

Hurricane Checklist



Before the Storm

- Review/Update emergency response plans and business continuity/disaster recovery plans.
- Review procedures with emergency organizations or emergency response teams to ensure all positions are filled and all members are properly trained.
- Check the general condition of the building, specifically the roof covering, roof, flashing and roof drains. Make all necessary repairs.
- Order emergency supplies, such as plywood for windows, mops, brooms, tarpaulins for key equipment, sandbags, etc.
- Identify key equipment, stock and supplies, and vital records that will need to be relocated, covered, and/or raised off the floor level.
- Have materials available to secure outside and/or roof-mounted equipment, such as cranes, signs, trailers, and HVAC equipment. Also, check securement of above-ground tanks, such as propane and diesel fuel.
- Monitor commercial TV, radio and/or Internet websites to keep abreast of weather conditions and watches and/or warnings.
- Test all generators, emergency lighting, uninterruptible power supply (UPS) equipment and sump pumps to ensure proper operation.

Impending Storm

- Implement business continuity/disaster recovery plan.
- Shut down operations in an orderly manner and in accordance with emergency shutdown procedures.
- Check all fire protection equipment, such as sprinkler control valves and fire pumps.
- Fuel all fire pumps, generators, company vehicles, power equipment (e.g., saws, etc.).
- Install hurricane shutters or plywood over windows and doors.
- Cover computers, machinery, stock and supplies with tarpaulins.
- If possible, raise any equipment, finished goods or items off the floor.

- Secure outside and/or roof-mounted equipment, such as cranes, signs, trailers and HVAC equipment.
- If necessary, turn off utilities to reduce the probability of a fire/explosion.
- Conduct final inspection of building and make emergency repairs.
- Heed advice from local officials regarding any evacuation orders.

After the Storm

- If safe, make emergency repairs and commence with salvage procedures to try to keep any additional damage from occurring.
- Survey for damage – take pictures of any damage to both the building(s) and its contents.
- Avoid loose or dangling power lines and report them to a utility company, police or fire department.
- Before utilities are returned to service, check for gas leaks, look for electrical system damage, and check for sewage and water line damage.
- Begin salvage operations as soon as possible.
- Clean debris from roofs and property, if safe to do so.
- Use telephone only for emergency calls.
- Use preestablished property risk control programs and procedures programs, such as sprinkler impairment procedures, and cutting and welding permits, when repairs commence.
- Stay tuned to local radio for information.
- Critique pre- and post-storm actions to identify strengths and weaknesses and make necessary modifications to prepare for the next emergency.