

HURRICANE PREPAREDNESS

Hurricanes generate a series of threats to lives and property. The most obvious is the threat posed to buildings, equipment, and people by the high winds which characterize such storms.

This checklist will help you prepare for a hurricane's effect on your business, employees and community by highlighting activities you should undertake before, during, and following the event. When the National Oceanic and Atmospheric Administration's National Hurricane Center issues a watch or warning, use the time available to begin taking the following steps.

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| ✓ | Before the Storm |
| | Stay up-to-date on the storm's progress. |
| | Ensure you have an emergency communication plan in place prior to the storm, evacuation, or threat. |
| | Backup all data on servers and personal computers. If the backup site is within the area that may be affected by the storm, take backup tapes with you in the evacuation. |
| | Turn off all non-critical devices such as server monitors and workstations and other non-essential electrical equipment. |
| | Check the integrity of the uninterruptible power supply (UPS). Move the UPS to the highest level possible above the floor. |
| | Inspect and make emergency repairs to drains, gutters and flashing. |
| | Strap or anchor to the roof deck support assembly (e.g., the joists) all roof-mounted equipment such as HVAC units and exhaust vents. |
| | Call Agility to go on Alert. |
| | Protect/relocate vital records. |
| | Install windstorm shutters/plywood over windows and doors. |

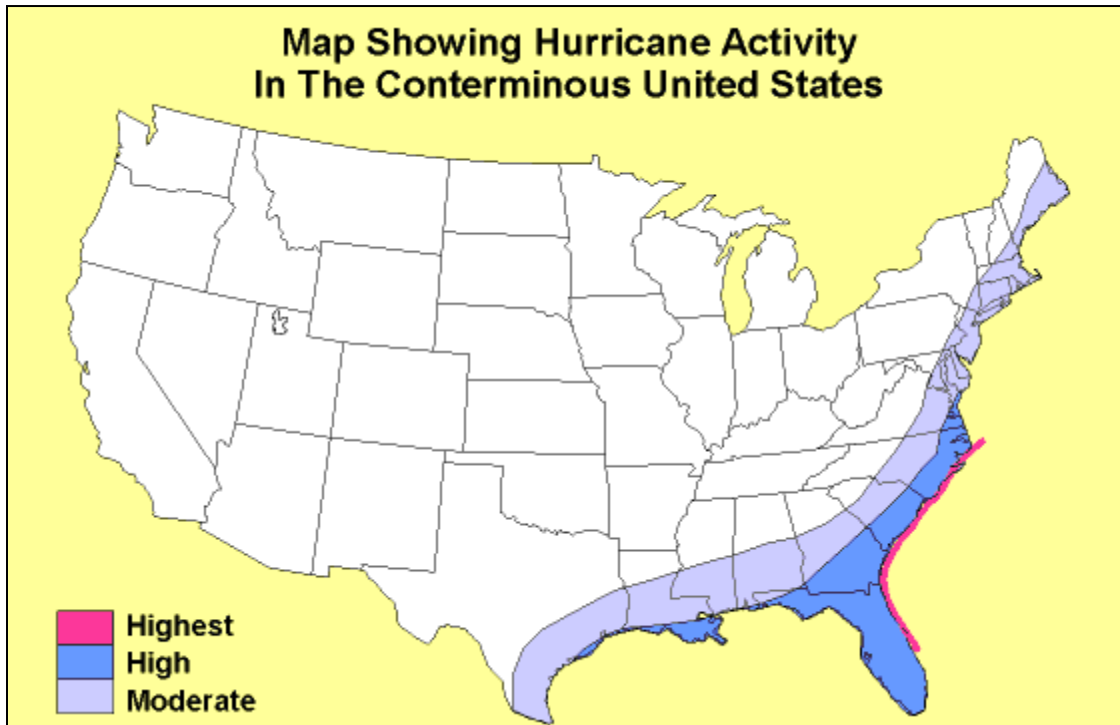
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| | <p>Take the following steps so that items outdoors will not blow away or cause damage:</p> <ul style="list-style-type: none"> o Remove all loose debris o Anchor or relocate all nonessential equipment to a safe indoor location o Secure storage of flammable liquid drums, or move them to a sheltered area (but never into main facility areas) o Anchor all portable buildings (e.g., trailers) to the ground o Secure large cranes and other heavy equipment o Make sure outdoor signs are properly braced |
| | <p>Ensure that the employees who volunteered to stay on site have proper supplies and equipment (drinkable water, nonperishable food, medical, flashlights, walkie-talkies).</p> |
| | <p>Have cash on hand for post-windstorm needs, such as buying food and supplies, or paying employees and contractors.</p> |
| | <p>Ensure you know which employees are certified in CPR, EMT, etc.</p> |
| | <p>Repair and fill above-ground tanks with water.</p> |
| | <p>Fill fuel tanks of generators and all company-owned vehicles.</p> |
| | <p>Remove as many goods as possible from the floor, or ship them out of the facility.</p> |
| | <p>Shut off gas to minimize fire loss.</p> |
| | <p>Disconnect the main electrical feeds to the facility, if possible, to prevent a potential fire caused by short-circuiting of damaged equipment.</p> |
| ✓ | <p>During the Storm</p> |
| | <p>Patrol the property continuously and watch for roof leaks, pipe breakage, fire or structural damage. During the height of a windstorm, personnel should remain in a place that has been identified as safe from wind and flood.</p> |
| | <p>Constantly monitor any equipment that must remain online.</p> |
| | <p>During power failure, turn off electrical switches to prevent re-activation before necessary checks are completed.</p> |

