

Pre-Storm Checklist

Area/Building/Room # _____

Completed?			Checkpoint/Task	Performed by (Signature)
Yes	No	N/A		
<i>Weather Related Emergency Plan Review</i>				
			Prepare a weather event tool box	
			Review and Update Contact Information	
			Start generators, check emergency power	
			Confirm consumable items (fuel, batteries, etc.) are available in sufficient quantities for a minimum of 72 hours	
			Assigned staff emergency contact information is up to date?	
			Contact your local emergency resources	
			Be prepared for road closures (how will staff travel to work or site to site).	
<i>Pre-storm Groundskeeping</i>				
			Are trees & shrubs pruned to prevent contact with structures?	
			Are roof gutters free from leaves/debris?	
			Do down spouts drain freely and away from buildings / entries?	
			Are storm drains free of leaves/debris?	
			Are sandbags and fill material available to address potential flooding?	
<i>Prestorm Custodial Review</i>				
			Are wet vacs available for each campus?	

			Confirm consumable items (paper products, batteries, etc.) are available in sufficient quantities for a minimum of 72 hours.	
--	--	--	--	--

Pre-Storm Checklist

Area/Building/Room # _____

Completed?			Checkpoint/Task	Performed by (Signature)
Yes	No	N/A		
			All water to non-essential areas turned off (to include sinks)?	
			School grounds and parking lots clear of debris?	
			Are external trash cans empty / stored to prevent clogging of storm drains?	
			All gas shut-off valves closed to non-essential areas?	
			All portable heaters, power strips, refrigerators if not in use (prop doors open), and lights turned off?	
			All computers, monitors, printers and classroom projectors turned off?	
Security				
			All building/room windows and doors locked ?	
			All window shades closed?	
			All gates closed and locked?	
			All security systems (cameras, motion detectors, alarms) operable?	
			All valuable equipment (i.e., computers, copiers, projectors, etc.) secured?	
			Emergency Lighting Operating Properly?	