Tornado Safety Checklist

Before...
- Keep informed: Follow the news for weather updates and instructions from the University or public officials.
- Register for emergency alerts through MessageMe (www.messageme.harvard.edu).
- Have a personal preparedness plan & disaster supplies kit.
- Become familiar with your building’s “safe room”. This should be a basement, or interior room on the lowest floor with no windows.
- Watch for tornado danger signs: dark often greenish clouds, cloud of debris, large hail, funnel cloud, roaring noise.

During...
- Keep all windows and doors closed and secured.
- Stay inside on the lowest level away from windows.
- If caught outdoors:
  - If in car, stay in car with seat belt on and head down. Cover head with hands and blanket if possible.
  - If you can get lower than the level of the roadway, lie in that area, covering your head with your hands.
- Keep a flashlight near for power loss.
- Keep informed: Listen to the news and have a portable battery powered radio available in case of power loss.

After...
- Report medical issues to 911, public safety issues to HUPD (617-955-1212), and facility/environmental issues to the Harvard Operations Center (617-495-5560).
- Stay away from downed power lines.
- Continue to follow instructions from authorities.
- Check www.emergency.harvard.edu and 617-496-NEWS for post-tornado instructions.
- Let your family know you are safe.

Disaster Supplies Kit
The following are suggested items to have in case of any emergency. Specific supply needs will depend on your particular needs and the severity of the event.
- Bottled water
- Extra clothing (hat and sturdy shoes)
- Snacks (protein / snack bars)
- Flashlight (with extra batteries)
- Radio – battery-powered or hand-crank
- First aid kit
- Medications (7-day supply)
- Multi-purpose tool
- Sanitation and hygiene items
- Personal documents and identification (passport, ID, etc.)
- Cell phone with chargers
- Extra cash
- Maps of area
- Car and home keys
- Rain gear

Reporting an Emergency
- Medical / Fire Emergencies – Dial 911
- Harvard University Police (24 Hours) – 617-495-1212
- University Operations Center (24 hours) – 617-495-5560

Emergency Alerts
- www.emergency.harvard.edu
- 617-496-NEWS
- www.messageme.harvard.edu