

Impending Hurricane Preparation-Checklist

<ul style="list-style-type: none"> • Designate a person to monitor weather conditions and keep the action plan leader up to date on weather conditions before, during and after a hurricane. 	
<ul style="list-style-type: none"> • Monitor and map the hurricane to keep current on the storm's progress. 	
<ul style="list-style-type: none"> • Implement the hurricane emergency action plan. Take specific actions at the predetermined times as outlined in the plan. 	
<ul style="list-style-type: none"> • Shut down operations that depend on outside power sources in an orderly manner, following established procedures. 	
<ul style="list-style-type: none"> • Ensure emergency supplies and equipment is on hand and ready for the on-site emergency action team. 	
<ul style="list-style-type: none"> • Prepare for hurricane-related flooding with sandbags and an ample supply of brooms, mops, squeegees, and other absorbents to help remove water. 	
<ul style="list-style-type: none"> • Arrange for site security after a hurricane. 	
<ul style="list-style-type: none"> • Prepare space for inside storage of dumpsters, yard equipment, and yard stock. 	
<ul style="list-style-type: none"> • Evaluate approaches to your facility for bridges or other low-lying areas for emergency access and employee safe routes to return to work. 	
<ul style="list-style-type: none"> • Advise employees how they will be notified when to return to work. (Local radio or TV station public service announcement, telephone call, etc.) 	
<ul style="list-style-type: none"> • Obtain cash for post-hurricane needs such as buying food and supplies or paying employees or contractors 	
<ul style="list-style-type: none"> • Protect and/or relocate vital records off site. Include: blueprints, structural records, utility plans. 	
<ul style="list-style-type: none"> • Relocate water-sensitive equipment and materials to safe areas away from exterior doors and windows and off the floor. 	
<ul style="list-style-type: none"> • De-energize and cover computers, machinery, and stock with tarpaulins and waterproof covers. 	
<ul style="list-style-type: none"> • Check and clear floor drains. 	
<ul style="list-style-type: none"> • Isolate or remove any chemicals that can react violently with each other. 	
<ul style="list-style-type: none"> • Shut down gas-fired equipment and shut off main gas valves. 	
<ul style="list-style-type: none"> • Shut down all noncritical and nonessential electrical equipment. 	
<ul style="list-style-type: none"> • Disconnect the main electrical feeds to the facility, if possible. 	
<ul style="list-style-type: none"> • Inspect and make repairs to roof drains, gutters, and flashing. 	
<ul style="list-style-type: none"> • Secure roof-mounted equipment such as HVAC units and exhaust vents. 	
<ul style="list-style-type: none"> • Check guy wires on antennas, stacks, and towers. 	
<ul style="list-style-type: none"> • Remove TV and radio antennas and satellite dishes from the roof. 	
<ul style="list-style-type: none"> • Remove unrestrained materials from the roof. 	
<ul style="list-style-type: none"> • Close and latch exterior doors, windows, and roof hatches. 	
<ul style="list-style-type: none"> • Install hurricane shutters/plywood over doors and all windows. Where shutters cannot be installed, tape both sides of the glass to minimize damage from wind-driven rain and flying glass. 	
<ul style="list-style-type: none"> • Clean out storm drains, culverts, and catch basins. 	
<ul style="list-style-type: none"> • Fill all aboveground and underground tanks with product or water. 	
<ul style="list-style-type: none"> • Verify that all fire protection equipment is in service. 	
<ul style="list-style-type: none"> • Check/maintain all necessary backup equipment, such as emergency generators and communication systems/devices. 	

Impending Hurricane Preparation-Checklist... Cont...

<ul style="list-style-type: none">• Fill the fuel tanks of generators, fire pumps, and all company-owned vehicles.	
<ul style="list-style-type: none">• Conduct a yard inspection for unrestrained materials, specifically:<ul style="list-style-type: none">- Remove loose yard debris.- Relocate nonessential yard equipment to a safe indoor location (furniture, trash receptacles, portable planters, portable signs, dumpsters, etc.)- Relocate yard storage of raw and finished goods indoors or secure.- Secure yard storage of flammable liquids drums or move them to a safe location away from important buildings.- Anchor all portable buildings and trailers to the ground.- Secure scaffolds and cranes. Secure scaffolds to the building.- Fasten rail crane chassis to track with bolts and clamps.- Brace outdoor signs.	