

What to do Before the Start of Hurricane Season

MAKING PREPARATIONS

- Inspect generators (including oil levels)
- Replace all batteries (smoke alarms, flashlights, etc.)
- Ensure propane tanks are filled
- Prepare customer storm communications
- Ensure that all employee contact information is up to date
- Establish protocol for evacuation
- Create an emergency checklist for employees to refer to during the storm (see below)
- Rehearse emergency plans with team

CREATING AN EMERGENCY CHECKLIST

Here is a list of what you should include in your emergency checklist for employees to refer to during a hurricane:

CONTACTS

Start your plan off with a list of contacts to reach in case of an emergency. This list should include numbers to your company's:

- Management team
- IT team
- Energy provider
- A/C provider
- Internet/phone provider

DIRECTIONS FOR A POWER OUTAGE

In this set of directions, include:

- The precise location of your company's generator**
- Detailed instructions for how to turn on/operate your company's generator**
- A list of all the electronics your employees should unplug**
- The number to your energy provider**

DIRECTIONS FOR INTERNET/PHONE TROUBLES

In this set of directions, include:

- The username/account name, password, and host name of your Internet**
- A comprehensive list of symptoms that could be going wrong with the Internet/phones (e.g. certain sites not working, wireless internet being down altogether, etc.), and the numbers to dial for each symptom**
- The number to your Internet/phone provider**

WHEN TO EVACUATE

In this set of directions, include:

- The situations in which your staff should evacuate the building (severe flooding, roof damage, etc.)**
- What they should do before leaving the building (turning off systems, electricity, etc.)**