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| ✓ | After the Storm |
| | Secure the site and survey for damage. |
| | Survey for safety hazards such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping. |
| | Ask key personnel to return and notify contractors to start repairs. Make sure safety systems are fully implemented before work is allowed to begin. This means controlling smoking and other open flame sources. Require contractors to share responsibility for establishing fire-safe conditions before and during the job. |
| | Begin salvage as soon as possible to prevent further damage: <ul style="list-style-type: none"> ○ Cover broken windows and torn roof coverings immediately ○ Separate damaged goods, but beware of accumulating too much combustible debris inside a building |
| | Clean roof drains and remove debris from roof to prevent drainage problems. |
| ✓ | Employees |
| | Have all employees, vendors, and client contact information on hand. |
| | During evacuation, have a central point of contact for all employees, and ensure you know where your people are located. |
| | During evacuation, consider your phones lines- redirection to cell phones, answering service, or Google Voice could be critical. |
| | Following the storm, notify all critical people of next steps, based on damage. |

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In flat areas, storm surges may rush many miles inland. Hurricanes often generate heavy rainfall, which can cause severe flooding over wide areas. Hurricanes also may spawn deadly tornadoes. Flooding and tornadoes may affect areas well inland. You should also prepare for these potential interruptions.

The National Weather Service rates hurricanes by their intensity, using a scale of one to five. The scale categorizes storms according to their sustained winds, the storm surges produced, and expected damage. Businesses located within areas of risk should have a hurricane preparedness plan. It is a good idea to develop a plan of action for your business and your staff to be ready for this type of interruption.

Know the Terms:

Tropical Depression

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 MPH (33 knots) or less. Sustained winds are defined as one-minute average wind measured at about 33 ft (10 meters) above the surface.

Tropical Storm

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39–73 MPH (34–63 knots).

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Hurricane

An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 MPH (64 knots) or higher.

Storm Surge

A dome of water pushed onshore by hurricane and tropical storm winds. Storm surges can reach 25 feet high and be 50–1000 miles wide.

Storm Tide

A combination of storm surge and the normal tide (i.e., a 15-foot storm surge combined with a 2-foot normal high tide over the mean sea level created a 17-foot storm tide).

Hurricane/Tropical Storm Watch

Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours. Tune in to NOAA Weather Radio, commercial radio, or television for information.

Hurricane/Tropical Storm Warning

Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.

Short Term Watches and Warnings

These warnings provide detailed information about specific hurricane threats, such as flash floods and tornadoes.