

GET ORGANIZED BE PREPARED

Naples' PREMIER Professional Organizer®
Marla Ottenstein

The *Ultimate* HURRICANE CHECKLIST



STANDARD ESSENTIALS:

- Frill-free landline phone w/basic phone service (NOT cable)
- BATTERIES! (NOT rechargeable)
- Manual can opener, scissors & sharp knife
- Wine key & bottle opener
- Heavy-duty hammer & double-sided screwdriver
- Portable grill w/plenty of PROPANE or CHARCOAL
- Disposable plates, napkins, cups & utensils
- Ice trays & pre-cut aluminum foil sheets
- Quart & gallon-sized Ziploc bags
- LED lanterns ([amazon.com](https://www.amazon.com))
- FLASHLIGHTS & headlamps! (LED is best)
- Several battery-operated fans (O2COOL 10-inch portable fan w/USB charging port)
- Several hand-held, battery-operated fans
- Plastic tarps, duct tape, bungee cords, whistles & bleach
- Emergency drinking water system ([WaterBOB.com](https://www.waterbob.com))
- Silicone pot cover for tub drain
- Several gallon-size jugs to fill w/water for flushing toilets
- One large watertight file box for important files
- One large watertight container for garbage
- Well-stocked first aid kit (replenish annually)
- Bug repellent, insect bite ointment & sunscreen
- MATCHES & multi-purpose LIGHTERS
- Rubber boots, heavy-duty work gloves & face masks
- Large COOLERS with wheels & lots of freezer packs
- Automobile jumper cables & tape measure
- Portable mobile phone chargers/battery packs w/cords
- Solar-powered phone chargers/battery packs w/cords
- Unscented dry shampoo (you'll be glad you did)
- Metal, spill-proof, UL-approved "safety" gas cans
- Blankets, pillows & inflatable mattresses

OPTIONAL SUPPLIES:

- Generator & gas (store per manufacturer's manual)
- Carbon monoxide detector
- Gas or battery-powered chainsaw & protective gear
- NOAA weather radio & 2-way radios

AS FAR IN ADVANCE AS POSSIBLE:

- Review all insurance coverages
- Set up online insurance account w/hotline # in phone
- Inventory & photograph all personal property
- Create a master list of accounts & emergency numbers
- Service/repair hurricane shutters
- CASH (small bills are best)
- Non-perishable food (7 days)
- Toilet paper & paper towels (7 days)
- Disposable hand sanitizer and/or baby wipes
- Disposable disinfecting wipes
- Drinking WATER for humans & pets (4 gallons/person & per pet, per day for 14 days)
- Disposable toothbrushes
- Sandbags or large bags of potting soil
- Trim trees, palm fronds & coconuts, etc.
- No shutters? Have plywood cut in advance & have an installation plan in place
- Give a spare house key to a friend for safekeeping

1 WEEK BEFORE THE STORM:

- Put shutters or plywood up & leave 2 means of egress
- Recycle any unwanted hazardous materials ([CollierCountyFL.gov](https://www.colliercountyfl.gov))
- Remove blades from exterior ceiling fans
- Remove and/or tie down exterior light fixtures
- Remove exterior decorative knickknacks, pots, statues, furniture & doormats, etc.
- Purchase boxed milk, oranges, grapefruits & apples
- Turn on Government Alerts (mobile phone) & register w/Alert Collier
- Set aside rubber boots & rain jacket w/hood
- Fill lots of gallon-sized Ziploc bags w/ice
- Empty freezer & refrigerator of all perishable items
- Fill gas tanks & top off all automotive liquids
- Inspect tire pressure
- LIMIT DRIVING to necessary travel only
- Fill spill-proof gas cans & store in garage
- If you decide to evacuate, DO NOT WAIT!

