# 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 |
|   |  |
| **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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