

Business Owner's

Pre-Hurricane Checklist

1 of 2

Catastrophe Action Plan

NAME / LOCATION

DATE / UPDATED



**Peerless
Insurance.**

Member of Liberty Mutual Group

PERSON RESPONSIBLE	Action Item	COMPLETED BY / WHEN
	1. Maintain a current list of telephone numbers and contacts for emergency action team members, emergency management (civil defense), local police and fire departments, medical facilities, utilities, contractors, vendors, etc.	
	2. Contact local authorities to plan and coordinate activities before the need for emergency action. That way both of you will be better prepared.	
	3. Designate a person to monitor weather conditions and keep the action plan leader up to date on weather conditions before, during, and after a hurricane.	
	4. Arrange backup communications such as two-way radios or cellular phones.	
	5. Arrange an off-site emergency communications control center such as a hotel meeting room just outside the hurricane area in case it becomes too dangerous to remain on site.	
	6. Provide diesel or gasoline-driven emergency generator on site with full tank, and reserve fuel on hand. (High demand may make it difficult to obtain a generator. Advance arrangements and/or retainers may assure availability.)	
	7. Determine which company records are vital and make plans to protect/relocate them.	
	8. Identify vulnerable and/or critical equipment and processes. Provide instructions for safely shutting down processes, data processing equipment, etc. Consider disconnecting and relocating critical equipment to higher elevations.	
	9. Identify key equipment and stock that will need to be protected with tarpaulins or waterproof covers.	
	10. Identify a hot site (an off-site data processing location for immediate business resumption) or a cold site (an off-site location ready for set up of your own data processing equipment). Also, consider an off-site business recovery facility where you can resume general business operations.	
	11. Identify actions to take in the event of live electrical wires, leaking gas, flammable liquids, corrosive/toxic materials and damage to foundations or underground piping.	
	12. Evaluate the interdependency of your facilities and develop a contingency plan.	
	13. Maintain ongoing agreements with contractors for supplies and repairs needed after a hurricane. When possible, use contractors who are outside potential hurricane areas. Local contractors may also have storm damage or local authorities' needs may be given a higher priority.	

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PERSON RESPONSIBLE	Action Item	COMPLETED BY / WHEN
	14. Maintain emergency supplies throughout hurricane season. (Drinking water, nonperishable food, medical supplies, flashlights, batteries, walkie-talkies, portable pumps, hose, emergency lighting, lumber, plywood, nails, hand and power tools, plastic covers and tarpaulins, etc.)	
	15. Maintain straps or other means on hand to brace/anchor yard storage, signs, cranes, and roof-mounted equipment.	
	16. Inspect and repair roof flashings, coverings, drains, gutters, and edge strips. Remove debris and unrestrained materials from roofs.	
	17. Inspect and maintain sign, stack and tower supports, guy wires, and anchor points.	
	18. Repair or replace loose or worn door and window latches, hardware and seals.	
	19. Provide prefitted hurricane shutters and/or plywood for windows and doorways where practical. If possible, install them in advance and leave them in place for the hurricane season.	
	20. Prepare for hurricane-related flooding with sandbags and an ample supply of brooms, mops, squeegees, and absorbents to help remove water.	
	21. Trim or remove any large trees that could fall and damage buildings, or impair fire protection, or electrical power and communication lines, etc.	
	22. Arrange for site security after a hurricane.	
	23. Prepare space for inside storage of dumpsters, yard equipment, and yard stock.	
	24. Evaluate approaches to your facility for bridges or other low lying areas for emergency access and employee safe routes to return to work.	
	25. Advise employees how they will be notified when to return to work. (Local radio or TV station public service announcement, telephone call, etc.)	
	26. Establish priority/back-up personnel or rotation personnel for critical operations and/or processes. Employees may also have personal emergencies and may or may not be available to return to work promptly.	

Use the additional space provided for site-specific action items.

Our loss control service is advisory only. We assume no responsibility for management or control of customer safety activities nor for implementation of recommended corrective measures. This report is based on information supplied by the customer and observations of conditions and practices at the time of the visit. We have not tried to identify all hazards. We do not warrant that requirements of any federal, state, or local law, regulation or ordinance have or have not been met.