

## GUIDELINES FOR CRITICAL RESOURCES PROTECTION

<b>Building/Room #:</b>	<b>Responsible Person:</b>
<b>Date:</b>	<b>Alternate Designee:</b>
The following details procedures to properly safeguard critical resources in this area.	
RESOURCE	METHOD OF PROTECTION
<i>Resources: Hazardous Materials</i>	
<i>Resources: Other Materials</i>	
<i>Equipment; Electronics, Electrical</i>	
<i>Equipment: Furniture</i>	
<i>Resources: Files and Vital Records</i>	
<i>Resources: (Other)</i>	

### IMPORTANT NUMBERS

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

## FAU HURRICANE PREPAREDNESS GUIDELINES

### Laboratories

*Rev. Jan 2016*

*When a hurricane watch is issued 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 and hazardous materials:**

- Inventory all valuable resources and secure copies for damage assessment. Note: Keep your hazardous material inventory to a minimum.
- 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.
- End all experiments and halt the use of hazardous materials.
- Secure all hazardous materials 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, biological in incubators, dry chemicals in cabinets with wooden or metal-not glass-doors, water reactive chemicals in impervious, sealed containers). **Do not store respiratory hazards in fume hoods or climate controlled materials in refrigerators (unless generator power is available).**
- Empty and store limited numbers of small, breakable containers or objects (e.g. test tubes, petri plates, microscope slides, etc.). (Can be stored in secondary containers such as plastic trays or 5 gallon utility buckets.)
- Store critical equipment and materials 2' above the ground (ground floor); under desks or tables if possible in case of roof damage (top floor).

#### **Resources (electronics, electrical equipment, other):**

- Unplug electrical equipment not used in critical functions that must continue.
- Secure, relocate (to interior rooms, etc) or cover critical equipment.
- Do not unplug phones. Place phones in desk drawers (if possible).
- Back up computer hard drives and secure the back-ups.
- Move files and vital records (research data, notes) to interior rooms or place in waterproof containers or sealable plastic bags.

#### **Before leaving the facility:**

- Print damage assessment forms for use upon return from <http://www.fau.edu/emergency>
- Keep extra hazard warning labels handy for after storm labeling if needed.
- 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.
- Take photographs of damage.

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