Hurricane Preparedness Checklist

Below is a checklist that our office developed following the 2004 hurricane season based on district feedback and observation. Although you are almost certainly following locally established emergency plans, you may find some additional useful tips on the checklist.

**School Districts:**

* Train all district transportation staff in the district’s emergency management plan and review.
* Renew communications and commitments related to district’s emergency plan with all identified internal and external contacts.
* Ensure all staff have and are told to use time and effort logs that will be needed for FEMA reimbursement and are instructed in their use.
* Notify county emergency management officials of available buses and their locations for use in community evacuation.
* Provide county emergency management officials contact information for bus compound personnel in different areas of county.
* Decide when to cease operation of buses (e.g., maximum wind speed for safe operation) (See wind research attachment above for guidance.)
* Secure buses if possible in areas least likely to incur storm damage (not around trees or less durable buildings).
* Prepare buses by lowering roof hatches, parking buses close together in protective groups, closing all windows and doors.  If possible, secure doors, hatches, stop arms, and pupil crossing arms to prevent damage.
* Park buses in front of garage doors to deflect wind forces.
* Charge all air compressors in garage, including portable air tanks.
* Fill fuel storage tanks and fill all available buses to ensure ability to operate after storm when fuel supplies may be disrupted.
* Request after hours and emergency numbers for fuel suppliers in the event normal operations are affected by storm.
* Ensure functional backup power generation for fuel island, garage facility.
* Ensure adequate supply of high risk parts (stop arms, roof hatches, pupil cross arms).
* Request emergency numbers for post-storm contacts with vendors and other districts for emergency parts procurement.
* Ensure all staff, including drivers and technicians, have communications list with emergency phone numbers of all key people and their areas of responsibility.
* Prepare a supply of mounted bus tires.
* Establish standard times and schedules for drivers and technicians to report in following the storm.
* Establish back-up information outlets for employees and the public, such as: radio stations, newspapers and television depending on the severity of damage in your area.
* Place one radio-equipped bus at each school that will serve as a shelter to accommodate post-storm communications.
* Secure and weatherproof critical records and equipment (including computers) in garage, training rooms, transportation administration, other transportation facilities.
* Back up critical computer files in offsite location.
* Turn off all natural gas and propane gas supplies at the source.
* Unplug electrical equipment.
* Ensure transportation facilities are equipped with other preparedness supplies (radios, batteries, water, etc.)
* Provide all employees time and assistance in implementing personal preparedness plans and resources.