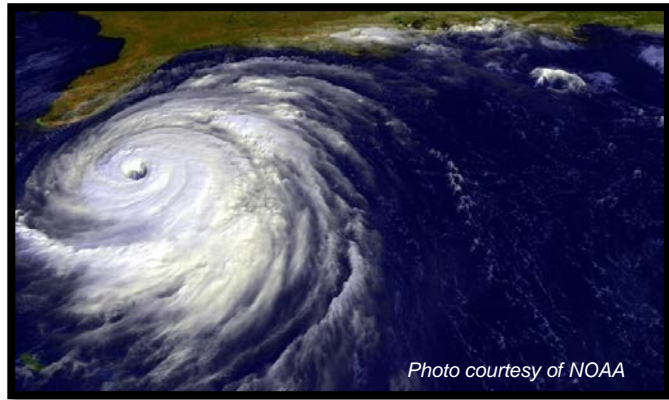


STUDENT PREPAREDNESS CHECKLIST FOR TROPICAL WEATHER AND HURRICANES STUDENT LIVING AREAS

Students should be protective of their own living areas, on and off campus, during Hurricane Season. This checklist is designed to identify suggested tasks for preparing your living areas during a hurricane. Not all items are appropriate for all areas. Students should utilize this checklist and add actions specific to their individual living area, if needed. **The checklist should be completed before the Central Florida area is impacted by tropical weather or a hurricane.**



Before or during the month of June, students should review this checklist to ensure that they have the necessary equipment and supplies to implement this checklist, if needed.

When impacts from tropical weather are possible, consider necessary preparations to protect equipment, vital records, and data. When UCF suspends normal operations, prepare to evacuate the campus and complete the following checklist. Additional preparations can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Planning how to ensure the protection of files, vital records and valuable equipment in advance;
- Obtaining and storing needed supplies, such as plastic sheeting, to cover equipment; and
- Updating and distributing emergency and general contact information to friends and family.

In addition to preparing your living area, it is also important to build a disaster kit. This kit should contain a three-day supply of food and water, and other essential items. The disaster kit checklist should be implemented prior to Hurricane season, and items should be stocked and maintained year-round. Be sure to check expiration dates and replace expired food and water.

Resources:

UCF Office of Emergency Management
www.emergency.ucf.edu

NOAA
<http://www.nhc.noaa.gov/>

Office of Emergency Management
UCF Facilities and Safety
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<input checked="" type="checkbox"/>	Action/Task	Location	Notes
<input type="checkbox"/>	Notify your family where you will be for the duration of the storm. Let them know to visit the UCF homepage for updates		
<input type="checkbox"/>	When possible, move equipment and other valuable items into interior areas of the room, away from windows		
<input type="checkbox"/>	Make sure all electronic equipment and other valuable items are raised off the floor to ensure they are not damaged by water		
<input type="checkbox"/>	Back-up electronic data and store in multiple locations; shut off your computer and related equipment		
<input type="checkbox"/>	Place important books and papers in plastic bags to prevent water damage		
<input type="checkbox"/>	Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in		
<input type="checkbox"/>	Secure windows and close blinds		
<input type="checkbox"/>	Lock all doors when not in the room or apartment		
<input type="checkbox"/>	Park your car in a parking garage, if you live on campus. If you have a bicycle, make sure its securely locked to a bicycle rack		
<input type="checkbox"/>	Carry a flashlight in case power is lost. Bring extra batteries		
<input type="checkbox"/>	Fully charge cell phones and lap tops and keep chargers with you		



<input checked="" type="checkbox"/>	Action/Task	Location	Notes
<input type="checkbox"/>	Fill your vehicle with fuel		
<input type="checkbox"/>	Have a portable disaster kit that is available at any time, in case of an evacuation		
<input type="checkbox"/>	Make sure you have cash, ATM's and credit card machines may not work during power outages		
<input type="checkbox"/>	Ensure you have enough medications to last through the event		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			



DISASTER KIT ITEMS

<input checked="" type="checkbox"/>	Item	Location	Notes
<input type="checkbox"/>	Use a sturdy, dry container like Rubbermaids		
<input type="checkbox"/>	Can opener		
<input type="checkbox"/>	Three-day supply of Non-perishable food items		
<input type="checkbox"/>	Three-day supply of bottled water		
<input type="checkbox"/>	First-aid kit		
<input type="checkbox"/>	Toiletries		
<input type="checkbox"/>	Flashlight		
<input type="checkbox"/>	Battery powered NOAA weather radio		
<input type="checkbox"/>	Battery operated radio with extra batteries		
<input type="checkbox"/>	Extra clothing and shoes		
<input type="checkbox"/>	Blankets/Bedding		
<input type="checkbox"/>	Rain gear		
<input type="checkbox"/>	Comfort items like books, games, or cards		
<input type="checkbox"/>	Fully charged cell phone, and charger		
<input type="checkbox"/>	Fire extinguisher		
<input type="checkbox"/>	Important documents		



<input checked="" type="checkbox"/>	Item	Location	Notes
<input type="checkbox"/>	Cash and credit cards		
<input type="checkbox"/>	Identification cards		
<input type="checkbox"/>	Whistle to signal for help		
<input type="checkbox"/>	Prescription Medications		
<input type="checkbox"/>	Pet plan (www.emergency.ucf.edu)		

