

## **Procedures-During a Hurricane**

- Follow your [Emergency Plan for Evacuation](#): (pg. 3)
- If you are unable to evacuate, follow your [Shelter-In-Place Plan](#): (pg. 4)

### **Make sure to follow these guidelines:**

- Take refuge in a small interior room, closet or hallway on the lowest level.
  - Stay inside during the hurricane and away from windows, skylights and glass doors.
  - Close all interior doors and secure and brace external doors.
  - Keep curtains and blinds closed, and do not go outside. If the eye of the storm passes over your area, there will be a short period of calm, but at the other side of the eye, the wind speed rapidly increases to hurricane force and will come from the opposite direction.
  - Beware of lightning. Stay away from electrical equipment.
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- Take these **immediate actions** during a Hurricane or Tropical Storm:
    - Emergency personnel should stay at the facility only if safe to do so. Notify local authorities if personnel are staying on site.
    - Keep names and phone numbers of your electrician, heating contractor, plumber, fire department, and building owner easily accessible.
    - In an emergency situation, comply with all directions provided by authorities. Keep your first-aid kit available at all times.
    - When safe to do so, patrol the property continuously. Watch for roof leaks, pipe breakage, fire, or structural damage.
    - Constantly monitor any boilers that must remain online.
    - During power failure, turn off electrical switches to prevent re-energizing of equipment until necessary checks are completed.