



# Disaster Preparedness Checklist

## Step 3: REDUCE YOUR RISK & PREPARE

Updated \_\_\_\_\_

### EXAMPLE

#### Strengthen your facility

- Check all roofing for loose singles, areas that need repairs
- Check trees around facility possibly needing removal/trimming because of weak areas.

#### Who is responsible?

John Smith, along with Buildings & Grounds will examine the roof and trees. They will be responsible for scheduling of repairs/tree removal.

## Threat: **FLOODS**

Strengthen your facility

Who is responsible?

Utilities – What gets shutoff, how and who is responsible.

Items to be moved to higher ground and who is responsible