PREPARATIONS FOR TROPICAL WEATHER AND HURRICANES
OFFICE AND ADMINISTRATIVE AREA CHECKLIST

Departments within the University of Central Florida (UCF) 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 or a hurricane.**

Before or during the month of June, departments should review this checklist to 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, vital 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 steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Planning how to ensure the protection of files, vital records, and valuable equipment in advance;
- Obtaining and storing needed supplies, such as plastic sheeting, to cover equipment and files;
- Discussing preparatory actions with personnel, and assigning responsibilities;
- Updating and distributing emergency and general contact information to personnel;
- Ensuring personnel have an emergency family plan in place; and
- Ensuring departmental Continuity of Operations Plans (COOP) are 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 e-mail. Central Stores has other hurricane preparation supplies that may be purchased by individual departments.

☑	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 relocated equipment with department contact information for easy identification and retrieval.				
☐	Make sure all electronic equipment and other valuable items are raised off the floor to ensure they are not damaged by water. Tag relocated 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 appliances plugged in				
☐	Place important records and files in cabinets, and cover with plastic				
☐	Close and latch filling cabinets and cupboards, or secure with tape, if needed.				
☐	Back-up electronic data and store in multiple locations				
☐	Follow IT provider instructions for computer equipment preparations				

☑	Action/Task	Location	Staff Responsible		Notes
			Primary	**Alternate**	
☐	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				
☐	Take personal possessions home. UCF is not responsible for damaged personal items				
☐	Secure windows and close blinds				
☐	Change voicemail to indicate UCF closure		All		
☐	Close and lock all doors, including office doors, before leaving				
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