

# SEVERE STORM PREPAREDNESS

## Pre-Storm Checklist

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As you prepare for the impact of a Hurricane or Tropical Storm, reference the below quick tips for windstorm and flood preparedness.

- 1. Know your risk:**
  - a. Review lessons learned from past hurricane, windstorm and/or flood losses. What can be done to mitigate similar types of impacts?
  - b. Properties located in known flood zones
  - c. Open, flat or coastal areas particularly exposed to wind damage
- 2. Share your plan:** Discuss your plan with all employees so they understand their responsibilities and expectations
- 3. Employee Safety:**
  - a. Advise employees to have 3-5 days provisions - e.g. canned goods and manual opener, water, prescription medications, cash, etc.
  - b. Reinforce prudent practices – e.g. assume flood waters are contaminated, stay clear of downed power lines, and never run a portable generator indoors
  - c. Update / Validate contact lists – employees, critical vendors and key business partners
- 4. Consider which assets are critical and how to protect them:**
  - a. Elevate critical equipment and inventory and/or relocate to robust buildings, including all software and hardware
  - b. Secure tanks, yard storage and other equipment that might float or shift
- 5. Preserve critical services necessary to continue or recover operations:**
  - a. Consider electrical services (and/or emergency generators), water and communications
  - b. Cover, isolate and/or barricade critical mechanical systems, etc.
  - c. Contact your service providers to ensure that they know you are in the path and may need assistance quickly
- 6. Secure and protect building openings:**
  - a. Anticipate wind-driven debris and surface water flow / current
  - b. Sandbag or otherwise barrier openings prone to surface water
  - c. Cover and/or reinforce windows and doors with hurricane shutters / boarding (brace roll-up dock doors as these are common vulnerability)
  - d. Inspect roof for debris that might block drainage and lead to excessive ponding
  - e. If possible, additional roof securement at perimeters, corners and openings (e.g. skylights) should be considered
- 7. Review Emergency and Disaster Recovery Plans:**
  - a. Use a plan outline to consider specific threats associated with this event
  - b. Review availability of staffing and funds
  - c. Consider any critical suppliers or customers
  - d. Anticipate community impacts, such as transportation, communication, interrupted utilities, shortages of key resources, and emergency management restrictions

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