

# FLETC Student Evacuation Preparation Checklist

## Personal Gear & Property – Everything must be removed from the room.

Food	Remove all food from refrigerator.
Rugs & Mats	Take up and take with you.
Bedding	Raise any bedding that hangs below the mattress to protect from possible floodwater. Bedding will be available at the shelter site. DO NOT REMOVE bedding or pillows.
Duty Gear	Ensure FLETC-issued gear is clearly separated from Agency-issued gear.
Personal items	Ensure sensitive personal items are packed to bring with you during the evacuation or leave stored in your personal vehicle (if you have one with you).

## Personal Deployment Gear – Items to be brought with you during evacuation

Government Issued ID	Your driver's license, passport, social security card, and any other identification issued to you.
Hygiene	Toothbrush, toothpaste, washcloth, soap, and other personal items.
Clothing	Pack all, leaving several days' worth of comfortable clothing and layers appropriate for the season and temperature readily accessible.
Cash	While we will likely be able to use debit and credit cards, cash is the easiest way to purchase items you need while sheltering.
Special Dietary Items	Bring all special dietary items you require. If refrigeration is required, please coordinate with your Program Coordinator(s).
Personal Linens	Bedding will be available at the shelter site.
Electronics	Bring phones, tablets, laptop computers, and associated chargers.
Footwear	Comfortable shoes, boots, and shower shoes.
Personal items	Ensure all sensitive personal items are brought with you; e.g. prescription medication.

## Agency Issued Gear – Pack, label with your name, and take where directed

Turn In	Agencies may want all of your gear turned in. More information on those requirements will be relayed through your Program Coordinator(s).
Pack	Pack items in a box and place on the bed with your name on a tag for identification / ownership. Boxes will be provided by your Program Coordinator(s).

## Room Preparation

Desktop	Clear desk of pens, pencils & other items that could become projectiles in high wind.
Walls	Take down personal items hanging on walls and take them with you.
Chemicals & Flammables	Store under sinks, in bathrooms, in areas where their containers are not likely to be damaged by storm winds if windows are broken.
Windows	Ensure no items are left in the immediate vicinity of windows as much as possible.
Rugs & Mats	Take up and store on top of the bed unless they are personal. Take all personal items with you.
Bedding	Raise any bedding that hangs below the mattress to protect from possible floodwater.

If you drove a personal vehicle to FLETC and are leaving it there, ensure it is moved to the prescribed location and secured before you evacuate.