



CITY OF
Boca Raton



Hurricane Preparation Checklist for City Employees

Responsibilities at Home:

- ☐ Make a personal / family plan
- ☐ Make an evacuation plan if you live in an evacuation zone
- ☐ Find a “buddy” to share your plan with if you are alone
- ☐ Purchase Hurricane Supplies
- ☐ Inventory your household items and store this record in plastic in a safe place
- ☐ Review insurance needs and update as necessary
- ☐ Compile important documents
- ☐ Learn how to secure boat, pool, if pertinent
- ☐ Stock and store medication as necessary, obtain extra prescriptions, oxygen
- ☐ Trim your trees now
- ☐ Inspect your hurricane panels, shutters, and fastening devices; obtain window covering if not already available.
- ☐ If evacuating, prepare your “Hurricane evacuation supply kit”
- ☐ Locate the water, electric and gas shutoffs for your home

Suggested Supplies at Home:

- ☐ Battery operated radio and extra batteries
- ☐ Flashlights and extra batteries
- ☐ Manual can-openers
- ☐ Disposable plates, utensils
- ☐ Matches in waterproof containers
- ☐ Plastic storage containers
- ☐ Water purification tablets, iodine or plain bleach to purify water
- ☐ Sterno for Cooking
- ☐ Water and gas shutoff wrenches
- ☐ Area maps
- ☐ Sanitation items, such as:
 - ☐ Hand sanitizer, sanitizing wipes, toilet paper, towelettes, soap, liquid detergent, disinfectant, plastic garbage bags, ties, plastic, buckets with a tight lid
- ☐ Insect repellent, sunscreen

- ❑ First aid and fire extinguisher
- ❑ A 2-week supply of food and liquids
- ❑ Personal hygiene items if you need to evacuate or are essential personnel

Responsibilities at Work:

- ❑ Are you essential during an emergency?
- ❑ Have you made all the necessary preparations at work?
- ❑ Verify your responsibilities before, during and after the storm?
- ❑ Note the Citizen information number **561-982-4900**
- ❑ Make sure you have the employee hotline number for updated information during an emergency **561-393-7892** (located on the back of your employee ID)
- ❑ Sign up for local alerts for updates related to your residing city. In Boca Raton, sign up for CodeRED or PBC Alerts.
- ❑ Check out the Hurricane preparedness guide on the City's website for additional information and follow us on social media. Stay connected before during and after the storm.