



## Pre-Hurricane Checklist for Health Centers

This list provides some suggestions for steps health centers should take to prepare for a hurricane. Necessary steps may vary depending on the facility and anticipated impacts from the storm. Direct impacts may include damage to the facility or surrounding community, disruption to utilities, and/or evacuations out of the community. Indirect impacts may include increased patient numbers from evacuees or interruption of the supply chain.

- Review emergency plan, policies, and procedures with staff.
- Articulate expectations of staff before, during, and after landfall – including any anticipated changes in services or hours after the storm.
- Ensure contact information is accurate.
- Set communications schedule.
- Stay up-to-date with weather news.
- Review hurricane safety information and evacuation plans with staff as needed.
- Encourage staff to prepare emergency kits at home.
- Post hurricane safety information around the clinic.
- Update answering machine/service regularly with clinic status and any additional instructions.
- Post signs around the clinic with necessary information regarding clinic plans and weather updates.
- Reach out to high-risk patients to review their preparations.
- As needed – provide new prescriptions for enough medication to see patients at least a week passed expected landfall.
- Cancel or reschedule appointments as needed.
- Encourage patients to prepare emergency kits at home, including copies of all prescriptions and key medical documents.
- Clear away any exterior debris that could cause damage.
- Bring inside any exterior items that could be picked up by the wind.
- Raise as much as possible off the floor – particularly paper records and electronics – in case of flooding.
- Take pictures of all rooms and inventory for insurance.
- Contact partners to let them know anticipated changes and expectations/needs.
- Gather electronic copies of important documents such as lease/mortgage, insurance, and staff information.
- Stockpile basic supplies such as clean water, batteries and lights; charge all portable electronic devices.
- Print necessary blank documents such as patient intake forms.
- Fill generator fuel tanks and mobile clinic tanks; ensure they are secured.
- Close hurricane shutters or board up glass windows and doors.
- Turn off water, power, and gas to the building before leaving if anticipating interruptions to utilities.