

USF Hurricane Information

Preparing Your Office or Laboratory for a Hurricane

If a Hurricane Warning is issued for the Tampa Bay Area and the USF Operations Plan is activated, the following checklist provides some recommended actions to prepare and preserve your work area.

1. Move desks, file cabinets, worktables and bookcases away from windows and open doorways.
2. Clear desktops, tables and other exposed horizontal surfaces of materials that may be susceptible to high winds and water.
3. Protect books, valuable papers and equipment by covering them with plastic sheeting and storing them inside cabinets, boxes or transferring them to an interior room.
4. Back up computer hard drives.
5. Unplug computers, printers and all other electrical appliances. Protect equipment from water damage by placing them inside thick plastic and sealing the ends with tape.
6. Occupants in areas susceptible to flooding should remove contents from bottom drawers of desks and file cabinets.
7. Secure lab and research operations.
8. Secure chemicals on workbenches and place them in storage cabinets or store in storerooms if available.
9. Provide a means of contact with your supervisor incase damage occurs in the laboratory or work area.
10. Protect apparatus and glassware in lab areas.
11. Clean refrigerators and remove food.
12. If responsible for animals or continuing research projects, make arrangements for necessary protective care.
13. Close and latch all windows.
14. Drop all blinds and close all shades.
15. Stay tuned to the radio/television stations for information or monitor the USF Website.

During hurricane season it is imperative that each employee and each department have a plan of protective action for their work or laboratory area. This will minimize the potential damage and loss of work should a hurricane strike the Tampa Bay area. Please contact the Division of Environmental Health, Safety & Risk Management for further information and assistance at 974-4036.