



Hurricane Preparedness Checklist

BEFORE THE STORM

- Stay up-to-date on the storm's progress via radio, TV or NOAA Weather Radio All Hazards receiver.
- Determine safe evacuation routes inland as well as alternative routes.
- Make sure your Disaster Kit is fully stocked and fresh batteries & supplies are included.
- Ensure you have an emergency communication plan in place prior to the storm, evacuation, or threat.
- 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.
- Strap or anchor to the roof deck support assembly (e.g., the joists) all roof-mounted equipment such as HVAC units and exhaust vents.
- Alert a third party about your company's relocation plan in the event the storm makes your location inaccessible.
- Protect/relocate vital records including your insurance policy. Be sure your risks are protected.
- Install windstorm shutters/plywood over windows and doors.
- Take the following steps so that items outdoors will not blow away or cause damage:
 - Remove all loose debris
 - Anchor or relocate all nonessential equipment to a safe indoor location
 - Secure storage of flammable liquid drums, or move them to a sheltered area (but never into main facility areas)
 - Anchor all portable buildings (e.g., trailers) to the ground
 - Secure large cranes and other heavy equipment
 - Make sure outdoor signs are properly braced
- 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.
- Disconnect the main electrical feeds to the facility, if possible, to prevent a potential fire caused by short-circuiting of damaged equipment.
- Ensure remote access to your company's website so updates about your availability can be made.
- 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 has been identified as safe from wind and flood.
- Constantly monitor any equipment that must remain on line.
- During power failure, turn off electrical switches to prevent reactivation before necessary checks are completed.

AFTER THE STORM

- Keep listening to radio, TV or NOAA Weather Radio All Hazards to make sure the storm has passed.
- Wait until an area is declared safe before entering to secure the site and survey damage.
- Secure 24 hour security if needed.
- Watch for closed roads. If you come upon a barricade or a flooded road, turn around.
- Survey for safety hazards such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping.
- Call in key personnel 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:
 - Cover broken windows and torn roof coverings immediately
 - Separate damaged goods, but beware of accumulating too much combustible debris inside a building
- Clean roof drains and remove debris from roof to prevent drainage problems.

YOUR PEOPLE

- Have all employees, vendors, client contact information on hand.
- During evacuation have a central point of contact for all employees, and ensure you know where your people are located.
- During evacuation consider your phones lines- redirection to cell phones, answering service, etc,
- Following the storm, notify all critical people of next steps, based on damage.