

Things to do before a storm is headed our way

1. Make a plan for your lab or office and discuss it with your staff and students. Only certain Faculty and Staff are issued an Essential Personnel letter, therefore only those employees will be allowed back on campus immediately after a hurricane. What would be the critical functions or experiments that would have to continue? Is there someone with an Essential Personnel letter who can help?
2. In preparation for potential claims to be made to FEMA for lost and damaged materials, each PI or office supervisor should make an inventory of equipment, instruments, and chemicals in his/her charge. This inventory should include manufacturer, model, size, color, year purchased, PO# (if available), cost, and a picture. It is also advisable to have pictures of your lab or office, such that individual items are recognizable. If you have a video camera available, this can make the documentation process easier.
3. It may sound silly, but take a photo of the inside of your lab freezer and refrigerator. Make a list ahead of time of everything you have in your lab freezers and refrigerators. Attach the list to the freezer or refrigerator so it is easy to update. If the freezer/refrigerator melts down, it will be easier to write up a FEMA claim form. FEMA can ask for original invoices and/or replacement invoices for any or all items which you claim, including melted freezer contents. It is best to develop some kind of filing system to keep all invoices handy. Electronic copies of these documents can be kept both on site and at home.
4. If you are listed on the COM emergency telephone tree, take it home with you. Please do not post it in your lab or office as it contains home and cell phone numbers. Do not distribute it to anyone who is not on the list. Many people pass thru the labs and offices. Many home phones and cell phones do

HURRICANE WATCH

This stage is declared when a storm hit this area within 48 hours. It is during a Hurricane WATCH that all preliminary preparations must be COMPLETED

1. COM supplies XL garbage bags and plastic sheeting to cover equipment in the labs and ~~offices~~. ~~offices~~ will be delivered to the offices and placed in the Common Lab the day before the storm. ~~The Building Safety Supervisor and Representative will cover the Common Lab equipment. The IT Group will cover the distance learning equipment, control room and the computer server. You are responsible for your own lab and/or office. Please save your plastic after the storm. It is better for the environment to re-use them and more economical for the department. In addition, there may be shortages of plastic if the storms come close together like Frances and Ivan in 2004.~~
2. Instruments, equipment and computers should be shutdown, unplugged, and covered with plastic. (Except refrigerators, freezers, and incubators.) ~~Yes,~~ should be prepared with plastic; limited supplies of plastic sheeting, bags etc are available from ~~your Building Safety Supervisor~~. Equipment should be elevated off the floor if possible in case of flooding. ~~Window and ceiling leaks can cause water damage even on upper floors and in interior offices. Small equipment should be should be stored inside cabinets, drawers, or desks. You should back up data on your computers and secure CDs or flash drives in plastic Ziploc bags. It may be best to have two copies, one here and one at home.~~
3. Close blinds or curtains to decrease water damage in the event of window leaks and minimize damage from broken glass. ~~There is NO need to tape the windows.~~
4. Move or cover with plastic any items subject to water damage (Books, files, certificates/pictures.) Use Ziploc bags for important papers or notebooks. ~~It may be necessary to elevate certain items 1 foot above the ground on the 1st floor of each building. Plastic garbage cans or recycle bins can be used to help protect items from water damage.~~
5. Chemicals should be reviewed and those with water activity (form flammable or poisonous gases, produce heat, etc.) should be secured in plastic Ziploc bags. ~~Remove all chemicals and other items from the fume hoods and cap tightly. Fume hoods must be empty and closed. The fume hood fans on the roof will likely be damaged during a Hurricane and the air will back up through the into the lab.~~
6. Our building 71 has a backup/emergency power system. Emergency power outlets are identified as red sockets, which in the event of a power outage will be powered by an emergency generator. Anything that is currently plugged into a red emergency generator outlet will ~~fire~~; however, our emergency generator is at its maximum load. You cannot plug anything more into any unused outlets. If you have a refrigerator or incubator on regular power, transfer its critical contents to one that is already plugged into a red outlet. Refrigerator contents can be transferred to the two Cold Rooms in 71, which are both on emergency power. Do NOT switch any plug to a red outlet if we overload the generator, we will pop the main breaker and the freezers will melt down.
7. Close and secure all biohazard and chemical waste containers. ~~Containers may become wet from leaks or knocked over during the storm. Environmental Health and Safety will not have time to pick up waste before the storm.~~
8. Cover radioactive benches with plastic to prevent radioactive puddles.

some areas. Public transportation is often out of service. Therefore, it is imperative that you have a good plan for your home too!

POST HURRICANE PROCEDURES

ONLY those people who have a current Essential Personnel letter will be allowed back on campus immediately following the storm. ONLY CERTAIN EMPLOYEES and the Building Safety Supervisor have these letters. Essential Personnel letter holders will be notified via phone and email when they can come back on campus. If you do not have an Essential Personnel letter, check the FAU website or the hotline telephone for information about when it is safe to come back on campus.

Do not remove anything or begin cleanup until you document the damage in your Year. You may take pictures and make lists of damaged items but you must call the Building Supervisor and/or EH&S for permission to begin cleanup. Damaged items with FAU barcodes must NOT be thrown out.

Call EH&S for assistance in cleaning up any damaged or leaking chemicals. Do not dispose of chemicals in the regular trash.

FEMA forms must be filled out before cleanup can commence. Please be careful to follow all procedures now or claims may not be honored. Forms are available on the web at <https://www.fau.edu/emergency/what-to-do/damageassessment/>

You can find out the status of FAU campuses ~~and~~ posthurricane at:

University-Wide Toll-Free: 1-888-832-8695(1-888-8FAUOWL)
www.fau.edu/advisory

EmergencyNumbers

University Police Boca Raton Campus 7-3500
Environmental Health & Safety 7-3129

The following ~~personnel~~ are BuildingSafetydesignees

Charles E. Schmidt College of Medicine

BuildingSafetySupervisor: Debbie Bradley
Office 561297-2503, Cell 561926-1889

For storm tracking, The National Hurricane Center in Miami is the best ~~site~~ <http://www.nhc.noaa.gov/>

A hurricane guide is available to students who reside on the Boca Raton and Jupiter campuses at www.fau.edu/housing

Additional resources are available at:
<https://www.fau.edu/emergency/resources/otherresources/>