

Hurricane Task Preparation Checklist

Note: The UF homepage is the official source of UF Information. Official emergency information for Alachua County is broadcast on WRUF-FM 103.7 and WRUF-AM 850.

Emergency Preparedness Information and Links: <http://www.ehs.ufl.edu/disasterplan/>

Assignments for Securing Administrative and Office Areas					
Area, Equipment	Location(s)	STAFF RESPONSIBLE		Special Concerns	Completed
		Primary	Alternate		
ACTION:					
Fuel and move state vehicles to a safe location	UF Campus	Assignee	Operations Manager		
Back-up computer files, make more than one copy and store in several different locations.	N-Z Hall & SFRC/WEC Building	Occupant	Assistant		
Cover and secure or encase and seal vulnerable equipment with plastic.	Same as Above (SA)	Occupant	Assistant	Plastic Bags will be provided	
Valuable files and papers should be moved or cabinets covered in plastic and secured.	SA	Occupant	Assistant	SA	
Unplug computers, printers and other electrical equipment (exception refrigerators and freezers).	SA	Occupant	Assistant		
Move equipment and other valuables away from windows, off the floor, and to interior areas of the building. <i>(Tag moved equipment for easy identification and retrieval).</i>	SA	Occupant	Assistant		
In areas subject to flooding: If necessary, relocate valuable equipment and other valuables to a higher floor. <i>(Tag moved equipment for easy identification and retrieval).</i>	SA	Occupant	Assistant	Newins-Ziegler Hall 3 rd floor subject to flooding	
Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.	SA	Occupant	Assistant		
Take personal possessions home.	SA	All			
Close and latch office door when complete.	SA	Occupant	Assistant		
Other					
Other					