



Hurricane 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
✓	Apply protection to any exterior windows of the facility to prevent them from shattering from high winds or airborne objects.	
✓	Fill sandbags and place them around doors and low-lying windows that have the potential of letting flood water inside.	
✓	Relocate all material and supplies from exterior portable units (storage containers, trailers, etc.).	
✓	Relocate any mobile medical units (vehicles, trailers, etc.) from the forecasted storm area to prevent destruction from debris or flooding.	
✓	Bring items (i.e. furniture, signs, etc.) from the exterior of the facility inside.	
✓	Shut off utilities to the facility prior to leaving, including water, gas, heat, etc.	
✓	Ensure all materials and supplies are raised off of the floor to prevent water damage in case the facility floods.	
✓	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. Make sure to test pumps regularly.	
✓	Clear all exterior drains and gutter systems to prevent large pools of water from forming.	
✓	Lock and seal any low-lying windows.	

Notes:
