Tropical Storm Preparations Checklist

September 2019

This checklist may help you organize pre-storm efforts. Campus specific tasks need to be added.

- Keep an eye on the weather as it approaches. Keep in contact with your local National Weather Service office and community partners. Keep the weather radio available.
- Consider pre-storm activation of the Emergency Ops center or pre-storm work meetings.
- Confirm your emergency call lists.
- Consider availability of potential campus responders.
- Stockpile water and food for your responders.
- Confirm that food service is ready to provide meals during storm conditions.
- Review evacuation and sheltering plans.
- Check in with Residence Hall staff for their preparedness.
- Review your pre-scripted mass-notification messages, policies, and plans.
- Confirm that potential responders have the appropriate equipment they need, including personal protective equipment (PPE).
- Make sure that your radios and other communication devices are functional and fully charged.
- Check for the small devices like flashlights that may be used during a power outage. Have extra batteries ready.
- Test & run backup generators. (Never operate a generator inside a building.)
- Make sure that your carbon monoxide (CO) detectors are operational and have batteries ready.
- Test & run pumps.
- Consider fuel reserves.
- Fill the tanks of vehicles you may use during response.
- Clean out any drains, catch basins, swales, etc.
- Fix or mitigate any pre-storm building envelope issues.
- Have sandbags, plywood, and other special supplies available.
- Consider any traffic control devices or light towers you may need.
- Secure any loose or light-weight items which could become flying debris.
- Visit construction sites to ensure operations are safe from high winds.