

## EMERGENCY PREPAREDNESS CHECK-OFF LIST



1.	Secure the facility by causing the windows & glass doors to be shuttered or otherwise protected, if that is possible	
2.	Remove furniture & equipment away from windows and doors wherever possible.	
3.	Cover furniture and equipment with plastic, water resistant materials.	
4.	Disconnect <u>all</u> electrically powered equipment from outlets.	
5.	Take other prudent steps to mitigate possible damage to furniture, records, and equipment.	
6.	Change the message on the telephone system.	
7.	Elevate all computers from the floor.	
8.	Verify/update telephone contact list.	
9.	Remove all file records from lower cabinet drawers & secure with plastic, water resistant materials.	
10.	Establish a list of essential employees (skeleton crew) to report to work after a disaster to assess damages to facility and to mitigate further damages.	

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Center Manager/Safety Coordinator

\_\_\_\_\_  
Date (mm/dd/yyyy)