

## 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>Equipment; Electronics, Electrical</i>	
<i>Equipment: Furniture</i>	
<i>Equipment: Appliances</i>	
<i>Resources: Files and Vital Records</i>	
<i>Resources: (Other)</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

### 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>.

#### 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**