3 DAYS BEFORE THE STORM:

- Wash ALL dirty laundry
- Change bed linens & clean home/apartment
- Balance bank statements
- Pay all credit card bills & estimated taxes
- Be sure everyone in your family carries detailed identification & medical information at all times
- Keep current digital photos of all family members & pets on your mobile phone in case of emergency
- Pack one duffle bag/person in case of evacuation
- Store all prescription medicines, eyeglasses, contact lenses, hearing aids/batteries, syringes, pet meds, checkbooks and passports in a watertight container
- Store copies of all insurance policies, HUD statements, title insurances, car titles, prescriptions & medical conditions, proof of address and pet records in a watertight container
- Refill all prescriptions in advance (30-day supply preferable)

24 HOURS BEFORE THE STORM:

- Turn ice maker OFF & empty ice tray
- Pre-cook ALL meat, fish & poultry
- Crank up freezer & refrigerator settings to coldest setting
- Crank up HVAC to cool home (IMPORTANT: turn AC OFF when power goes off)
- Pull blinds down to keep your home cool
- Fill bathtubs with water. NOT FOR DRINKING!
- Fill gallon jugs with water for toilet flushing
- Limit wastewater use until given the “all-clear” by local utility authority
- Run dishwasher & washer/dryer one last time
- CHARGE all mobile phones, tablets, laptop computers & external battery packs
- Back up files to the Cloud or to an external hard drive (keep in watertight container)
- Store computer/laptop in empty dishwasher & lock
- Fill several thermoses with coffee
- Tell out-of-town friends & family where you will be during the hurricane, as well as your backup plans (i.e., evacuate)
- Tell family & friends to limit calls/texts (set up group text)
- Clear all voicemail & all deleted voicemail messages from your mobile phone
- Put hurricane supplies in one place (off the floor)

DAY OF THE STORM:

- Pull car into garage as far as possible
- Lock garage from the inside by closing safety latch & put lift on “manual” setting
- Turn hot water heater & corresponding circuits OFF
- Put dry towels & bath mats on the floor surrounding all windows & doors

- Unplug ALL small appliances
- Close all windows & interior doors (lock windows, NOT doors)
- Put mobile devices on LOW BATTERY mode
- Leave your mobile devices ON at all times
- Pick a windowless interior room where everyone will remain for the duration of the storm
- Have a backup location where everyone goes in case the windows blow
- If you do move into the backup room, take a headcount
- Lock all exterior doors & put key in a secure place
- Discuss evacuation routes in advance
- Flying debris? Take cover and shelter in place!
- Wear long pants, sneakers & socks (NO shorts & NO flip-flops)
- Everyone should have a raincoat, rubber boots, umbrella, hat and flashlight readily available in case of emergency
- Keep passport, driver’s license/identification, cash & credit/debit/ATM cards together in a handbag or Ziploc bag and place next to your raincoat for quick retrieval
- Keep an extra set of car & house keys in Ziploc bag
- Turn TV OFF & unplug until power & cable are stable
- Turn HVAC & corresponding circuits OFF (air handler first, followed by condenser)

AFTER THE STORM:

- Reset HVAC by turning air handler & condenser OFF at the breaker for 10 minutes before turning back on
- Change air filters & reset temperature to normal
- Run 2 full cycles in empty clothes washer & in empty dishwasher to ensure water is clean
- Run 2 or 3 full ice maker cycles before use
- Reset refrigerator/freezer temperatures to normal
- Report damage to insurance companies w/photos & videos
- Replenish all supplies after the storm
- Remove batteries from all flashlights, radios & fans when not in use

PET OWNERS:

- Keep pet food, medications & anti-anxiety pills stored in watertight container (2-week supply)
- Copy all current vaccines/licenses & store in container
- Secure animals in crates with toys & long-lasting rawhide bones during & after storm
- ALWAYS secure pets with harness & leash
- Microchip all pets & have current ID on collar
- Puppy “pee-pee” pads
- Collapsible pet cages (essential for evacuation, shelters & hotels)