# Pre-Storm/Incident Checklist Template

The template below provides a listing of emergency related tasks that could and most likely should be completed inside the specific timeframe. The tasks listed are samples for example purposes only. **Departments are encouraged to add additional items that are specific to that department/area.**

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| **96 HOURS BEFORE LANDFALL** | |
|  | Fuel - Department Vehicle/Emergency Generator |
|  | Review Emergency and Continuity Plans and Procedures |
|  | Initial Discussion/Meetings Regarding the Incident and Potential Departmental Action |
|  | Review Contact Lists |
|  | Monitor the UH Emergency Website ([www.uh.edu/emergency](http://www.uh.edu/emergency)) |
|  | Review and Replenish if necessary the Emergency Supplies (Food/Water/etc.) |
|  | Place Ride Out Team on Notice (If Applicable) |
|  | Monitor the Local and National Weather |
|  | Ensure IT Systems are Backed Up |
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| **72 HOURS BEFORE LANDFALL** | |
|  | Monitor the UH Emergency Website ([www.uh.edu/emergency](http://www.uh.edu/emergency)) |
|  | Monitor the Local and National Weather |
|  | Ensure Supplies are in place |
|  | Check Building/s for Readiness |
|  | Review Mutual Aid Agreements (If Applicable) |
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| **48 HOURS BEFORE LANDFALL** | |
|  | Monitor the UH Emergency Website ([www.uh.edu/emergency](http://www.uh.edu/emergency)) |
|  | Monitor the Local and National Weather |
|  | Place Internal/External Dependencies (Contractors, Etc.) on Notice |
|  | Clear Refrigerators and Freezers |
|  | Ensure access to necessary systems and vital records for personnel to work from home (if applicable). |

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| **24 HOURS BEFORE LANDFALL** | |
|  | Send Ride-Out Team Members Home – Make Family Arrangements & Gather Go Kits |
|  | Monitor the UH Emergency Website ([www.uh.edu/emergency](http://www.uh.edu/emergency)) |
|  | Monitor the Local and National Weather Resources |
|  | Refuel University Vehicles |
|  | Begin Securing Facility if Possible |
|  | Cover and Secure Vulnerable Equipment and Files with Plastic |
|  | Move Vulnerable Equipment, Subject to Flooding/Damage, to Secured Area |
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| **12 HOURS BEFORE LANDFALL** | |
|  | Monitor the UH Emergency Website ([www.uh.edu/emergency](http://www.uh.edu/emergency)) |
|  | Ride-Out Team Lead Make Contact with the Office of Emergency Management |
|  | Monitor the Local and National Weather Resources |
|  | Ensure the Battery Powered Devices are Operational |
|  | Continue Securing Facility |
|  | Park University Vehicles in Secured Location |
|  | Secure all Windows and Doors |
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| **4 HOURS BEFORE LANDFALL** | |
|  | Monitor the UH Emergency Website ([www.uh.edu/emergency](http://www.uh.edu/emergency)) |
|  | Ride-Out Team Lead Make Contact with the Office of Emergency Management |
|  | Monitor the Local and National Weather Resources |
|  | Ensure Facility is as Secure as Possible |
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