



University Architect & VP for Facilities Policy & Procedure #5

- TITLE:** **POST HURRICANE DAMAGE ASSESSMENT PROCEDURES**
- OBJECTIVE AND PURPOSE:** To assess campus damage, process necessary work orders/documentation to initiate repairs, and document all damages in preparation for processing FEMA claims.
- RESPONSIBILITY:** **ACTION**
- OFFICE OF THE UNIVERSITY ARCHITECT & VICE PRESIDENT**
 - ◆ Once the appropriate authorities have authorized travel in areas after the Hurricane has passed, the VP for Facilities will conduct an “all-call” to Directors advising them to convene in the Campus Operations Bldg. #69 (CO-69) or other designated area for instructions.
 - ASSOCIATE DIRECTORS**
 - ◆ All division Associate Directors will be on call to address partner campuses.
 - DIVISION DIRECTORS**
 - ◆ Contacts their Level 1 personnel and any specified Tier 1 personnel, to report to CO-69 or designated area/campus for further instructions.
 - OFFICE OF THE UNIVERSITY ARCHITECT & VICE PRESIDENT FOR FACILITIES**
 - ◆ Assigns available staff to campus sector corresponding with color coded binders for each sector.
 - ◆ Sector teams are based on Level 1 and Tier 1 essential personnel employees.
 - ◆ Verifies that each Sector team is equipped with cameras, flashlights, building master key and roof access key.
 - SECTOR TEAMS**
 - ◆ Perform field assessments for buildings and/or other campus facilities, signage, grounds, and/or roadways within designated sector. Sector teams are to take photos and complete a Damage Survey Report form (DSR) (**Attachment “A”**) of their findings for each notation of visible damage.
 - ◆ Upon completion of assigned sector, teams return to CO-69 or other designated area with completed forms and photos for input by assigned data entry personnel.
 - DATA ENTRY PERSONNEL**
 - ◆ Compiles and inputs field data and photos into respective Hurricane sub-folders location: [O:\Hurricanes\General Info\Naming Guidelines.doc](#) or [Hurricane Folder Structure](#).
 - CAMPUS WIDE**
 - ◆ When safe to enter buildings, occupants complete Unit Damage Assessment forms (**Attachment “B”** – also see Unit Emergency Response Plans for forms) and fax or email to ehs@fau.edu.
 - ◆ Complete form for all hurricane damage(s) to area/equipment.
 - DATA ENTRY PERSONNEL**
 - ◆ Cross reference Unit Damage Assessment form (**Attachments “B”**) information against master list for each building to compile a comprehensive list of damages.
 - ENVIRONMENTAL HEALTH & SAFETY**
 - ◆ Implements a tracking system for the processing of FEMA claims.

Issued By: Donaudy	Date Issued: 1/2010	Date Revised	Effective Date: 1/2010
			N/A
APPROVED:	Vice President	Assistant V.P.	Director



**Facilities Systems Evaluation
DSR DAMAGE SURVEY REPORT (DSR)**

Report Date: _____

Event: _____

Date of Event: _____

Campus: Boca Raton Davie Fort Lauderdale Jupiter
 SeaTech Harbor Branch Port St. Lucie

Facility Number: _____

Facility Name: _____

Assessment Team: _____

Age of Facility:
Construction Completed:
Current Year:
Original Report Date:
Updated:

** All grey areas to be completed by Facilities*

Line Item #	Room # / Area	Description	Photo Numbers	CSI Division	GSF	Preliminary Repairs Estimate			
						Unit Cost (\$/sf or lf)	Extension	Lump Sum	Estimated Total
1							\$ -		\$ -
2							\$ -		\$ -
3							\$ -		\$ -
4							\$ -		\$ -
5							\$ -		\$ -
6							\$ -		\$ -
7							\$ -		\$ -
8							\$ -		\$ -

ATTACHMENT "A"

UNIT ASSESSMENT FORM – SPACE

Storm/Hurricane/Event: _____

Fax completed form to EH&S at 561.297.2210 or e-mail to ehs@fau.edu

Campus

Building Name

Bldg.#

Room#

REMEMBER, YOUR SAFETY COMES FIRST!

Space is (check all that apply):

Not-USABLE

Usable

WET/ DAMP

DRY

In the aftermath of a disaster, evaluating and reporting damages in your unit's facilities is everyone's responsibility.

Check which basic services are operational:

	YES	NO		YES	NO
Phone			Power		
Internet			Water		

Ceiling tiles (e.g., wet, sagging, missing): _____

Walls (e.g., cracks, watermarks, soot): _____

Floor/Carpet (e.g., wet, burnt, torn, mildew): _____

Water leaks (e.g., from roofs, through walls, windows): _____

Doors & Windows (e.g., broken locks, hinges, awnings): _____

Fixtures (e.g., electrical outlets, lightning): _____

Other: _____

Contact Person: _____

Telephone: _____

Department: _____

Fax Number: _____

ATTACHMENT "B" (1 of 3)

UNIT DAMAGE ASSESSMENT - OFFICES & GENERAL OPERATIONS

Storm/Hurricane/Event: _____

Fax completed form to EH&S at 561-297-2210 or e-mail to ehs@fau.edu

Building: _____ Room: _____
 Inspected By: _____ Date: _____
 Phone: _____

Category	Description (Brief description of damage)	Condition*
Electrical Equip.		
Computers		
Printers		
Monitors		
Peripherals (identify)		
Copiers		
Other		
Communications		
Telephone Service		
University Network		
Two-way Radios		
Fax Machines		
Email		
Other		
Supplies		
Paper		
Forms		
Books		
Files		
Other		
Furniture		
Chairs		
Desks		
Credenzas		
Tables		
Cabinets		
Other		

* Please use your best judgment for assigning condition assessment ranking based on the following:

- | | |
|-----------|--|
| Good | No Damage |
| Fair | Damage appears superficial, can be used as is |
| Moderate | Damage appears moderate, repairs may be possible |
| Severe | Damage appears to be severe, repairs unlikely |
| Destroyed | Damaged beyond recovery |

ATTACHMENT 'B' (2 of 3)

UNIT DAMAGE ASSESSMENT – LABS

Storm/Hurricane/Event: _____

Fax completed form to EH&S at 561-297-2210 or e-mail to ehs@fau.edu

Building _____ Lab Room # _____
 Inspected By: _____ Date: _____
 Phone: _____

Category	Condition*
Animals	
Cultures	
Compressed Gasses	
Controlled Substances	
Flammable Materials	
Laser Equipment	
Radioactive Materials	
Temperature Sensitive Materials	
Other	
Other	
Other	

Locations with hazardous materials, where such materials have been identified to be in poor condition, must be immediately reported to University Police.

* Please use your best judgment for assigning condition assessment ranking based on the following:

- Good No Visible Damage/Leakage
- Fair Damage appears superficial/No Leakage
- Poor Damage appears moderate/Possible Leakage
- Unknown Inaccessible, due to facility condition or contamination

ATTACHMENT 'B' (3 of 3)