



DISASTER PLANNING CHECKLIST FOR PROPERTY OWNERS

PRE-DISASTER PREPARATION

Establish baseline conditions:

- Photograph your property:
 - Exterior
 - Interior
 - Outbuildings
- Create an inventory of your belongings
- Retain at least one copy of your photos and inventory off-site
- Store valuable documents in a flood/ fire resistant home safe; retain copies off-site

Maintain your property:

- Keep roof shingles and flashing secure
- Keep gutters and downspouts clear/secure
- Ensure downspouts appropriately direct water away from foundations
- Inspect and maintain exterior siding
- Inspect and maintain windows
- Check smoke detectors and change batteries regularly
- Trim tree limbs over buildings and utilities
- Secure and protect doors and windows
- Seal the cap and base of your chimney

Secure your property before an event:

- Secure/store outdoor furniture and accessories
- Confirm all doors and windows are tightly closed
- Protect doors and windows with shutters, plywood or storm panels
- Provision food and water
- Fill bathtub(s)
- Move valuables off of the floor and away from windows; use plastic containers
- Follow utility company recommendations for preparing services



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POST-DISASTER RECOVERY

Before clean up and repair efforts:

- Document all damage to your property
- Contact your insurance agent to determine what damage is covered by your policy
- Use tarps to temporarily protect damaged roofs or walls
- Use temporary wood or plastic to cover broken windows or damaged doors
- Install temporary bracing where necessary
- Contact DHR Easement Staff for technical assistance

During clean up:

- Remove debris from around and under building and structures
- Ventilate building(s) by opening doors, windows, and vents
- Remove debris from around and under buildings and structures; salvage any displaced historic materials
- Run interior dehumidifiers only after natural ventilation is no longer effective
- Inspect building exterior for damage
- Inspect building interiors for indications of water infiltration
- Prioritize repairs (consult DHR Easement Staff with questions)
- Remove only material that is damaged beyond repair in consultation with DHR Easement Staff
- Facilitate drying of all materials. Allow ample time to completely dry before initiating finish repairs.

PERSONAL STORM PREPARATIONS

Electronics

- Charge any device that provides light: Laptops, tablets, phones (even old ones!)
- Charge external battery backups.
- Unplug all electronics before the storm to avoid power surge damage.

Personal:

- Place items that are important/necessary in a backpack or small file box that is easy to grab. Include your wallet with ID, phone, charger, hand sanitizer, snacks.
 - Photograph important documents and place the paper version in protective sleeves.
- Pack a small suitcase in case you need to evacuate quickly.
- Have cash on hand.
- Refill any medications.
- Determine your emergency safe place and store needed items there.
- Determine an out of area contact person who can convey important information to others, or serve as a coordination point should that be necessary.
- Shower before the storm.

Pets:

- Collar your pets and be sure to attach the correct contact info.
- Stock pet food and water.

Water Provisioning:

- Fill bathtubs and sinks with water. Cover them with saran wrap to prevent dust intrusion.
- You can fill a top-load washing machine

with water and leave the lid open for additional water storage.

- Fill old water bottles and other containers with water and keep near the sink for handwashing.
- Wash all household trashcans and fill with water for flushing toilets.
- Fill your freezer with as many storage containers filled with water and store in the freezer. This will help keep freezer contents cold longer and act as back up water supply if it thaws.
- **Freeze a cup of water, place a coin on top after it is frozen. Keep it in your freezer to help gauge the temperature. If the coin stays on top, the food stayed frozen; if it falls into the water, the freezer thawed and food will likely need to be thrown out.**

Household:

- Gas up your car. Fill a spare container too.
- Fill your propane tanks.
- Lower your interior A/C temperature and refrigerator temperature in advance of the storm.
- Prep coolers for beverages and frequent refrigerated snack items. If the power goes out, refrain from opening the refrigerator or freezer to retain cold temperatures.
- Gather candles, flashlights, lighters, matches, batteries and store them in safe but accessible location.



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Housekeeping:

- Purchase hand sanitizer, baby wipes and Clorox wipes.
- Wash all dirty clothes and bedding. Anything dirty will begin to smell quickly without A/C.
- Toss expiring food and empty trashcans in the house. If you don't have trash pick-up before the storm, find a dumpster.
- Run your dishwasher.
- Clean the bathrooms, kitchen and floors, if power is out for days, you are at least starting from a clean environment.



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DHR STAFF CONTACTS:

Easement Properties:

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Historic Properties in Western Region:

Cities of: Bedford, Bristol, Buena Vista, Covington, Danville, Galax, Lexington, Lynchburg, Martinsville, Norton, Radford, Roanoke, Salem

Counties of: Alleghany, Appomattox, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Craig, Dickenson, Floyd, Franklin, Giles, Grayson, Halifax, Henry, Lee, Montgomery, Nelson, Patrick, Pittsylvania, Pulaski, Roanoke, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe

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Historic Properties in Northern Region:

Cities of: Alexandria, Fairfax, Falls Church, Fredericksburg, Harrisonburg, Manassas, Manassas Park, Staunton, Waynesboro, Winchester

Counties of: Arlington, Augusta, Bath, Clarke, Culpeper, Fairfax, Fauquier, Frederick, Greene, Highland, King George, Loudoun, Madison, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, Warren

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Historic Properties in Eastern Region:

Cities of: Charlottesville, Chesapeake, Colonial Heights, Emporia, Franklin, Hampton, Hopewell, Newport News, Norfolk, Petersburg, Poquoson, Portsmouth, Richmond, Suffolk, Virginia Beach, Williamsburg

Counties of: Accomack, Albemarle, Amelia, Brunswick, Buckingham, Charles City, Charlotte, Chesterfield, Cumberland, Dinwiddie, Essex, Fluvanna, Gloucester, Greensville, Goochland, Hanover, Henrico, Isle of Wight, James City, King and Queen, King William, Lancaster, Louisa, Lunenburg, Mathews, Mecklenburg, Middlesex, New Kent, Northampton, Northumberland, Nottoway, Powhatan, Prince Edward, Prince George, Richmond, Southampton, Surry, Sussex, Westmoreland, York

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