

Hurricane Pre-evacuation Checklist – FY 2008

Service Location _____

Directions: **Check off each task as it is completed and fill in blanks as needed. Program Director or Alternate signs and dates the completed form. FAX completed form to Ashley Hall Center: Fax number- 852-3640**

- _____ Distribute updated staff listing with home phone numbers
- _____ Distribute listing of all Center location phone numbers to all staff
- _____ **EXTRA** keys for all locations (Vehicles, Medications, Medical Records, Offices, File Cabinets, Supply/Storage areas) are **labeled** and **stored** in: _____
(One additional set of keys for all Center vehicles & *front door* keys only for all Center buildings are stored at Ashley Hall Center.)
- _____ Flashlights and batteries are available & accessible
- _____ Measures taken to maintain safety/security of medical records by: _____
(Charts will not be left in bottom file drawers in flood prone areas [e.g. FOCUS, Dorchester]).
- _____ Vehicle gas tanks are full
- _____ Vehicles are parked at the following designated area _____
- _____ If needed, medications have been relocated to _____
(Sample medications should not be left in bottom drawers of file cabinets)
- _____ Notify **Assessment/Mobile Crisis** in writing of clients identified as most likely to need services immediately after the storm passes (e.g. unstable clients, those needing injections or medications). Copies of lists should be given to several staff members, supervisors, and Disaster Preparedness staff.
- _____ Provide all staff with instructions regarding contact with the Center after the storm
- _____ Unplug all computer, electrical & electronic equipment. Protect by covering with plastic and tape to secure. Make back-up data files if needed. Move computers and printers away from windows to a hallway or windowless office. Cover file cabinets with plastic and secure with tape. Remove and protect pictures.
- _____ Make sure that the following phone numbers are listed on your yellow **Disaster Phone Number Cards:**

Charleston County Emergency Preparedness Office:	843-202-7400
Dorchester County Emergency Preparedness Office:	843-832-0341
SCDMH Public Safety (Emergency # only):	803-935-5499
C/DCMHC Emergency Weather Information Message	843-414-2355
- _____ Other Hurricane Response Information is available on our Website: www.cdcmhc.org
- _____ **Remember-** when the storm is over and mandatory evacuation is lifted by the Governor, Center staff must report to work.

Program Director or Alternate

Date