HURRICANE PLANNING GUIDE

A study of recent hurricanes shows conclusively that hurricane-related damage can be prevented or, at least, minimized. The keys to success are planning and organized action before, during and after a storm. Hurricane season runs June 1 through November 30. If you don't have a plan, start planning right away. The checklist below offers suggestions that you can incorporate into your plan to minimize hurricane related damage.

PRE-HURRICANE PLANNING

Develop a hurricane emergency action plan, and educate appropriate personnel in its aims and procedures. The action plan should include, but not be limited to the following:

- ❑ Staff and train an Emergency Response Team (ERT) whose members would be available prior to a storm, to implement the Action Plan and to respond after the storm for clean-up and salvage operations.
- ❑ Have on hand the telephone numbers and contacts for local offices of emergency preparedness (Civil Defense). Contact local authorities to plan and coordinate activities before the need for emergency action.
- ❑ Arrange back-up communications such as two-way radios or cellular phones, and have spare batteries and a diesel-driven emergency generator on site.
- ❑ Determine if any records are vital, and make plans to protect/relocate them.
- ❑ Identify the need for and arrange for back-up data processing operations at either a hot or cold site. Also consider a location where operations can be relocated to, if normal business can not be resumed at the current site.
- ❑ Maintain ongoing agreements with contractors for supplies and repairs that may be needed after the storm. If possible, use contractors who are outside potential hurricane areas.
- ❑ Order emergency supplies and maintain them throughout the hurricane season.
- ❑ Inspect roof coverings and flashing in early spring and repair as needed.
- ❑ Have straps, or other means on hand to brace/anchor signs and roof mounted equipment.

- ❑ Obtain and have on hand a supply of prefitted shutters and/or plywood for windows and doorways, where practical.
- ❑ Prepare for hurricane related flooding with sandbags and an ample supply of brooms, squeegees and absorbents to help remove water. Remember hurricanes can cause floods far beyond the reach of hurricane force winds and in areas not normally flood prone.
- ❑ Identify key equipment and building contents that will need to be protected with tarpaulins or waterproof covers.
- ❑ Identify and consider the removal of large trees that could fall and damage buildings or power and communication lines.
- ❑ Have plans in place for site security after a hurricane.
- ❑ _____
  _____
  _____
  _____
- ❑ _____
  _____
  _____
  _____

IMPENDING HURRICANE

For most hurricanes, the National Weather Service can give a two to three day alert to those in areas likely to be in the path of a hurricane. A hurricane watch is issued when winds of 74 mph or greater pose a possible threat within 36 hours. A hurricane warning means that hurricane conditions are expected in 24 hours. Use the advance warning to begin taking action consistent with your emergency plan.

- ❑ Keep up to date with the hurricanes path, intensity and expected area of landfall.
- ❑ Initiate implementation of your emergency action plan. Begin taking steps to shutdown operations if necessary.
- ❑ Inspect and make emergency repairs to drains, gutters and flashings. Gutters and drains should be free of debris, so that they will function properly and eliminate potential sources for ponding and roof collapse.
- ❑ Check/maintain all necessary back-up equipment such as emergency generators and communication devices.
- ❑ Install hurricane shutters/plywood over windows and doors. Tape windows that are not boarded up.
- ❑ Protect or relocate vital records.
- ❑ Anchor or relocate anything in the yard that could potentially blow into and damage the facility. This could include yard debris, equipment and signs.

- ❑ Ensure that the ERT members who have volunteered to help are available and willing to help prior to and after the storm.
- ❑ Fill the tanks of all generators, fire pumps and vehicles.
- ❑ Cover computers, contents and stock with tarpaulins or waterproof covers.
- ❑ Relocate any goods subject to water damage off the floor or relocate them to another facility.
- ❑ Turn off gas to minimize the potential for a fire.
- ❑ Shutdown all non-critical and non-essential electrical equipment.
- ❑ _____
  _____
  _____
- ❑ _____
  _____
  _____

AFTER THE HURRICANE

- ❑ Secure the site.
- ❑ Survey for damage.
- ❑ Survey for hazards such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping.
- ❑ Visually check any open bus bars, conductors and exposed insulators before re-energizing main electrical distribution systems.
- ❑ Repair damage to sprinkler systems and get protection back in service as soon as possible after the storm.
- ❑ Call in key personnel and notify contractors to start repairs. Make sure safety precautions are fully implemented before work is allowed to begin. This includes proper Cutting and Welding procedures. Make contractors share responsibility for establishing fire-safe conditions before and during the entire job.
- ❑ Begin salvage as soon as possible to prevent further damage. Cover broken windows and torn roof coverings immediately.
- ❑ _____
  _____
  _____
- ❑ _____
  _____
  _____