

GENERAL FACILITY CHECKLIST

- If your facility is located in an evacuation area, be sure you have a copy of recommended evacuation routes.
- Check the supplies in your disaster supply kit at the beginning of hurricane season (June 1st), replacing batteries and food items on a rotating basis.
- Fill your vehicles' gas tank.
- Make arrangements for transportation if your vehicles are not sufficient to evacuate residents.
- Fill your clean water containers.
- Review your emergency plans and supplies, checking to see if any items are missing.
- Check the radio or television for weather updates. Monitor [NOAA Weather Radio](#).
- Prepare an emergency kit for all vehicles with food, flares, booster cables, maps, tools, a first aid kit, fire extinguisher, sleeping bags, etc.
- Secure any items outside which may damage property in a storm, such as bicycles, grills, propane tanks, etc.
- Cover windows and doors with plywood or boards or place large strips of masking tape or adhesive tape on the windows to reduce the risk of breakage and flying glass.
- Put pets in a safe area.
- Place vehicles under cover, if at all possible.
- Fill sinks and bathtubs with water as an extra supply for washing and flushing toilets.
- Adjust the thermostat on refrigerators and freezers to the coolest possible temperature.

GENERAL CHECKLIST OF SUPPLIES FOR ALL HAZARDS

Suggested Disaster Supplies to Keep on Hand at All Times

- Aluminum foil - heavy-duty
- Battery-powered radio, 2-inch to 5-inch TV, flashlight and plenty of extra batteries
- Blankets or sleeping bags
- Booster cables for vehicles
- Camera and film
- Can openers and utility knives (manual)
- Cell phones and extra batteries
- Change for vending machines and pay phones
- Charcoal and lighter fluid
- Chlorinated bleach and hand-washable clothes detergent
- Clocks - non-electric
- Clothing – a change of clothing, rain gear, sturdy shoes, hat and gloves
- Compass
- Containers - extra pots and plastic storage containers
- Electrical cords – power cords, extension cords, outlet strips
- Eye protection
- Fans - hand-held or battery-operated
- Feminine hygiene products
- Fire extinguishers (5 pound, A-B-C type)
- First-aid kit and prescription medications (a two-week supply) and vitamins
- Flashlights
- Food supply-nonperishable, high-energy packaged foods and canned foods (at least a seven-day supply). Also: Other foods that don't require cooking and are good in emergencies: granola bars, cereal (with powdered milk), nuts (if they are in airtight packages).
- Garbage cans - extra garbage cans or a rented dumpster
- Gas cans
- Generator and fuel – portable if building does not have a stationery generator
- Glasses - spare glasses and contact lens solution
- Hardware and tools - including cordless drill, nails, staple gun, hand saw, circular saw
- Ice chests and ice

- Identification - photo I.D. with address, family records, medical records, insurance policies and warranties
- Keys - an extra set of car keys
- Ladders
- Lamps or lanterns with fuel supply
- Map of area
- Matches - waterproof
- Money - credit cards, cash and traveler's checks
- Mosquito repellent
- Rope – nylon (100 feet)
- Office supplies - paper, pencil, labels, markers, scissors, stapler
- Paper products - plates, cups, utensils and paper towels
- Pet food and supplies if applicable
- Phone numbers - a list of for family and friends of residents and staff
- Physicians lists with contact information
- Plastic sheeting
- Plastic trash bags and sealable plastic bags of various sizes
- Razor - a non-electric razor and shaving cream
- Resident information list, such as the style and serial number of medical devices such as pacemakers
- Signal flares for vehicles
- Special items for elderly, disabled or infants — such as disposable diapers, powdered milk
- Stoves/Grills - portable outdoor camping stoves or grills with fuel supply
- Sunscreen
- Tape - masking or duct tape
- Toilet paper and other personal hygiene items
- Vacuum – wet/dry
- Water purification tablets (halazone)
- Water - bottled supply (one gallon per person per day for at least five days). Store water in sealed unbreakable containers. Identify the storage date and replace every six months.
- Wipes – moistened disposable baby wipes

CCRC RESIDENT CHECKLIST

Courtesy of the Florida Life Care Residents Association

Items to Have On Hand in the Event of Severe Tropical Storms/Hurricanes:

- Car tank filled with gasoline.
- Extra ice in freezer.
- Camera and film; extra batteries.
- Extra drinking water.
- Tub filled with water.
- Pets inside or otherwise protected.
- Loose outside objects stored or secured.
- First-aid kit and manuals.
- Fire extinguisher.
- Flashlight or lantern, extra batteries.
- Radio, extra batteries.
- Raingear, change of clothing; heavy/sturdy boots or shoes; work gloves.
- Extra cash/credit cards.
- Personal hygiene items.
- Medications and specific medical information.
- Pantry well stocked: canned goods, dry milk, dry cereals, powdered drinks, bread; non-electric can opener; plastic utensils; garbage bags.

Tropical Storm/Hurricane WATCH Preparation (Complete when under a Tropical Storm/Hurricane Watch)

Secure Your Living Unit

Remove loose objects from the patio or balcony.

Prepare your "Hurricane Disaster Supplies Kit"

1. Purchase fresh and extra batteries for radio and flashlights.
2. Make as much ice as can be stored in available freezer space.

3. Refill prescription medications and obtain an extra supply of special medications or supplies.
4. Purchase additional nonperishable food that does not need cooking. Don't forget pet food or special dietary supplies.
5. Keep your vehicle(s) filled with gas.
6. Get extra cash from the bank since electronic tellers might be out for days after a major storm due to power failures and damage.
7. Review your personal and CCRC evacuation plans; make sure your family knows the plan and how to reach emergency assistance.

Tropical Storm/Hurricane WARNING Preparation
(Complete when under a Tropical Storm/Hurricane Warning)

Quickly complete all chores listed under "Hurricane/Tropical Storm Watch Checklist"

1. You should plan to arrive at the shelter or stay indoors no later than the expected arrival time of tropical storm force winds. Determine whether your CCRC is recommending that you move to a shelter or stay at your residence. Your initial choice might be to ride out the storm but always prepare to leave.
2. If you are in an area under an official evacuation order, evacuate in compliance with your CCRC's evacuation plan.
3. Close drapes and lock all windows and doors.
4. It's advisable to take your pets with you if at all possible, especially if you are in a storm surge area, low-lying area or mandatory evacuation zone. Keep in mind too that some shelters do not accept pets – be prepared with information on a shelter that does accept pets. Make sure all of your pets have proper identification.
5. Load Hurricane Disaster Supplies Kit into car.
6. Take personal papers, insurance documents, driver's license, property inventories with you in a water-proof container.
7. Plan to leave and get to evacuation site during daylight hours.
8. Drive safely to evacuation site.

