



Work Assured

hurricane preparedness for businesses

Develop a written preparedness plan and train employees to implement it. Be sure to address the following areas:

1. Protection of property equipment.
2. Staffing policy that identifies essential employees and which may be expected to remain at property during the hurricane. Identify when employees will be released and when they are expected to return.
3. Procedures and policies for all phases of hurricane operations:
 - Pre-Season Preparedness
 - Hurricane Watch
 - Hurricane Warning
 - After the Hurricane
4. Protection of vital records such as accounts receivable, customer records, tax records, and other personnel and administrative documents.
5. Review of insurance policies to ensure that there is adequate coverage. Questions to ask include:
 - Is the facility in a high hazard, evacuation area?
 - Does the insurance package include wind/storm coverage?
 - Is the facility located in a flood prone area and is the flood insurance adequate?
 - Does insurance cover damage to contents, including vital records and office equipment?
 - Does the package include liability coverage for injury to employees as well as potential lawsuits from customers?
6. Communications plan to reach employees, suppliers, customers etc. in the event phone or internet is out.

BEFORE THE HURRICANE

1. Compile an Emergency Contact List with 24-hour telephone contact numbers of essential employees.
2. Identify and secure vital records and back-up copies. Identify a safe storage level area where records can be relocated, if necessary.



3. Determine responsibility for maintaining the property. Ensure that the following items are addressed:
 - Patch roofs and windows.
 - Check security and flood lighting.
 - Identify lightweight, loose items in outside storage areas that may be blown around.
 - Identify emergency power requirements and determine if generator is available. Test generator regularly during the hurricane season.
 - Determine if computer support will be available for primary/ critical computer users.
 - Verify that communications equipment is operational.
4. Determine the type and amount of hurricane emergency supplies necessary. Supplies should be clearly marked and stored in a secure area that is accessible in an emergency. Recommended supplies include:
 - A battery-operated radio or portable TV (test reception in building).
 - One flashlight per person.
 - Extra batteries for radio and flashlights.
 - First-Aid kit.
 - Emergency tool kit.
 - Food and water supplies for staff assigned to the facility.





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HURRICANE WATCH

1. Secure all doors, windows, and other openings against wind and water.
2. Tie down or bring indoors any objects which may be blown by winds. Install hurricane shutters, cover windows with boards, or close drapes. If a room must be occupied during the hurricane and window protection is not available, windows may be crisscrossed with tape to slightly reduce flying glass.
3. Verify that vital records are in a safe and secure storage area. Files, records, and storage cabinets may be wrapped in plastic for moisture protection. If necessary, temporarily relocate records to a safe storage facility off-site.
4. Confirm availability of necessary computer support.
5. Ensure that all vehicles are serviced and fueled. Determine where they can be stored to safely weather the storm.
6. Inventory emergency supplies and restock if necessary.

HURRICANE WARNING

1. Move desks, files, equipment and furniture away from un-shuttered windows. Place papers, inside files or desks. Wrap office equipment, such as copy machine and computers, in plastic to protect against water damage.
2. Dismiss all non-essential personnel.



3. Turn off all air conditioners, disconnect electrical equipment, and turn off lights.

AFTER THE HURRICANE

1. When it is safe to do so, assess basic damages at work site including roof, water, damage and broken windows.
2. Initiate clean-up of work-site.
3. Do not turn on computer equipment if there are indications of low voltage power fluctuations, low air conditioning output, water under raised floor, broken windows or damaged equipment.
4. Call your insurance agent to discuss any damages.

