

CHECKLIST

BEFORE THE STORM



Storms and hurricanes are a serious threat to lives and property. As such, it's important for business owners to have a plan in place before a storm is even predicted. This checklist can help you prepare for the effects severe weather can have on your business, employees, and community.

Before the Storm Is Predicted	
Protect and duplicate your vital records, including your insurance policies.	☐
Review your insurance policies to ensure you understand what is and isn't covered.	☐
Take photos or videos to document the interior and exterior of the building for insurance purposes.	☐
Update your employees' emergency contact information regularly.	☐
Identify an alternative business site and create a relocation plan in the event the hurricane makes your location inaccessible.	☐
Back up all data on remote servers and in the cloud.	☐
Determine safe evacuation routes as well as alternative routes.	☐
Inspect and make repairs to drains, gutters and flashing.	☐
Ensure all roof-mounted equipment is strapped or anchored to the roof deck support.	☐
Install windstorm shutters over windows and doors.	☐
Replenish your supply of water, nonperishable food, batteries, cleaning supplies and first-aid supplies.	☐
Have cash on hand since banks may not be open after the hurricane.	☐
Make sure generator, fire pump and company-owned vehicle fuel supplies are full.	☐
Test any emergency generators.	☐
Develop a written crisis management plan for employees.	☐
Create an emergency response team and define clear roles and responsibilities for each person.	☐
Conduct regular drills in order to prepare employees for what to do during a hurricane.	☐
Identify which employees are crucial for operations and make sure they understand what's expected of them during a hurricane.	☐
Ensure IT, payroll, benefits and HR functions can operate during and after a hurricane.	☐
Give employees the necessary equipment and support to perform their duties remotely.	☐

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After the Storm Is Predicted	
Remove as many goods as possible from the floor, shipping them out of the facility, if possible.	☐
Turn off the natural gas supply.	☐
Shut down electrical power to sites in the path of the storm.	☐
Update your company's website so employees and customers can remain in the know.	☐

For more professional risk management guidance, contact ICC today at 631-736-7500.

