

Emergency Preparedness Checklist for Hurricanes

Hurricanes are severe tropical storms with sustained winds of 74 miles per hour or greater. Hurricane winds can reach 160 miles per hour and extend inland for hundreds of miles. Hurricanes bring torrential rains and a storm surge of ocean water that crashes into land as the storm approaches. Hurricanes also spawn tornadoes. In the United States, the National Weather Service issues hurricane advisories as soon as a hurricane appears to be a threat. The hurricane season lasts from June through November.

Your business should have plans for preparing for hurricanes. The following are considerations when developing your plans:

BEFORE THE STORM

Have you purchased a National Oceanic and Atmospheric Administration (NOAA) Weather Radio with a warning alarm tone and battery backup to listen for hurricane watches and warnings?

Yes No N/A

Have you made plans for communicating with employees before and after a hurricane?

Yes No N/A

Have you established facility shutdown procedures and warning and evacuation procedures?

Yes No N/A

Do you have a plan in place to secure roof fixtures, access scuttles and skylights?

Yes No N/A

Have you surveyed the exterior of your facility and made plans to protect outside equipment and structures?

Yes No N/A

Do you have plans to protect windows, such as by installing permanent storm shutters, which offer the best protection, or covering windows with 5/8" marine plywood?

Yes No N/A

Have you made plans for assisting employees who may need transportation?

Yes No N/A

Have you considered the need for backup systems, such as alternate power sources (e.g., generators or gasoline-powered pumps), and battery-powered emergency lighting?

Yes No N/A

Have you considered the need for damming and diking supplies, such as sandbags, to protect the property from floodwaters?

Yes No N/A

Have you considered the need for portable and fixed sump pumps to remove floodwater?

Yes No N/A

Have you asked your local emergency management office about community evacuation plans?

Yes No N/A

Have you developed records retention and backup programs to ensure vital business records and computer data are not lost during a storm?

Yes No N/A

Are you prepared to move your records, computers and other items to a protected place within your facility or to another location in the event of a hurricane emergency?

Yes No N/A

Have you made provisions to shelter employees in place, including provisions for food, water and petty cash (for incidentals after the storm)?

Yes No N/A

Do you have trained staff who can respond to emergencies (i.e., fire, medical, etc.), when outside resources may not be available?

Yes No N/A

Do you have a plan in place to secure the utilities to reduce the chance of a fire if the utilities are compromised?

Yes No N/A

DURING THE STORM

Is someone assigned to monitor NOAA Weather Radio or local news for the latest updates?

Yes No N/A

Have you made provisions for a fire watch, in the event that the fixed protection is compromised during the storm?

Yes No N/A

Have you provided for monitoring of equipment processes that must remain on during a storm?

Yes No N/A

Have you made a plan for shutting down electric equipment during a power interruption to reduce start-up loading?

Yes No N/A

AFTER THE STORM

Have you developed a plan and provided resources to document damage to property, including taking photographs or video?

Yes No N/A

Have you developed an emergency repair plan to provide temporary securement of the property for damage, such as broken windows?

Yes No N/A

Do you have a resource list of contractors?

Yes No N/A

Do you have agreements with these contractors to provide repairs as a first property customer during an emergency?

Yes No N/A



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