

UNIVERSITY CLOSURE CHECKLIST

In the event that Florida International University suspends normal operations in response to the threat of a tropical storm or hurricane, it is important that each functional unit completes the following activities.

- Protect vital records. Clear desktops, table tops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
- Back-up computer hard drives. Place diskettes and CDs in zip-lock bags or other protective containers and take/send duplicate copies off site.
- Shut down and unplug computers, printers and other electrical appliances. Assure that equipment that must remain energized is connected to "surge protectors".
- Relocate equipment, books, papers and other items away from windows to interior areas of the building. *(Assure that equipment and items that are relocated are tagged for easy identification and retrieval)*
- Ground floor occupants of buildings that are likely to flood should, if necessary:
 - Relocate equipment and other items to a higher floor
 - Relocate contents from bottom drawers of desks and file cabinets to locations safe from damage due to rising water, *(Assure that equipment and items that are relocated are tagged for easy identification and retrieval)*
- In labs, as appropriate, de-energize and protect sensitive apparatus and properly store glassware.
- Assure back-up availability for critical utility-dependent processes.
- Assure all hazardous materials are properly stored and protected.
- Check contents of refrigerators and set to coldest temperature setting.
- Cover equipment and other valuables with plastic, and tape or wrap in thick garbage bags.
- Assure that view panels allow clear view into labs and corridors.
- Close and latch all filing cabinets.
- To the extent possible, turn bookcases and shelving units in exterior offices to face the wall.
- Empty trash receptacles of items likely to decompose.
- Remove all personal items of value from University premises.
- Update office/department voice mail.
- Close and latch all windows. Close and lock all doors behind you as you leave.
- Check with your supervisor for tentative post occurrence work schedule.

Note: Use the following resources to periodically check for additional information and updates:

- www.fiu911.org
- **(305) FIU-HELP**
- **Local Radio & Television Stations**