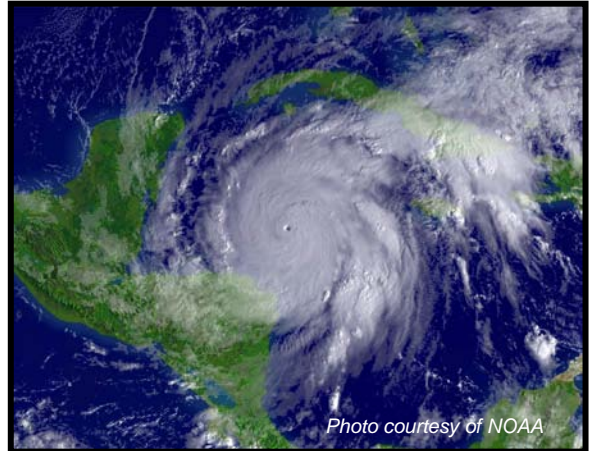


PREPARATIONS FOR TROPICAL WEATHER / HURRICANES

OFFICE AND ADMINISTRATIVE AREA CHECKLIST

Departments within University of Central Florida are responsible for taking protective actions in their own office and administrative areas. This checklist is designed to identify suggested tasks and assignment of responsibilities for preparing work areas. Not all items are appropriate for all areas. Departments should add actions specific to their individual work areas if needed. **The checklist should be completed if the university will be impacted by tropical weather and/or hurricane.**



Before or during the month of June, departments should review this checklist and ensure that they have the necessary equipment and supplies to implement this checklist if needed.

When impacts from tropical weather are possible, consider necessary preparations to protect equipment, records and data. When UCF suspends normal operations, prepare to close office and administrative areas and complete the following checklist. **Note: employees should not stay in work areas, unless involved with essential operations, during a storm if UCF has suspended normal operations.**

Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Plan in advance how to ensure the protection of files, records and valuable equipment
- Obtain and store needed supplies, such as plastic sheeting to cover equipment and files
- Discuss preparatory actions with personnel and assign responsibilities
- Update and distribute emergency and contact information to personnel
- Ensure personnel have an emergency family plan in place
- Ensure that the departments' Continuity of Operations plan is updated

NOTE: Hurricane liners and equipment are staged in each building and are located on the 1st floor in the Housekeeping closet. At a predetermined announced time, UCF will station a Housekeeper at most locations to pass out liners to cover computers and other equipment. Departments will be notified via campus email. Central Stores has other hurricane preparation supplies that may be purchased by individual departments.

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
<input type="checkbox"/>	Cover and secure vulnerable equipment with plastic				
<input type="checkbox"/>	When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag moved equipment with department contact information for easy identification and retrieval.				
<input type="checkbox"/>	In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate. Tag moved equipment with department contact information for easy identification and retrieval.				
<input type="checkbox"/>	Remove or secure equipment from outdoor and rooftop locations				
<input type="checkbox"/>	Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in				
<input type="checkbox"/>	Place important records and files in cabinets and cover with plastic				
<input type="checkbox"/>	Close and latch (or secure with tape if needed) filing cabinets and cupboards				
<input type="checkbox"/>	Back-up electronic data and store in multiple locations				
<input type="checkbox"/>	Follow IT provider instructions for computer equipment preparations				
<input type="checkbox"/>	Clear desktops, tables and exposed horizontal surfaces of materials subject to damage				

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
<input type="checkbox"/>	Place telephone in desk drawer if the cord is long enough. Do not unplug telephones				
<input type="checkbox"/>	Take personal possessions home. UCF is not responsible for personal items damaged				
<input type="checkbox"/>	Secure windows and close blinds				
<input type="checkbox"/>	Change voice mail to indicate UCF closure		All		
<input type="checkbox"/>	Close and lock all doors, including office doors, before leaving				
<input type="checkbox"/>					
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