

# Hurricane Planning Checklist



| Task Description   | Responsibility                | Status | Date/Time Complete |
|--|-------------------------------|--------|--------------------|
| <b>Planning Phase – Due July 1 Each Year</b>                           |                               |        |                    |
| Review Shelter in Place Options  | All                           |        |                    |
| Adequate food/water for several days                                   | Dining                        |        |                    |
| Ability to serve meals w/o power                                       | Dining                        |        |                    |
| Trim tree branches   | Facilities                    |        |                    |
| Check all drainage pumps   | Facilities                    |        |                    |
| Fuel/Test All Generators   | Facilities                    |        |                    |
| Sewers/Drains in working order   | Facilities                    |        |                    |
| Check battery powered equip  | Facilities/Public Safety      |        |                    |
| Plan table top exercise for July                                       | Public Safety                 |        |                    |
| Check battery and flashlight supply                                    | Public Safety/Facilities      |        |                    |
| Number of students in housing during storm                             | Residential Life              |        |                    |
| <b>Pre-Storm Advance – approximately 72 hours before landfall</b>      |                               |        |                    |
| Secure loose outdoor furniture   | Facilities                    |        |                    |
| Monitor progress of storm  | Public Safety                 |        |                    |
| Notify CMT/Plan Meetings   | Public Safety                 |        |                    |
| Test EOC equipment   | Public safety                 |        |                    |
| Activate EOC phone lines   | Public Safety                 |        |                    |
| Alert community of impending storm                                     | Public Relations              |        |                    |
| <b>Pre-Storm Imminent – landfall is within 24-36 hours</b>             |                               |        |                    |
| Fuel All Vehicles  | All                           |        |                    |
| Prepare Construction Sites   | Construction                  |        |                    |
| Deans Notice to Parents  | Student Affairs               |        |                    |
| Verify/Update All Utilities Phone Info                                 | Facilities/Public Safety      |        |                    |
| Alert community of impending storm                                     | Public Relations              |        |                    |
| Update Communications to Tufts Community                               | Public Relations              |        |                    |
| Review Shelter in Place Procedures                                     | Public Safety/ResLife         |        |                    |
| Set Up Public safety Hotlines  | Public Safety/Telecom         |        |                    |
| Research Lab Preparation   | Research Community            |        |                    |
| <b>Post-Storm</b>  |                               |        |                    |
| Check for flooding in basements  | Facilities                    |        |                    |
| Report Damage to Utilities   | Facilities                    |        |                    |
| Check for Roof Damage  | Facilities                    |        |                    |
| Check for Gas Leaks  | Facilities/Public Safety      |        |                    |
| Check For Exterior Building Damage                                     | Facilities/Public Safety      |        |                    |
| Communications Update to Tufts Community and ext. media as appropriate | Public Relations              |        |                    |
| Block off/mark Hazards w/Barriers                                      | Public Safety/Facilities      |        |                    |
| Determine/Mitigate Life Safety Hazards                                 | Public Safety/Facilities      |        |                    |
| Check For Injured Students   | ResLife/Public Safety         |        |                    |
| Check for HazMat Spills  | Researchers/<br>Public Safety |        |                    |
| Assess Damage/Notify Insurers  | Risk Mgmt.                    |        |                    |