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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<table>
<thead>
<tr>
<th>Action/Task</th>
<th>Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Notify your family where you will be for the duration of the storm.</td>
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<tr>
<td>Let them know to visit the UCF homepage for updates</td>
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<td>When possible, move equipment and other valuable items into interior areas</td>
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<td>of the room, away from windows</td>
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<td>Make sure all electronic equipment and other valuable items are raised off</td>
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<td>the floor to ensure they are not damaged by water</td>
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<td>Back-up electronic data and store in multiple locations; shut off your</td>
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<td>computer and related equipment</td>
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<td>Place important books and papers in plastic bags to prevent water damage</td>
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<td>Clear refrigerators and freezers of items that could spoil if power is</td>
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<td>lost, but leave appliance plugged in</td>
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<td>Secure windows and close blinds</td>
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<td>Lock all doors when not in the room or apartment</td>
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<td>Park your car in a parking garage, if you live on campus. If you have a</td>
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<tr>
<td>bicycle, make sure its securely locked to a bicycle rack</td>
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<td>Carry a flashlight in case power is lost. Bring extra batteries</td>
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<td>Fully charge cell phones and lap tops and keep chargers with you</td>
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<td>Action/Task</td>
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<tr>
<td>Fill your vehicle with fuel</td>
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<tr>
<td>Have a portable disaster kit that is available at any time, in case of an evacuation</td>
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<td>Make sure you have cash, ATM’s and credit card machines may not work during power outages</td>
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<td>Ensure you have enough medications to last through the event</td>
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## DISASTER KIT ITEMS

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<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Use a sturdy, dry container like Rubbermaids</td>
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<tr>
<td>Can opener</td>
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<tr>
<td>Three-day supply of Non-perishable food items</td>
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<td>Three-day supply of bottled water</td>
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<td>First-aid kit</td>
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<tr>
<td>Toiletries</td>
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<td>Flashlight</td>
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<td>Battery powered NOAA weather radio</td>
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<td>Battery operated radio with extra batteries</td>
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<td>Extra clothing and shoes</td>
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<td>Blankets/Bedding</td>
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<td>Rain gear</td>
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<td>Comfort items like books, games, or cards</td>
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<td>Fully charged cell phone, and charger</td>
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<tr>
<td>Fire extinguisher</td>
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<td>Important documents</td>
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<td>Item</td>
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<tr>
<td></td>
<td>Cash and credit cards</td>
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<td></td>
<td>Identification cards</td>
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<td></td>
<td>Whistle to signal for help</td>
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<td></td>
<td>Prescription Medications</td>
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<td></td>
<td>Pet plan (<a href="http://www.emergency.ucf.edu">www.emergency.ucf.edu</a>)</td>
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