

## ***Before a Hurricane***

### **Plan for a hurricane**

There is much you can do ahead of time to plan for a hurricane that will inevitably minimize the risks your business will sustain. First have your emergency plan in place. You will integrate much of the information you have collected in the [Emergency Action Plan \(EAP\)](#) under the General Emergency Procedures section of the Disaster Preparedness tab.

#### **Key points in the plan:**

- [Communications and Emergency Contacts List](#)
- Critical Equipment processes to provide instructions for safely shutting down processes, data processing equipment, etc. Consider disconnecting and relocating critical equipment to higher elevations.
- Identify a hot site (an off-site data processing location for immediate business resumption) or a cold site (an off-site location ready for setup of your own data processing equipment). Also, consider an off-site business recovery facility where you can resume general business operations.
- Identify actions to take in the event of live electrical wires, leaking gas, flammable liquids, corrosive/toxic materials, and damage to foundations or underground piping.
- Establish priority/backup personnel or rotation personnel for critical operations and/or processes. Employees may also have personal emergencies and may or may not be able to return to work promptly.
- Determine which company records are vital and make plans to protect/relocate them.
- Contact local authorities to plan and coordinate activities before the need for emergency action. This way you will both be better prepared.
- Arrange an off-site emergency communications control center, such as a hotel meeting room just outside the hurricane area, in case it becomes too dangerous to remain on site.
- Evaluate the interdependency of your facilities and develop a contingency plan. See [Business Continuity Planning Process Diagram](#)
- Maintain ongoing agreements with contractors for supplies and repairs needed after a hurricane. When possible, use contractors who are outside potential hurricane areas, as local contractors may also have storm damage or local authorities' needs may be given a higher priority.

### **Inspect and Repair**

There are things you can do for your facilities to help mitigate the effects of a hurricane or tropical storm.

- Inspect and repair roof flashings, coverings, drains, gutters, and edge strips. Remove debris and unrestrained materials from roofs.
- Inspect and maintain signs, stack and tower supports, guy wires, and anchor points.

- Repair or replace loose or worn door and window latches, hardware, and seals.
- Provide pre-fitted hurricane shutters for windows and doorways where practical. If possible, install them in advance and leave them in place for the hurricane season.
- Trim or remove any large trees that could fall and damage buildings or impair fire protection or electrical power and communication lines, etc.

### **Gather Supplies**

1. Maintain emergency supplies throughout hurricane season. (Drinking water, nonperishable food, medical supplies, flashlights, batteries, walkie-talkies, portable pumps, hose, emergency lighting, lumber, plywood, nails, hand and power tools, plastic covers and tarpaulins, etc.) See [Emergency Supplies List](#) to get started.
- Maintain straps or other means on hand to brace/anchor yard storage, signs, cranes, and roof-mounted equipment.
  - Provide diesel or gasoline-driven emergency generator on site with full tank of fuel and reserve fuel on hand. (High demand may make it difficult to obtain a generator. Advance arrangements and/or retainers may ensure availability.)
  - Arrange backup communications, such as two-way radios or cellular phones.

Use [Impending Hurricane Preparation-Checklist](#) when you know a hurricane is approaching your area.