

# USF Emergency Management Office Hurricane Checklist

Action Item	Completed
<b>Prior to Storm Season</b>	
Create a disaster plan for the office	
Create a contact list for all staff members	
Establish a communication policy among all staff members	
Make a plan for staff members with disabilities	
Make a plan for staff members that may need transportation assistance	
Photograph furniture and equipment for insurance purposes	
Remind each staff member to create a disaster supply kit for their home. Visit <a href="http://ready.gov">ready.gov</a> for more information.	
Ensure each staff member has selected an evacuation location and safe routes to get there	
Ensure each staff member is registered to receive emergency notifications via AlertUSF Text and contact information is current: <a href="http://www.usf.edu/alertusf">www.usf.edu/alertusf</a>	
<b>When the Storm Approaches</b>	

File all paper work in cabinets or drawers