



Shelter Preparation Form

Unit: Building:

SECTION 1 - EMERGENCY CONTACTS

UNIT SAFETY LIAISON

Name (Last, First)

Phone Number

BUILDING COORDINATOR

Name (Last, First)

Phone Number

NEAREST HOSPITAL

Name

Phone Number

Street Address

City, State, Zip Code

UNIVERSITY POLICE

Dial 911 from a University Phone or
703-993-2810 from a Cell or Off-Campus

SECTION 2 - SHELTER AREA

	Building	Room Number
Shelter Area 1		
Shelter Area 2		
Shelter Area 3		
Shelter Area 4		

SECTION 3 - SAFETY SUPPLIES

	Location 1	Location 2
First Aid Kit		
Radio/NOAA Weather Radio		
Flashlight and Spare Batteries		
Non-Perishable Food		
Bottled Water		
Other:		

COMMENTS

Completion Date: _____ Review Date: _____