



## USF Emergency Management Office Hurricane Checklist

Action Item	Completed
<b>Prior to Storm Season</b>	
Create a disaster plan for the office	
Create a contact list for all staff members	
Establish a communication policy among all staff members	
Make a plan for staff members with disabilities	
Make a plan for staff members that may need transportation assistance	
Photograph furniture and equipment for insurance purposes	
Remind each staff member to create a disaster supply kit for their home. Visit <a href="http://ready.gov">ready.gov</a> for more information.	
Ensure each staff member has selected an evacuation location and safe routes to get there	
Ensure each staff member is registered to receive emergency notifications via AlertUSF Text and contact information is current: <a href="http://www.usf.edu/alertusf">www.usf.edu/alertusf</a>	
<b>When the Storm Approaches</b>	
File all paper work in cabinets or drawers. Store critical documents in waterproof containers.	
Back up computer systems (where possible ensure back up data is taken off-site). Contact USF IT for assistance.	
Secure vital documents and equipment	
Place sand bags in known flood areas	
Cover electronic equipment with plastic bags to minimize water damage	
Move items located near windows and on the floor	
Remove perishable items from the refrigerator	
Ensure cables and plugs are labeled for easy reconnection prior to unplugging	
Unplug equipment to prevent surge damage	
Close and latch all office doors and windows and remove any items blocking exits	
Update emergency contact information	
Update voicemail/call forwarding	
Post updated information on the office door and provide a copy to the department	