

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.**

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)
	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)
	Monitor the Local and National Weather
	Ensure Supplies are in place
	Check Building/s for Readiness
	Review Mutual Aid Agreements (If Applicable)
48 HOURS BEFORE LANDFALL	
	Monitor the UH Emergency Website (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)
	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
12 HOURS BEFORE LANDFALL	
	Monitor the UH Emergency Website (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
4 HOURS BEFORE LANDFALL	
	Monitor the UH Emergency Website (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