

HURRICANE PREPAREDNESS

FOR DEPARTMENTS

BEFORE THE STORM

- As an office or department, create a department disaster plan and assign a head coordinator and duties to as many staff members as needed: this may include duties to contact personnel, protect equipment and perform system back-ups and filing.
- Ensure that each staff member is aware of the department disaster plan.
- Create a contact list for all staff members including their home and cell phone numbers and e-mail address

WHEN THE STORM IS APPROACHING

- Secure the office's vital documents and equipment, i.e. computers and other electronic devices.
- Unplug equipment to prevent power surge damage.
- Remove all items located near windows and remove any items on the floor.
- Remove all food from the refrigerator that could spoil if the electricity goes out.
- Back up computer systems and ensure that at least one staff member has a backup copy or electronically transmit back up to a secure location.
- File all paperwork in filing cabinets or drawers.
- Photograph the office's furniture and equipment for insurance purposes.
- Cover equipment with plastic bags to minimize water damage.
- Update emergency contact information for the office and the voicemail message
- Take home any special personal effects that you'd be sad to see destroyed. The University will not be responsible for their damage or loss.

SECURITY

- Close and lock all office doors.
- Avoid blocking exits and hallways.



PERSONAL PREPAREDNESS

- Create an emergency kit for your home including items such as:
 - Flashlight and batteries
 - Radio
 - Medication and cash
 - Blankets and clothes
 - Water and non-perishable food
 - First Aid kit

Employees are responsible for protecting their own equipment. It is imperative that personnel prepare and secure their areas. These preparations, as well as maintaining a stockpile of critical supplies, will minimize loss of documents and equipment damage in the event of a hurricane and assist in the return to normal operations post-storm.

For assistance or additional information:

- *Contact USF Emergency Management at 813-974-0870*
- *View the USF Hurricane Guide at www.usf.edu/emergencymanagement*