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*Active Warning*

**Hurricane  
Warning  
Checklist**



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# Hurricane Warning Checklist

Prepare your organization to get through a storm when watches and warnings are issued for your area.

At WheelHouse IT we understand that a hurricane or even a tropical storm can have an impact on your business. Having a plan in place is key to succeeding once a storm has passed. We have designed this quick on-page document to help you check off key items that need to be addressed.

## Immediate Preparations

- Activate Emergency Response Team:** Mobilize your designated team to oversee the execution of your emergency plan.
- Disseminate Information:** Send out an alert via your communication plan to inform all employees, clients, and suppliers of imminent storm conditions and your business's protocols.



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## Secure the Premises

- Close and Board Up Windows:** Use plywood or storm shutters to protect windows from breaking.
- Secure Doors:** Reinforce doors, especially overhead doors in warehouses or garages, which can be vulnerable to high winds.
- Clear the Surroundings:** Remove or secure any loose materials or debris outside that could be thrown by storm winds and cause damage.

## Data and Equipment Safety

- Initiate Data Backup Procedures:** Ensure all critical data backups are completed and stored safely off-site.
- Protect Vital Equipment:** Cover and elevate computers, machinery, and other sensitive equipment to protect from potential flooding.
- Power Down Non-Essential Systems:** Shut down systems not necessary for emergency operations to protect them from power surges.



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## Employee Safety and Management

- Review Evacuation Plans:** Ensure all employees are aware of evacuation routes and procedures.
- Confirm Remote Work Arrangements:** If possible, confirm arrangements for employees to work remotely until it's safe to return to the office.
- Distribute Emergency Contacts and Kits:** Provide employees with emergency contact numbers and distribute emergency kits if available.

## Supplies and Emergency Kits

- Check Emergency Supplies:** Ensure you have a sufficient supply of water, food, batteries, flashlights, and first aid supplies for those who may need to stay on-site.
- Prepare for Power Outage:** Ensure generators are operational and fuel is ample; test them before the storm hits.



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## Final Checks

- Secure Important Documents:** Ensure all critical documents are stored in a waterproof container and kept in a safe place.
- Walk-through Inspection:** Conduct a final walk-through of the facility to ensure no area or system has been overlooked in preparations.
- Document the Condition of the Premise:** Take photographs or videos of the premises to document conditions before the storm, which can help in post-storm recovery and insurance claims.

## Communication

- Update All Stakeholders:** Provide final updates to employees, clients, and suppliers about the status of operations and expected downtime.
- Monitor Weather Updates:** Continuously monitor the storm's progress and communicate any significant changes to the emergency response team.

By following these steps, your business can be better prepared to face the storm with minimized risk to personnel, property, and operations.



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