



Hurricane Preparation Checklist

Starting June 1st

- Review team phone list for accuracy gather updated contact numbers for each employee.
- Extra supply of all sizes of medications for storm anxiety patients.
- 2-week supply of food for animals in the hospital.
- Post on social media reminding clients of microchip importance during hurricanes.

48 hours from expected landfall:

- Give each employee a card with manager and practice owner contact information.
- Find out which team members will be remaining in the area and who will be evacuating
- Remind staff to fill their own vehicles with gas.
- Supplies to be gathered: 6 flashlights or lanterns, fresh batteries plus 2 extra sets per flashlight, rope, 2 boxes of large trash bags, 4 large bottles of hand sanitizer, 4 gallons of bleach, duct tape, tools (hammer, nails, chainsaw) and 2 bags of cat litter to be used for spill cleanup.
- Charge all power tools, drills, emergency lights, radio, digital camera, etc.
- Have deceased pets picked up by local cremation company.
- Clean out all refrigerators of old food that could spoil without electricity.

24 hours from expected landfall:

- Ensure all pets have waterproof neck bands for ID (pets name, client name, hospital info)
- Prepare all kennels for drop-offs that may show up unexpectedly.

12 hours from expected landfall:

- Get all facility laundry washed, dried, and put away, in case of a power outage.
- Print 2 inventory and treatment price lists. One goes offsite with the manager.
- Print appointment schedule for the next week.
- Use digital camera to take pictures of inventory, equipment, and the inside and outside of the hospital with the date display on each picture.

8 hours from expected landfall:

- Walk the property and secure or bring in all loose items, hoses, flags, etc. All lawn ornaments and portable plants need to be brought indoors and stored out of the traffic flow.
- Take vital documents offsite.
- Unplug all non-essential equipment except Vet Lyte machine, which must always remain on.
- Cover computers, printers, lab equipment, etc. with trash bags to protect from potential debris.
- Raise all equipment off the floor to minimize the chance for water damage.

4 hours from expected landfall:

- Turn off oxygen and be sure tanks are secured.
- Pull all medications from any small refrigerators and put in main refrigerator to maximize cooling.
- Fill all tubs and large trash cans with water to be used after the storm, in case of water contamination. Add 8 drops of bleach per gallon of water.
- Walk all dogs now to ensure as comfortable a stay as possible.
- Newspaper will be placed in all kennels. This makes the cleanup easier.
- Print a final copy of the contact list for clients with pets still in the hospital. This goes offsite with the manager.
- Set all thermostats to 78 degrees to minimize drain on Power Company.
- Place towels under all exterior doors to minimize potential water damage.
- All inside doors need to be closed to minimize damage from broken windows or other glass.
- Release all employees and secure the building. Double check that all doors and windows are locked.

AFTER the Storm

- After the immediate threat has passed, manager to contact all employees with update.
- All available staff members will be needed to care for the pets left in hospital. Come to the hospital or contact your manager for disaster reassignment.
- Check the building for external damage (roof, downed power lines, etc.) Take photos.
- Enter hospital if it appears safe and survey for internal damage. Take photos of damage.
- Pets still in the hospital need to be fed, walked, and cleaned. This needs to be a major priority.
- The grounds need to be cleared of any debris and limbs.
- Update the website and social media.
- If phone lines or internet are down, contact Pute for instruction.

Please contact the hospital administrator with any questions. With proper planning and good communication, we will be able to handle emergency conditions as smoothly and efficiently as possible.

Additional Resources & Phone Numbers:

Pute - 888-455-7883

AAHA - 800-883-6301 or 303-986-2800

DART - 850-983-4680 / 850-983-5372

FVMA - 800-992-3862

AVMA - 800-248-2862 ex.6687

FEMA - 800-462-9029