

HURRICANE CHECKLIST: APPROACHING STORM

Recommend Implementing When in Target Zone of Approaching Storms

MONITOR STORM, ASSEMBLE THE TEAM, CONFIRM RESPONSIBILITIES

NOT IN
STARTED PROGRESS COMPLETE

Stay up-to-date on the storm's progress via radio, TV or NOAA Weather Radio All Hazards receiver.			
Assemble Emergency Preparedness Team Leaders - review and update all plans, confirm assignments, communicate key target dates, evacuation routes, communication plans, etc.			
Have Team Leaders meet with their individual teams to communicate the plans and confirm responsibilities.			

BUSINESS CONTINUITY, EMERGENCY RESPONSE PLANNING

NOT IN
STARTED PROGRESS COMPLETE

Update/Implement the emergency communication plan - include employees, vendors/contractors, clients, other key parties. Identify information and medium that will be "pushed" directly and what will be available on website and other social media platforms. Confirm with management type of info to be updated and approval process.			
Redistribute policies/procedures for updating voicemail greetings/email auto-response messages to be used during a storm, redirecting office lines, cell phones, etc. as appropriate.			
Determine specific evacuation plan. Include routes, timeframes, transportation methods, contingencies, etc when finalizing the plan. Communicate to employees and others as appropriate.			
Backup plan all data on servers and personal computers. Ensure backups are off-site in a location that is in an area that will not be impacted by the approaching storm. Unplug and cover all technology and other equipment staying on-site.			
Secure cash on hand requirements for post-windstorm needs. Plan for power out for 5-7 days. Consider the need to buy food and supplies, paying contractors for emergency repairs/cleaning, paying employees, purchasing equipment, etc.			
Contact key suppliers and confirm any post-storm agreements. Relay any necessary evacuation instructions they need to be aware of and exchange key contact info.			
Execute your Shelter In Place plan if any employees will be staying on-site. Secure contents for Disaster Kit, Water Supplies, Fuel Reserves, Power Back-up, Batteries & Food Supplies etc.			
Activate/monitor all relevant storm-monitoring systems. Establish clear communication protocol with management. Calculate timeframes necessary for an organized shutdown and evacuation. Ensure all timeframes allow time for employees to secure personal property and residence.			

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SECURE BUILDING	NOT STARTED	IN PROGRESS	COMPLETE
Move all non-digital records, papers or other valuables designated to be relocated to the relocation facility.			
Contact the electrical, storm recovery/restoration, equipment repair vendors and confirm they are on stand-by for post storm. Update the agreements in place and ensure all parties have contact info and communication protocol.			
Shut-off all identified electrical feeds, natural gas lines, fuel lines and other utilities.			
Fill fuel tanks of generators, fire pumps, and all company-owned vehicles.			
Remove as many goods as possible from the floor, or ship them out of the facility.			
Turn off all non-critical devices such as server monitors and workstations and other non-essential electrical equipment. Cover with plastic or other water protective materials.			
Secure system in place to supply fresh water post-storm if appropriate.			
Re-inspect and make any repairs to drains, gutters and drainage systems. Ensure drainage areas are unobstructed.			
Ensure integrity of uninterruptible power supply (UPS) and it's working properly. Cover to protect.			
Secure/Strap down heavy attachments such as HVAC units. Seal off vents as appropriate to prevent leaking.			
<p>Review outdoor plan. Secure all items identified. Walk grounds and reinspect to ensure all items are secured as much as possible. Consider:</p> <ul style="list-style-type: none"> • 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 • Anchor all portable buildings (e.g., trailers) to the ground • Secure large cranes and other heavy equipment • Make sure outdoor signs are properly braced 			
Install all door/window hurricane shutters or cover with plywood.			
Ensure battery-operated equipment and other supplies needed to maintain property integrity and security are in place and operational. Ensure all backup plans and safety procedures are executed and ready.			
Put security resources in place necessary to secure premises during evacuation and after storm before reoccupancy - consider: fencing, barriers, additional manpower, etc.			
Confirm temporary relocation facility is available if needed. Implement contingent arrangements as appropriate.			

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EMPLOYEE SAFETY AND WELFARE	NOT STARTED	IN PROGRESS	COMPLETE
Communicate to employees the evacuation and communication/notification plans. Distribute employee home and emergency contact lists with appropriate plans or instructions. Ensure all employees know the central point of contact to stay up-to-date on the status, report where they are located, etc.			
Update/redistribute emergency policies & procedures including temporary roles and responsibilities if appropriate.			
Assemble employees responsible for staying on site if appropriate. Review all plans, contact list and communication protocol to ensure all parties know roles/responsibilities.			
For the on-site team, ensure supplies including the contact lists, potable water, nonperishable food, first-aid kits, flashlights, hand-held radios, satellite or cell phones, batteries, power generator for personal needs and other supplies are in place. NOTE: If official evacuation order is in place - no employees should remain behind.			
Confirm any temporary relocation facilities identified are available and employees understand the plans regarding how status will be communicated during and after the storm.			
Turn off all non-critical devices such as server monitors and workstations and other non-essential electrical equipment. Cover with plastic or other water protective materials.			
Provide a list of which employees are certified in CPR, EMT, etc. to all employees with contact info. Add any other medical or special needs contacts to the list as appropriate.			
Review the procedures to account for employees and to disseminate information with them. Ensure all communication systems are operational and employees know how to access.			
Update/redistribute appropriate HR policies related to compensation regarding extra work/responsibilities related to planning or work during recovery; pay during down-time, evacuation/return time, temp relocation, etc. Ensure it includes policies for potential cash advances, out-of-pocket expenses, etc. for temp housing for evacuated staff.			
Update and redistribute if appropriate the HR policies and procedures for reporting any personal insurance claims for injuries or illnesses related to storm preparation, evacuation, return or recovery.			