

Hurricane Preparedness Guide

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This document is a guide intended to help you prepare for a hurricane. The items and issues listed below are general in nature and may not address all the issues or preparations that may be necessary for a given location or occupancy.

Please remember that the first priority is to ensure employee safety. Identify those employees who are critical to maintaining or protecting the site and those who should evacuate. Determine which operations are critical and the time required to properly shut down each operation. Determine what resources are needed and their availability.

IMPENDING HURRICANE - 36 to 48 HOURS PRIOR TO LANDFALL

- ❑ Monitor the weather channel. Map the hurricane's progress and keep up to date on the storm's path.
- ❑ Inspect and repair drains, gutters, and flashings.
- ❑ Remove all loose objects from the roof. Strap or anchor all roof-mounted equipment such as HVAC units and exhaust vents to the roof structure (e.g., the joists).
- ❑ Check/service all necessary back-up equipment such as emergency generators, boilers, batteries, and communication devices. Top off all fuel supplies as necessary.
- ❑ Consider stopping operations that depend on outside power sources.
- ❑ Check the following supplies:
 - Batteries
 - Lanterns (check fuel and mantle supplies)
 - Portable radios (operable and charged)
 - Cellular phones (operable and charged)
 - First aid supplies
 - Bottled water
 - Non-perishable food
 - Heavy tarps (for roof or window damage)
 - Heavy gauge plastic sheeting (to cover equipment, supplies, etc. in the event of leaks or building damage)
 - Rope
 - Plywood and dimensional lumber (2x4s)
- ❑ Start and run all fire pumps, generators, and sump pumps for 30 minutes or more.
- ❑ Update employee home and cell phone lists. Consider gathering email addresses for an email distribution list.

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- ❑ Update phone lists of roofing, electrical, restoration, and equipment contractors.
- ❑ Protect/relocate vital records as necessary. Instruct employees to put files away in cabinets, and to remove all loose files from floors and desks. Confidential, critical or valuable documents should be properly secured.
- ❑ Back-up all electronic data and store in a water/wind protected site. Consider sending copies of back-ups to other facilities that are not in a hurricane zone.
- ❑ Install hurricane shutters/plywood over windows and doors. Do not block emergency exits. Brace large openings, such as dock doors.
- ❑ Anchor, secure, dispose of, or relocate anything in the yard that could potentially blow away, or blow into and damage a facility, such as:
 - Loose yard debris
 - Nonessential yard equipment
 - Flammable/combustible/corrosive liquid drums - do not move these items into main buildings
 - Portable buildings (sheds, trailers, etc.) - these items should be securely anchored
 - Outdoor signs
- ❑ Inspect all fire protection equipment (sprinkler control valves, fire pumps, suction tanks, etc.).
- ❑ Identify areas of refuge for employees that are to remain on site.

IMMINENT HURRICANE - 36 HOURS PRIOR TO LANDFALL

- ❑ Ensure that employees who are to remain have current telephone contact lists, supplies, and equipment (potable water, nonperishable food, first aid supplies, flashlights, walkie-talkies, cellular telephones).
- ❑ Have cash on hand for post-hurricane needs (buying food and supplies, or paying employees and contractors).
- ❑ Anchor or fill above ground tanks with product or water.
- ❑ Clean roof drains, storm drains, and catch basins.
- ❑ Remove or secure satellite dishes and antennas.
- ❑ Cover computers, machinery, and stock with tarps, plastic or waterproof covers (focus on critical or valuable items first).
- ❑ Arrange for incoming shipments to be diverted. Expedite outgoing shipments as much as possible.
- ❑ Relocate remaining storage as high off the floor as possible or, at the very least, onto pallets.
- ❑ Isolate, neutralize, or remove any chemicals that can react violently with each other.
- ❑ Contact the gas utility. Determine if it's advisable to turn off gas valve.



- ❑ Inform employees how to obtain information on site closure and reopening.
- ❑ Notify vendors, delivery companies, truckers, and site visitors of site closure.
- ❑ Revise telephone answering system to inform callers of site closure.
- ❑ Identify alternate customer facilities and incorporate alternate facility numbers into the telephone answering system.
- ❑ Tour entire property. Check roofs, roof-mounted equipment, yards, signs, doors, windows, electrical systems, and the interiors.
- ❑ Prepare to deactivate, and disconnect if possible, all noncritical, nonessential, and sensitive electrical equipment.
- ❑ Plug or seal floor drains, particularly those below grade level, if appropriate.

DURING THE HURRICANE

Emergency response personnel should stay at the facility only if safe to do so.

- ❑ Patrol the inside of the property continuously and watch for roof leaks, pipe breakage, fire, or structural damage.
- ❑ Personnel should have a refuge available that is safe from wind and flooding. Outdoors, windborne objects can be dangerous.
- ❑ Constantly monitor any boilers that must operate.
- ❑ If power fails, turn off electrical switches and, if possible, close main gas valves to reduce risk when service is restored.

AFTER THE HURRICANE

- ❑ Report injuries, state of building, impairments of utilities, community services, and conditions (roads, sewers, water, etc.) to management.
- ❑ Secure the site. Lock doors, fences.
- ❑ Inspect roofs (entire area and perimeter), roof mounted equipment, walls, windows (outside and inside), doors, and the entire yard.
- ❑ Eliminate safety hazards such as live wires, leaking gas, flammable liquids, and hazardous materials releases.
- ❑ Check foundations and piping.
- ❑ Repair damage to automatic fire sprinkler systems and restore protection as soon as possible. Use impairment monitoring system whenever automatic fire sprinklers and/or water supplies are impaired.
- ❑ Call key personnel and restoration contractors to start repairs. Make sure safety systems are fully operational before work is allowed to begin. Control smoking. Use cutting and welding permits. Make contractors responsible for fire-safety conditions.



- Begin salvage as soon as possible to prevent further damage:
 - Cover broken windows and torn roof coverings immediately.
 - Separate damaged goods, but don't accumulate combustibles inside buildings.
- Contact your risk/insurance manager in case of loss.
- Contact your insurance company for advice in restoring fire protection.
- Clean roof drains and remove debris from roof to prevent drainage problems.
- Visually check damaged bus bars, conductors, and insulators before reenergizing main electrical distribution systems. In case of doubt, contact an electrician. **DO NOT TOUCH OR MOVE EXPOSED BARE WIRES.**