



Hurricanes and Flooding Immediate Actions Checklist

Administrators

Hurricanes

Hurricanes forecasting models can often predict impact zone within 72 hours of projected landfall. Evacuation requirements may necessitate taking action even earlier.



| Done | Task | Assigned to |
|------|--|-------------|
| ✓ | <input type="checkbox"/> Apply protection to any exterior windows of the facility to prevent them from shattering from high winds or airborne objects. | |
| ✓ | <input type="checkbox"/> Fill sandbags and place them around doors and low-lying windows that have the potential of letting flood water inside. | |
| ✓ | <input type="checkbox"/> Relocate all material and supplies from exterior portable units (storage containers, trailers, etc.). | |
| ✓ | <input type="checkbox"/> Relocate any mobile medical units (vehicles, trailers, etc.) from the forecasted storm area to prevent destruction from debris or flooding. | |
| ✓ | <input type="checkbox"/> Bring items (i.e. furniture, signs, etc.) from the exterior of the facility inside. | |
| ✓ | <input type="checkbox"/> Shut off utilities to the facility prior to leaving, including water, gas, heat, etc.. | |

Flooding

Floods can be forecasted several days before the event occurs. When a flood watch is announced, the following measures should be taken within 48 hours of precipitation beginning.



| Done | Task | Assigned to |
|------|---|-------------|
| ✓ | <input type="checkbox"/> Ensure all materials and supplies are raised off of the floor to prevent water damage in case the facility floods. | |
| ✓ | <input type="checkbox"/> Fill sandbags and place them around doors and low-lying windows that have the potential of letting flood water inside. | |
| ✓ | <input type="checkbox"/> If the facility commonly floods in the basement or ground level, purchase or rent a sump pump to ensure water can be removed as quickly as possible. <ul style="list-style-type: none"> ◦ Test pumps. | |
| ✓ | <input type="checkbox"/> Clear all exterior drains and gutter systems to prevent large pools of water building. | |
| ✓ | <input type="checkbox"/> Lock and seal any low-lying windows which may have water build up outside of or nearby. | |