

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:

SHARE THE CHECKLIST



ACTION 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:

- | | | |
|---|---|---|
| <input type="checkbox"/> Emergency lighting | <input type="checkbox"/> Roofing paper | <input type="checkbox"/> Saws and chain saws |
| <input type="checkbox"/> Lumber and nails | <input type="checkbox"/> Caulking compound | <input type="checkbox"/> Emergency telephone list(s) |
| <input type="checkbox"/> Sandbags | <input type="checkbox"/> Tarps and rope | <input type="checkbox"/> Tape for windows, doors and other openings |
| <input type="checkbox"/> Portable pumps and hoses | <input type="checkbox"/> Manual and power tools | |
| <input type="checkbox"/> Emergency generators | <input type="checkbox"/> Shovels, axes, etc. | |



PROTECT IMPORTANT PAPER RECORDS FROM WIND, RAIN, FLOODING AND DEBRIS.



BACK UP IMPORTANT COMPUTER DATA AND RECORDS AND STORE BACKUPS IN A SAFE LOCATION, PREFERABLY OFFSITE.



WHEN/IF THE DECISION IS MADE, SHUT DOWN OPERATIONS AND PROCESSES SAFELY IN ACCORDANCE WITH OEM RECOMMENDATIONS.



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.

SOURCE:

<http://www.ready.gov/hurricanes>
<http://www.redcross.org/prepare/disaster/hurricane>
<http://www.lexingtoninsurance.com>

**FOR FURTHER INFORMATION ON
STORM PREPAREDNESS, VISIT:**



**LEXINGTON
CAT
INFO CENTER**

nhc.noaa.gov

lexingtoninsurance.com/catinfo

DURING A HURRICANE TIP 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. Here are tips and suggestions that may be helpful during a hurricane:

SHARE THE CHECKLIST



TIPS FOR BUSINESS



TURN OFF NON-ESSENTIAL LIGHTING, MACHINERY AND EQUIPMENT. ANTICIPATE POWER OUTAGES AND SURGES; BE PREPARED TO SHUT DOWN SUSCEPTIBLE SYSTEMS SUCH AS COMPUTERS. ✔



BOARD UP WINDOWS, OPERATE SHUTTERS, TIE DOWN EQUIPMENT, ETC. AS NEEDED. ✔



SHUT OFF ALL FLAMMABLE AND COMBUSTIBLE LIQUID PIPING AND GAS LINES AT THE SOURCE OR ENTRY INTO THE PROPERTY TO REDUCE THE LIKELIHOOD OF RELEASE IF PIPES ARE BROKEN. WHEN EQUIPMENT OR PROCESSES MUST BE KEPT IN OPERATION, SERVICE TO ALL OTHER AREAS OF THE PLANT SHOULD BE SECURED USING ISOLATION VALVING. PIPES SHOULD BE PROPERLY SUPPORTED AND PROTECTED FROM WIND AND DEBRIS. ✔



AVOID ELEVATORS. ✔



THE PLANT EMERGENCY ORGANIZATION SHOULD REMAIN ON SITE, IF SAFE TO DO SO, UNTIL THE EMERGENCY HAS PASSED. PATROLS SHOULD BE MADE OF THE PROPERTY LOOKING FOR STRUCTURAL DAMAGE, FIRES, FLOODING, ETC. ✔



CONSIDER FLOODING POTENTIALS:

- ☐ De-energize equipment which may be submerged. ✔
- ☐ Move equipment and stock to higher locations, or protect with sandbags. ✔
- ☐ Verify operation of pumps and other dewatering equipment. ✔



PREPARE TO EVACUATE UNDER THE FOLLOWING SCENARIOS



IF YOU ARE DIRECTED BY LOCAL AUTHORITIES TO EVACUATE OR GIVEN SPECIFIC INSTRUCTIONS, BE SURE TO FOLLOW THEIR EVACUATION INSTRUCTIONS AND OTHER INSTRUCTIONS. ✔



IF YOU ARE IN A MOBILE HOME OR TEMPORARY STRUCTURE – SUCH SHELTER ARE PARTICULARLY HAZARDOUS DURING HURRICANE NO MATTER HOW WELL FASTENED TO THE GROUND. ✔



IF IN A HIGH-RISE BUILDING – HURRICANE WINDS ARE STRONGER AT HIGHER ELEVATIONS. ✔

AFTER A HURRICANE TIP 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. Here are tips and suggestions that may be helpful after a hurricane:

SHARE THE CHECKLIST



TIPS FOR BUSINESS



THE SITE SHOULD BE SECURED AND A COMMAND CENTER SHOULD BE ESTABLISHED TO DIRECT THE RECOVERY OPERATION. 



DAMAGE SHOULD BE SURVEYED AND, AS SOON AS POSSIBLE, NOTIFICATION OF FIRE PROTECTION IMPAIRMENTS TO THE LOCAL FIRE DEPARTMENT AND/OR POLICE DEPARTMENTS, AS APPROPRIATE. 



SURVEY FOR SAFETY HAZARDS SUCH AS DOWNED ELECTRICAL WIRES, LEAKING GAS OR FLAMMABLE LIQUIDS, POISONOUS GASSES, DAMAGE TO FOUNDATIONS OR UNDERGROUND PIPING, ETC. 



CLEAN ROOF DRAINS, STORM DRAINS, RETENTION PONDS, ETC. AND REMOVE ANY DEBRIS. 



DESIGNATED KEY PERSONNEL AND EMERGENCY CONTRACTORS SHOULD BE CALLED TO COORDINATE AND START REPAIRS AND SALVAGE. 



BEGIN SALVAGE AS SOON AS POSSIBLE TO PREVENT FURTHER DAMAGE. ITEMS TO CONSIDER INCLUDE: 


- ☐ Cover broken windows and damaged roofs. 
- ☐ Cover contents of buildings with tarps to minimize rain damage when roof repairs cannot be readily accomplished. 
- ☐ Separate damaged goods from undamaged goods. 
- ☐ Make temporary repairs to prevent further damage. 
- ☐ Remove standing water in buildings, yard areas, etc. 
- ☐ Clean and dry equipment with most critical objects receiving priority. 
- ☐ Consider dehumidification of most areas, especially moisture sensitive equipment. 
- ☐ Inspect all electrical equipment including exposed insulators, bus bars, and conductors before reenergizing electrical distribution systems and equipment. 

FIRE PROTECTION



REPAIR AND RETURN TO SERVICE AS SOON AS POSSIBLE ALL FIRE PROTECTION INCLUDING SPRINKLERS, WATER SUPPLIES, FIRE PUMPS, SPECIAL EXTINGUISHING SYSTEMS, ALARMS AND SUPERVISORY SERVICE, ETC. 



ENSURE THAT ALL COMPANY POLICY PROGRAMS, SUCH AS HOT WORK (CUTTING AND WELDING) AND SMOKING ETC. ARE PROPERLY SUPERVISED AND ENFORCED DURING SALVAGE AND REPAIR OPERATIONS. IF AUTOMATIC PROTECTION IS IMPAIRED, ARRANGEMENTS FOR SPECIAL FIRE WATCHES SHOULD BE MADE AND NOTICE PROVIDED TO YOUR INSURANCE COMPANY AND THE FIRE DEPARTMENT. 

SOURCE:

<http://www.ready.gov/hurricanes>
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