

Disaster or Emergency Preparation – Asset Management

In the event of a perceived or known disaster or emergency the following steps should be taken where possible. If there are any questions or issues, please contact one of the numbers or e-mail addresses below for further instruction.

- 1) Download an inventory of current tagged assets or retrieve a list from Asset Management.
- 2) Document any untagged asset/equipment/inventory including manufacturer, model, and serial number. Digital pictures are also helpful in documenting information.
- 3) Protect and safeguard equipment by putting items away from windows or off the floor, locking doors, etc.
- 4) In the event that equipment is moved off-campus or to another location, please complete the [*Notice of Change in Moveable Equipment Form*](#). This process is important for Asset Management to complete an inventory of items that have been moved.
- 5) Any biohazard or chemical inventory items should refer to the Safety Department Manual or instructions for Disaster or Emergency Preparation.

Questions can be directed to
noinv@lsuhsc.edu