

## Considerations and Checklists for Planning Purposes

Hurricanes are dangerous storms and can threaten the safety of people and property. Realistic plans to address the particular types of operations housed in your facility should be developed well in advance of a hurricane. The protection of valuable equipment, property, and data can best be assured by advance planning by those in your facility, clear communication of the plan to those affected and clear communication with those individuals with responsibilities assigned under the plan. Once a hurricane watch is issued, the plan should be activated.

- Make sure people in your facility know who the emergency contact(s) in your building are.
- Walk through your entire facility, inside and out. Assess vulnerabilities, determine defensive tactics and develop action lists.
- Make checklists of required functions and assign those responsibilities to specific individuals.
- Make sure those individuals with assigned responsibilities are aware of their duties and are willing and able to perform them.
- Bookmark emergency information web pages and periodically visit these sites for updates and new information.
- Special arrangements and supplies may need to be identified and obtained to protect specialized outdoor equipment of installations and prevent release of hazardous materials.
- Provide the names and contact numbers of essential persons who will need to remain in the building during an event.

**Remember, you must take responsibility to protect your own area. Plan ahead and implement your plan as soon as a hurricane watch is issued.**

Questions concerning preparations for hurricanes should be directed to:

- EH&S call 392-1591
- UF Police call 392-1111

Email [disasterplan@ehs.ufl.edu](mailto:disasterplan@ehs.ufl.edu) if you have comments or suggestions.