

OFFICE AND ADMINISTRATIVE AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES

Departments 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 as part of the Departmental *Tropical Weather Response & Recovery Plan* (Reference Section V.B.1).**

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

**OFFICE AND ADMINISTRATIVE AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES**

| <input checked="" type="checkbox"/> | Action/Task | Location | Staff Responsible | | Notes |
|-------------------------------------|--|----------|-------------------|-----------|-------|
| | | | Primary | Alternate | |
| | Cover and secure vulnerable equipment with plastic. | | | | |
| | 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. | | | | |
| | 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. | | | | |
| | Remove or secure equipment from outdoor and rooftop locations. | | | | |
| | Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in. | | | | |
| | Place important records and files in cabinets and cover with plastic. | | | | |
| | Close and latch (or secure with tape if needed) filing cabinets and cupboards. | | | | |
| | Back-up electronic data and store in multiple locations. | | | | |
| | Follow IT provider instructions for computer equipment preparations. | | | | |
| | Clear desktops, tables and exposed horizontal surfaces of materials subject to damage. | | | | |
| | Place telephone in desk drawer if the cord is long enough. Do not unplug telephones. | | | | |

**OFFICE AND ADMINISTRATIVE AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES**

| <input checked="" type="checkbox"/> | Action/Task | Location | Staff Responsible | | Notes |
|-------------------------------------|---|----------|-------------------|-----------|-------|
| | | | Primary | Alternate | |
| | Take personal possessions home. UF is not responsible for personal items damaged. | | | | |
| | Secure windows and close blinds. | | | | |
| | Change voice mail to indicate UF closure. | | All | | |
| | Close and lock all doors, including office doors, before leaving. | | | | |
| | If appropriate, complete Attachment 1 – Vehicle Assignments for Tropical Weather | | | | |
| | If appropriate, complete Attachment 2 – Laboratory and Research Areas Checklist | | | | |
| | | | | | |
| | | | | | |
| | | | | | |