



## Hurricane Preparation Checklist

Hurricane season is from June 1st to November 30th. If you live near hurricane prone areas, have a plan of what to do before, during, and after a hurricane strikes. To get ready before a hurricane, here are some tips and suggestions to put a plan in place:

### Actions to Take Before the Storm Season or Well Before a Storm

- Identify alternative means of transportation and alternative routes for all critical personnel, services, suppliers, contractors, etc., and establish relationships with lease and rental companies.
- Building and structures:
  - Review the structural integrity of each building and structure, including rotted wood, rusted metal, physical damage, loose/missing fasteners, etc. Replace or repair all damaged, missing or compromised components.
  - Inspect roof coverings, perimeter flashings, gutters, drains, ventilators and other roof-mounted equipment.
  - Inspect exterior wall coverings for attachment, damage and weather tightness.
- Fire protection
  - Fire water tanks should be inspected for structural integrity.
  - Ensure that all fire protection equipment is serviced and operational.
- Emergency equipment
  - Make arrangements for several forms of emergency communications including cellular phones, two-way radios, ham radio operators, etc.

### When a Storm is Imminent

- Assemble the hurricane emergency response team and supplies and equipment at a designated safe location on site. Consider the following:
  - Emergency lighting
  - Lumber and nails
  - Sandbags
  - Portable pumps and hoses
  - Emergency generators
  - Roofing paper
  - Caulking compound
  - Tarps and rope
  - Manual and power tools
  - Shovels, axes, etc.
  - Saws and chain saws
  - Emergency telephone list(s)
  - Tape for windows, doors and other openings
- Protect important paper records from wind, rain, flooding and debris.
- When/if the decision is made, shut down operations and processes safely in accordance with OEM recommendations.
- Back up important computer data and records and store backups in a safe location, preferably offsite.
- Release non-essential staff, or direct to a designated safe location.

- Building and structures:
  - Fill all aboveground tanks with product to improve stability and minimize damage from wind.
  - Anchor and tie down all structures, equipment, and storage in the yard including small buildings and sheds, trailers, conveyors, mobile equipment, lumber, process equipment, etc. Move smaller objects inside if possible.
  - When possible, move important equipment and stock if subject to potential wind, collapse, water or other weather exposure. If equipment or stock cannot be relocated consider additional protection with lumber, tarps, ropes, etc.
  - Board up windows, operate shutters, tie down equipment, etc. as needed
- Emergency equipment
  - Ensure emergency generators, water pumps, etc., are operational and fuel tanks are full.
  - Clean all catch basins, drains, and drainage ditches. Lower the levels of retention ponds. Ensure all sump pumps are operational and connected to emergency power.
- Fire protection
  - Ensure all fuel tanks are full and all outside fire protection equipment is secured.
  - Verify all fire water tanks and reservoirs are full.

For more information, please visit Insurance Institute for Business & Home Safety at [www.ready.gov/hurricanes](http://www.ready.gov/hurricanes) or the American Red Cross at [www.redcross.org/prepare/disaster/hurricane](http://www.redcross.org/prepare/disaster/hurricane).

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