



# Hurricane Safety Checklist

## *Before...*

- Keep informed: Follow the news for weather updates and instructions from the University or Public Officials
- Register for emergency alerts through MessageMe ([www.message.harvard.edu](http://www.message.harvard.edu))
- Have a personal preparedness plan and disaster supplies kit
- Become familiar with your building's evacuation routes and know what to do "in case of emergency"
- Check [www.emergency.harvard.edu](http://www.emergency.harvard.edu) and 1-866-496-NEWS for Harvard-specific information related to the hurricane including school closures

## *During...*

- Keep all windows and doors closed and secured
- Stay inside on low levels away from windows
- Keep a flashlight near for power loss (do not use candles)
- Turn off unnecessary lighting and equipment (including computers and monitors)
- Keep informed: Listen to the news and have a portable battery powered radio available in case of power loss
- Evacuate if instructed by authorities. Avoid flooded areas.

## *After...*

- Report all facility related damage and emergencies to the University Operations Center at 617-495-5560 (available 24 hours a day)
- Stay away from downed power lines
- Continue to follow instructions from authorities
- Check [www.emergency.harvard.edu](http://www.emergency.harvard.edu) and 1-866-496-NEWS for post-hurricane instructions
- Let your family know you are safe

## *Reporting an Emergency*

- Medical Emergencies – Dial 911**
- University Operations Center (24 hours) – 617-495-5560
- Harvard University Police (24 Hours) – 617-495-1212

## *Disaster Supplies Kit*

*The following are suggested items to have in case of any emergency. Specific supply needs will depend on your particular needs and the severity of the event.*

- Bottled water
- Extra clothing (hat and sturdy shoes)
- Snacks (protein / snack bars)
- Flashlight (with extra batteries)
- Radio – battery-powered or hand-crank
- First aid kit
- Medications (7-day supply)
- Multi-purpose tool
- Sanitation and hygiene items
- Personal documents and identification (passport, ID, etc.)
- Cell phone with chargers
- Extra cash
- Maps of area
- Car and home keys
- Rain gear

## *Emergency Alerts*

- [www.emergency.harvard.edu](http://www.emergency.harvard.edu)
- 617-496-NEWS
- [www.message.harvard.edu](http://www.message.harvard.edu)