



# Virgin Islands Housing Authority

## Hurricane Preparedness Check List



CHECK VITEMA FOR UPDATE: [HTTP://WWW.VITEMA.GOV](http://www.vitema.gov)

BE PREPARED AND BE SAFE!

## Preparedness Plan:

1. Back up all important data on your external hard drive.
2. Gather plastic bags and tape.
3. Identify a safe central storage location for all external hard drive, essential documents or equipment's.
4. Perform a general inventory of all equipment and supplies within each department. Take pictures of all items for insurance claims purpose.
5. All department heads should assess their areas and determine which files and other materials needs to be removed and stored in plastic containers.
6. Each container should be labelled and stored in a secure place off the floor.
7. All department heads should create or review staff contact information.
8. All equipment should be covered down and documents secured.
9. Listen to your local radio or television stations for hurricane progress reports, emergency orders and report to work status.
10. Review your evacuation plan.
11. Get home safely.
12. Check your emergency supplies.
13. If any damages take pictures of your house and its contents and for insurance claims.

### FOR EMERGENCY UPDATES:

- Tune in to one of the local radio station.
- Sign up for VI-Alert at <https://users.vialert.gov>
- Keep in touch with your Supervisor or co-work of office closer.

### BASIC SUPPLIES:

- Flashlights
- Food (non-perishable for 7 days)
- Water
- Cash
- Extra clothing
- Cell phone charger

