

# HURRICANE PREPAREDNESS FOR FACILITY AREAS

How to be ready for a hurricane

## HAZARDOUS MATERIALS SAFETY

- Label and cap all containers including waste containers.
- Update inventory of hazardous materials stored in your area.
- Secure hazardous materials in appropriate containers in designated areas. Move drums inside.

## IMPORTANT DOCUMENTS

- Place all important documents such as permits and shipping manifests in a waterproof box in a secure location or save electronically.
- Backup important computer files.

## VEHICLES & EQUIPMENT

- Move vehicles out of storm's path, or move out of low-lying areas.
- Evaluate the security of outdoor storage areas and equipment in the face of potential high winds and water. Clear debris piles and secure loose items.
- Unplug all non-essential equipment, move it as far from windows as possible and securely cover with plastic sheeting.
- Use surge protectors to protect sensitive equipment in the event of a power surge.



## SECURITY

- Close and lock all doors.
- Avoid blocking exits and hallways.
- Update emergency contact information for area and post on doors.

*Facility area supervisors are responsible for protecting their own equipment and vehicles. It is imperative that personnel prepare and be able to secure their areas. These preparations, as well as maintaining a stockpile of critical supplies, will minimize loss of function and equipment damage in the event of a hurricane.*

*For assistance or additional information, please contact Environmental Health & Safety and view the USF Hurricane Guide at <http://www.usf.edu/administrative-services/emergency-management/hazards/hurricane.aspx>*