Pre-Storm Checklist

Area/Building/Room #_____

Completed?			Checkpoint/Task	Performed by (Signature)
Yes	**No**	**N/A**		
			Weather Related Emegency Plan Review	
			Prepare a weather event tool box	
			Review and Update Contact Information	
			Start generators, check emergency power	
			Confirm consuable items (fuel, batteries, etc.) are avaiable in sufficient quantities for a minumum 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).	
			Pre-storm Groundskeeping	
			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 avaiable to address potential flooding?	
			Prestorm Custodial Review	
			Are wet vacs avaiable for each campus?	
			Confirm consuable items (paper products, batteries, etc.) are avaiable in sufficient quantities for a minumum 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?	