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Pre-Warning:

Hurricane Preparation & Response Checklist

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USE THIS CHECKLIST TO PREPARE AND PROTECT YOUR BUSINESS DURING HURRICANE SEASON.

BEFORE: THE PREPARATION

ASSESSMENT

- Evaluate status and needs for your people, assets, and facilities
- Ensure all necessary emergency equipment is on hand and serviceable
- Verify solid plans exist for securing sensitive assets, data, and equipment

IMPLEMENT DRILLS

- Create emergency response teams & lists
- Define clear roles and responsibilities for each person
- Clearly define timeline for execution of your plan in relation to landfall
- Rehearse!

COMMUNICATION

- Implement a 2-way, any channel communication system
- Ensure there is a communication tree system in place
- Update contact info to have a digital & print copy (employees, vendors, etc.)
- Conduct Employee Awareness Campaign
- Distribute hurricane preparedness handouts to employees
- Provide relevant contact info and resources to employees
- Update and distribute relevant company policies

PEOPLE

- Evaluate status needs of your people, assets, and facilities
- Ensure all necessary emergency equipment is on hand and serviceable
- Verify solid plans exist for securing sensitive assets, data, and equipment

FINANCE/LEGAL

- Review all existing contracts, policies, & agreements for mention of hurricane response & recovery

MISCELLANEOUS

- Don't forget contractors!
- Verify and understand suppliers' hurricane response plans
- Evaluate impacts on clients and customer service



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DURING: ACTION

ACT

- Activate response team
- Deploy command and control element to secure site
- Utilize local weather service feeds to monitor weather
- Secure all windows, doors, and objects/equipment
- Shut down electrical power to impact site
- Videotape/photograph interior/exterior of building for insurance purposes
- Ensure that there is a on-site and off-site backup of business critical applications and servers

MOVE

- Begin relocating/storing sensitive data, assets, & equipment
- Execute movement of personnel to safe locations
- Allow employees ample time to relocate
- Terminate nonessential operations within 12 hours of impact
- Fill fuel tanks of company vehicles and move to secure area

COMMUNICATE

- Remind employees to take necessary precautions
- Activate two-way communication channels with employees
- Use AlertMedia's event page feature to give people a one-stop location for the latest updates
- Provide regular updates on the storm's progress & your actions, including:
 - Office Closures
 - People Impacted
 - Evacuation Routes
 - System(s) Outages



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AFTER: RECOVERY

ASSESS DAMAGE

- Identify safety hazards
- Prioritize repair and recovery efforts

CONTINUE COMMUNICATING

- Communicate information, including:
 - Office Closures
 - People Impacted
 - Relief Information
- Establish work assignments based on employee status and availability
- Reach out to vendors to report your current business status

BEGIN REBUILDING

- Deploy resources to employees in need
- Move equipment, data, and operations back to main site once it's safe



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