



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.messageme.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 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 and 1-866-496-NEWS for post-hurricane instructions
- Let your family know you are safe

Reporting an Emergency

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

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
- 617-496-NEWS
- www.messageme.harvard.edu