

# HURRICANE PREPAREDNESS

Hurricanes generate a series of threats to lives and property. The most obvious is the threat posed to buildings, equipment, and people by the high winds generated with such storms.

This checklist will help you prepare for a hurricane's effect on your business, employees and community by highlighting activities you should undertake before, during, and following the event. When a hurricane threatens your area, use the time available to begin taking the following steps.

√	<b>Before the Storm</b>
	Stay up-to-date on the storm's progress.
	Make a list of all service contact numbers, (electric company, gas company, phone company, tree removal, utilities, air conditioning repair).
	Check insurance policies and ensure they are current (Keep in a water tight bag)
	Ensure you have an emergency communication plan in place prior to the storm, evacuation, or threat. Develop a phone-tree system to contact all employees.
	Backup all data on servers and personal computers. If the backup site is within the area that may be affected by the storm, take backup tapes with you in the evacuation.
	Turn off all non-critical devices such as server monitors and workstations and other non-essential electrical equipment.
	Check the integrity of the uninterruptible power supply (UPS). Move the UPS to the highest level possible above the floor.
	Inspect and make emergency repairs to drains, gutters and flashing.
	Protect/relocate vital records.
	Take the following steps so that items outdoors will not blow away or cause damage: <ul style="list-style-type: none"> <li>◇ Remove all loose debris</li> <li>◇ Anchor or relocate all nonessential equipment to a safe indoor location</li> <li>◇ Secure storage of flammable liquid drums, or move them to a sheltered area (but never into main facility areas)</li> <li>◇ Anchor all portable buildings (e.g., trailers) to the ground</li> <li>◇ Secure large cranes and other heavy equipment</li> <li>◇ Make sure outdoor signs are properly braced</li> </ul>

	Ensure that the employees who volunteered to stay on site have proper supplies and equipment (drinkable water, nonperishable food, medical, flashlights, walkie-talkies).
	Have cash on hand for post-windstorm needs, such as buying food and supplies, or paying employees and contractors.
	Ensure you know which employees are certified in CPR, EMT, etc.
	Repair and fill above-ground tanks with water.
	Fill fuel tanks of generators and all company-owned vehicles.
	Remove as many goods as possible from the floor, or ship them out of the facility.
	Shut off gas to minimize fire loss. (Keep wrench or pliers on hand)
	Disconnect the main electrical feeds to the facility, if possible, to prevent a potential fire caused by short-circuiting of damaged equipment.
√	<b>During the Storm</b>
	Patrol the property continuously and watch for roof leaks, pipe breakage, fire or structural damage. During the height of a windstorm, personnel should remain in a place that had been identified as safe from wind and flood.
	Constantly monitor any equipment that must remain online.
	During power failure, turn off electrical switches to prevent re-activation before necessary checks are completed.
√	<b>After the Storm</b>
	Secure the site and survey for damage.
	Survey for safety hazards such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping.

	Ask key personnel to return and notify contractors to start repairs. Make sure safety systems are fully implemented before work is allowed to begin. This means controlling smoking and other open flame sources. Require contractors to share responsibility for establishing fire-safe conditions before and during the job.
	Begin salvage as soon as possible to prevent further damage: <ul style="list-style-type: none"> <li>◇ Cover broken windows and torn roof coverings immediately</li> <li>◇ Separate damaged goods, but beware of accumulating too much combustible debris inside a building</li> </ul>
	Clean roof drains and remove debris from roof to prevent drainage problems.
√	<b>Employees</b>
	Have all employees, vendors, and client contact information on hand.
	During evacuation, consider your phones lines—redirection to cell phones, answering service, or voice service could be critical.
	Following the storm, notify all critical people of next steps, based on damage.

# DISASTER RECOVERY KIT

A disaster, no matter how great or small, can be a hectic time in both your professional and personal life. Preparing several kits and making them easily accessible will help restoration procedures to begin immediately.

Description	Included		Quantity	Task Assigned To
	Yes	No		
<b>Business Continuity Plan Important Records</b>				
Insurance Policies				
Fixed Asset Inventory				
Contracts				
Employee Information				
<b>Operating System Installation Disks/Software Licensing Keys/Office Supplies</b>				
Software installation disks				
Software licensing keys				
Hardware serial numbers				
Stamps				
Writing utensils & notepads				
Stapler & staples				
Tape				
Printer paper				
Calculators				
Letterhead				

Emergency Items				
	Yes	No		
Cash				
Water (one gallon per person per day, pets too)				
Map of the area (evacuation routes)				
Three day supply of nonperishable food				
Battery powered radio				
Flashlights				
Extra batteries				
First Aid Kit				
Whistle to signal for help				
Software licensing keys				
Can opener (hand held, non-electrical)				
Blankets				
Life jackets (if you live near storm surge zones)				
Sanitation				
Dust/filter masks				
Moist towelettes				
Plastic garbage bags				
Paper towels				
Tools				
Duct tape and plastic sheeting (to seal off rooms)				
Pocket knife				
Wrench or pliers to turn off utilities				
Screwdriver				
Lighter/Matches (sealed in plastic bag)				

**Grab and Go Kits**

	Yes	No		
Medications				
First Aid Kit				
Cash				
Emergency contact information				
Battery powered radio				
Flashlight				

## EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## WE PLAN TO COORDINATE WITH OTHERS

The following people from within our building or neighboring buildings will participate on our emergency planning team.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operation	Staff in Charge	Action Plan
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 SUPPLIERS AND CONTRACTORS

COMPANY NAME: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account No: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account No: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account No: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Account No: \_\_\_\_\_  
Services Provided: \_\_\_\_\_