



# Tornado 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](http://www.messageme.harvard.edu)).
- Have a personal preparedness plan & disaster supplies kit
- Become familiar with your building's "safe room". This should be a basement, or interior room on the lowest floor with no windows.
- Watch for tornado danger signs: dark often greenish clouds, cloud of debris, large hail, funnel cloud, roaring noise.

## *During...*

- Keep all windows and doors closed and secured.
- Stay inside on the lowest level away from windows.
- If caught outdoors:
  - If in car, stay in car with seat belt on and head down. Cover head with hands and blanket if possible.
  - If you can get lower than the level of the roadway, lie in that area, covering your head with your hands.
- Keep a flashlight near for power loss.
- Keep informed: Listen to the news and have a portable battery powered radio available in case of power loss.

## *After...*

- Report medical issues to 911, public safety issues to HUPD (617-955- 1212), and facility/environmental issues to the Harvard Operations Center (617-495-5560)
- Stay away from downed power lines.
- Continue to follow instructions from authorities.
- Check [www.emergency.harvard.edu](http://www.emergency.harvard.edu) and 617-496-NEWS for post-tornado 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](http://www.emergency.harvard.edu)
- 617-496-NEWS
- [www.messageme.harvard.edu](http://www.messageme.harvard.edu)