

# Offices - Hurricane Task Preparation Checklist

**Note: The UWF homepage is the official source of UWF Information.  
Emergency information for Escambia County is broadcast on WUWF-FM 88.1**

Assignments for Securing Administrative and Office Areas					
Area, Equipment	Location(s)	STAFF RESPONSIBLE		Special Concerns	Completed
		Primary	Alternate		
<b>ACTION:</b>					
Fuel and move state vehicles to a safe location					
Back-up computer files, make more than one copy and store in several different locations.					
Cover and secure or encase and seal vulnerable equipment with plastic.					
Valuable files and papers should be moved or cabinets covered in plastic and secured.					
Unplug computers, printers and other electrical equipment (exception refrigerators and freezers).					
Move equipment and other valuables away from windows, off the floor, and to interior areas of the building. <i>(Tag moved equipment for easy identification and retrieval).</i>					
In areas subject to flooding: If necessary, relocate valuable equipment and other valuables to a higher floor. <i>(Tag moved equipment for easy identification and retrieval).</i>					
Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.					
Take personal possessions home.		All			
Close and latch office door when complete.					
Other					
Other					