

# 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