



Hurricane Preparedness Checklist

This checklist will help you prepare for a hurricane's effect on your organization, employees and community by highlighting the tasks you should complete before, during and after a storm. When a hurricane is forecasted, use the time available to take the following steps.

BEFORE THE HURRICANE

- Contact your recovery service provider and place them on alert status.
- Check local news sources for updates on the storm's progress. Test whether your mobile phone can receive emergency weather alerts at alertready.ca.
- Determine a safe evacuation route as well as alternative routes.
- Review your shelter-in-place plan, making sure your disaster kit is fully stocked, and that fresh batteries and supplies are included.
- Ensure that you have an emergency communication plan in place prior to the storm, evacuation or threat, and begin advance notifications.
- Back up all data on servers and personal computers. If the backup site is within the area that may be affected by the storm, consider backing up to a more remote site or the cloud.
- Ensure that you have remote access to your company website, and establish a team to manage updates to the site during and after the storm.
- Turn off and unplug all noncritical devices such as server monitors, workstations and other nonessential electrical equipment. Make sure any equipment is raised above potential flood levels or removed from threatened sites.
- 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 the roof deck support assembly (e.g., the joists) to all roof-mounted equipment such as HVAC units and exhaust vents.
- Alert any third-party partners/suppliers about your company's relocation plan in the event the storm makes your location inaccessible.
- Protect, relocate and duplicate vital records and critical business documents. Be sure they are accessible from anywhere.
- Install windstorm shutters/plywood over windows and doors.
- Apply for or request reentry credentials from local law enforcement.
- Obtain petty cash supply to allow for purchases in the event power or connectivity is lost at merchant locations.
- Review your insurance policies to mitigate any possible gaps in coverage.
- Close all threatened office locations well in advance to allow time to evacuate if needed.
- Have contact information for all employees, vendors and clients on hand.

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- Use an alert notification system to keep all parties posted on status updates and next steps.
- In the event of an evacuation or office closure, consider redirecting your business lines to cellphones, or to an answering or voicemail service.

ENSURE OUTDOOR ITEMS 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 all heavy equipment.
- Make sure outdoor signs are properly braced.

DURING THE HURRICANE

- Patrol the property continuously and watch for roof leaks, pipe breakage, fire or structural damage. During the height of the storm, personnel should remain in a place that has been identified as safe from wind and flood.
- Monitor any equipment that must remain connected to a power source.
- Update employees when possible as part of your communications plan.
- During power failure, turn off electrical switches to prevent reactivation before necessary checks are completed

AFTER THE HURRICANE

- Check local news sources for confirmation that the storm has passed.
- Wait until an area is declared safe before entering to secure the site to survey damage.
- Obtain 24-hour security if needed.
- Watch for closed roads. If you come upon a barricade or a flooded road, turn around.
- Look for safety hazards such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping.
- Continue to communicate with all key audiences until the crisis has passed. Consistency is important, especially with members of the media.
- Call in key personnel and notify contractors to initiate 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.
- Clean roof drains and remove debris from roof to prevent drainage problems.

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.
- Following the storm, notify all critical people of next steps, based on damage.