

Disaster Plan

How to Prepare Your Business For a Hurricane

BEFORE

COMMUNICATE

- Establish an Emergency Action Plan
- Designate an Emergency Action Team
- Review your community safety plan



PROTECT

- Trim trees & clear loose/clogged rain gutters, downspouts, drain pumps
- Secure outside storage tanks, sheds, structures
- Cover water-sensitive equipment with tarps
- Put up plywood/shutters to protect doors/windows

PREPARE

- Create an emergency evacuation kit
- Stock non-perishable food, first-aid kits, water, batteries in waterproof containers
- Purchase NIOSH-approved disposable N-95 respirators for moldy/damp materials
- Ensure alternative provisions remote data transmissions
- Ensure flashlights, radios, drills, saws are working
- Ensure signal capabilities to local NOAA radio frequency for critical storm updates & info



DURING

MOVE

- Evacuate non-essential personnel from the facility
- Move fuel, vehicles, generators inside to a safe location
- Cover all windows/doors with plywood/shutters
- Anchor external equipment
- Remove all awnings and lightweight coverings
- Brace all signs, tanks, roof equipment
- Protect vital records in a waterproof container

SHELTER

- Close internal doors
- Secure and brace external doors
- Stay away from windows and covered doors
- Remain in interior rooms, closets or hallways
- In a multistory building, take refuge under a desk or other sturdy object on the first/second floor
- Listen frequently to radio, TV, NOAA weather broadcasts



GATHER

- Ensure adequate stock of non-perishable food, first-aid, drinking water, supplies

AFTER

ASSESS

- Call professionals if you need help
- Verify stability before entering a flooded/wind-damaged building. For extensive damage, contact an engineer or architect to certify building is safe for entry
- Have professionals check gas, water, electrical lines & appliances for damage

CONTACT

- Use flashlight for emergency lighting
- Before using a generator, make sure that the main circuit breaker is off and locked out
- Use the telephone only for emergency calls



CAUTION

- Stay away from standing water. May be electrically charged from underground/downed power lines
- Be aware that floodwaters may be contaminated by agricultural or industrial chemicals, agents
- Do not drive across flowing water
- Avoid breathing dust (potential fungal spores) generated by wet building materials

A good business plan can propel your company. A good disaster plan can keep it going.