine whether help is needed or if it is not necessary for additional staff to come to campus.
2. Library staff will cover certain vital equipment with plastic sheets or plastic bag if the storm is Category 3 or over. Throw appropriate plastic over second floor book ranges and computers if hurricane is Category 3 or over.
3. Flashlights, extra batteries and a battery-operated radio are stored in cabinet in workroom 107. Batteries will be tested prior to hurricane season annually.
4. A weather radio is on a counter in the workroom 105C.

HURRICANE WARNING: EVACUATION OF MACARTHUR CAMPUS LIBRARY

Upon official notification that a Hurricane Warning is in effect, the Director (or alternate), will close the Library as follows:

Notify Director of the FAU Libraries (Dr. Miller at work is 7-3760 and at home is 561-477-6199) that the MacArthur Campus Library is closing. Advise Dr. Miller about the preparations that have been made to protect equipment, books and files. Notify library staff to evacuate the building for home or other safe shelter as soon as possible. If notification to close occurs on a weekend or at night, the Director (or alternate) will carry out evacuation and closing procedures. If Director or alternates are not available or unable to come to campus, Library staff on duty will carry out evacuation and closing procedures.

- a. An initial closing announcement is made and repeated once. If a deviation in the proposed announcement is necessary, it is determined at this time. Otherwise, the prescribed announcement is:

“A HURRICANE WARNING HAS BEEN DECLARED FOR THIS AREA. AT THIS TIME EVERYONE SHOULD LEAVE THE CAMPUS.”

- b. If necessary, the above announcement is made again in five minutes (10 minutes before closing) and repeated once.
- c. If patrons are remaining in the library, the final announcement is made and repeated once at closing time:
“THE LIBRARY IS NOW CLOSED. ALL UNAUTHORIZED PERSONS MUST LEAVE THE LIBRARY AT THIS TIME. A HURRICANE WARNING HAS BEEN DECLARED FOR THIS AREA. THE LIBRARY IS NOT A PUBLIC SHELTER AND MUST BE CLOSED.”
- d. The doors to the Library are locked.
- e. The Library staff make a check of the library, including the group study rooms, to be sure that everyone has left.
- f. Someone remains at the Circulation Desk to watch for emergency personnel and answer the telephone while the final check is made.
- g. Upon completion of the final check, lights in the library are turned off and the doors are re-checked for proper locking.
- h. Call Campus Police (cell phone: 339-0015) to notify them of the procedures that have been carried out, that Dr. Miller has been notified and that staff are leaving.

HURRICANE:
EQUIPMENT TO BE PROTECTED

Although the safety of the staff takes priority over safety of the library and its contents, please make an effort to protect the library when possible.

- Hurricane plastic is stored where it is needed.
- Plastic bags for covering computers are stored in the computer lab (room 105A).
- Plastic for covering Service Desk equipment and equipment in room 105C is stored in room 105C.
- Plastic for first floor shelving, furniture and equipment is in storage room 107B, in the back of the library.
- Plastic for second floor shelving, furniture and equipment is in 202B.

Boxes of plastic on each floor are labeled for compact shelving, art books, children’s books, periodicals, reference, and comfortable chairs. 39-gallon bags (stored in a plastic bag) are for covering TV sets, printers and similar smaller equipment. Second floor book ranges are to be covered in a Category 3 hurricane or higher.

The following is a checklist of equipment to be protected. If equipment is in a room, the room should be locked after equipment has been placed in them.

Abbreviations: U= Unplug, C= Cover with plastic sheeting or plastic bag, if Category 3 hurricane or higher

- a. Public PCs, lab PCs, & service desk PCs—U, C

- b. Public photocopy machines -- U, C
 - c. Network printer – U, C – make note of how it was unplugged so it can easily be restored to service.
 - d. Reader’s Edge & ADA Computer – U
 - e. Owl card machines – U, C
 - f. Periodicals – C
 - g. Upstairs Book ranges – C
 - h. Reserve materials and book trucks – C
 - i. Microform reader-printers – U, C
 - j. Microwave, refrigerator – U
 - k. Television monitors – U, C
 - l. Artwork in exhibits area will be taken down, and stored in study room. Hibel paintings located away from windows will be left as is. Items in staff offices will be taken care of by staff. Please secure items in offices of staff who are not on campus during this time.
 - m. Art Slide system – U
 - n. Video Conference Call Equipment – U,C
 - o. **Room 202B**
 - Shut down and turn off Servers, then turn off monitors.
 - Unplug the Servers only *from the back of the APC UPS battery backup units* and then shut off and unplug the APC UPS units from the wall outlets. Make notes on where everything is plugged in to restore it in the same way for reopening.
 - Cover the Servers, monitors, keyboards and APC UPS units with plastic trash bags.
- All staff will leave as soon as required duties have been completed and campus police have been notified.**

Post Hurricane: Procedures

FIRST ITEMS TO BE CHECKED:

- A) Be certain of structural integrity of building before entering
- B) Be certain of electrical conditions inside building
- C) Determine condition of computers, printers, copiers, telephones and fax machine
- D) Determine condition of library materials, i.e. books, journals, and microfilm

FOR CLEANUP AND PHYSICAL REPAIRS:

For general cleanup, call Jerome Williams - Coordinator, Support Services (phone: 6-8588)
An inventory of the computer equipment and furniture, with property tags, is attached. We do not have a listing of date of purchase and cost for all the equipment. Replacement value of PCs is approximately \$2000 each.

VENDORS AND CONTACTS FOR REPAIRS OF CRITICAL EQUIPMENT:

- A) Computers - Dell -- Call the Boca Library’s Systems Dept. -- Elaine Hyman (7-3773) or Adit Burkule (7-2069).
- B) Network Laser Printer – Toshiba : 800-526-7926
- C) Copiers – Toshiba : 800-526-7926
- D) Telephones - Trouble/Repair: 7-6333, Customer Service: 7-6235

Copy: Dr. William Miller, Dr. Kristen Murtaugh, Wayne Landowski, Joanne Julia, Christopher Ott