

Hurricane Checklist

HURRICANE/TYPHOON SEASON in the Western Hemisphere begins in the eastern Pacific Ocean on May 15 and in the western Atlantic Ocean and central/western Pacific Ocean on June 1. The season officially ends on November 30. Prior to hurricane/typhoon season, it is a good idea to review and update your company's Business Continuity Plan and Emergency Action Plan. Also, we recommend making sure that your company's property insurance policies are up to date.

Pre-season Planning (3 Months prior)

- Review and update your Emergency Action Plan
- Update employee and critical vendor phone list.
- Inspect your roofs and make necessary repairs prior to hurricane season
 - Include flashing, roof cover, roof mounted equipment securement, drains and catch basins
- Inspect for nearby trees that may need to be trimmed or removed
- Discuss/establish agreements with equipment and restoration vendors. Check equipment availability. Engage vendors that can provide support from outside the local area.
- Inspect and test wind and flood equipment which may include storm shutters, garage door braces, sandbags, flood barriers, waterproof covers, wind anchors/straps, generators, generator transfer switch, and dewatering/sump pumps
- Review and stock appropriate supplies
- Check with your Lockton team if you need assistance

Impending Storm (48-24 hours before landfall)

- Continuously monitor the storm's progress and establish an emergency command center off-site/virtual
- Follow your Emergency Action Plan
- Begin shutdown of non-critical equipment and of production equipment. Ensure critical equipment such as fire pumps and sump pumps remain in operation.
- Inspect, clear, and repair roof gutters, drains, flashing. Ensure the drains direct flow away from foundation
- Strap or anchor rooftop equipment to the roof structure (not the cover)
- Remove debris from around the facility including landscaping that could become airborne
- Test all backup equipment (generators, boilers, batteries, communications)
- Verify operation and stage dewatering equipment (pumps, wet vacs, buckets, squeegees, etc.)
- Provide employees equipment needed for remote work
- Backup servers and computers. Consider removing from site. Protect or relocate vital records.
- Reduce stock where possible
- Relocate equipment and stock to higher elevations
- Ensure supplies for emergency response team and "ride thru" team
 - Water, food, medical supplies, flashlights, walkie-talkies
- Fill fuel tanks for generators, fire pumps and vehicles

- Fill other liquid storage tanks
- Remove or neutralize any chemicals that may react violently with each other or water
- Familiarize the emergency team with the location of utility lines and valves (water and gas)
 - May be necessary to shut off gas line to minimize fire hazard
- Take pictures of facility and equipment and check to ensure list of assets is current
- Install shutters or plywood over windows. Deploy flood protection measures. Install door bracing.
- Have cash on hand for post-windstorm needs
- Shutdown all equipment and consider disconnecting electrical feeds

During the storm

- "Ride Thru" team should take refuge and stay inside the building
 - Be aware of roof, piping, window, and structural damage
 - Rounds may be made to determine extent of damage if safe
- Monitor equipment that must operate
- If power fails, turn off electrical switches and close gas valves
- Avoid flood water and downed power lines

After the storm

- Secure the site
 - Lock doors, fences, post guards
- Survey for damage
 - Be aware of live electrical wires, downed power lines, broken glass, sharp metal, leaking fuel gases and flammable liquids, damaged building supports, paved areas undermined by flood water that could collapse.
 - The site may be difficult to access. Do not enter a building if flood water has not receded.
 - Assess the buildings externally before entering. Look for signs of structural damage to the building or foundation.
 - Inspect the walls, windows, roof, doors, yard, and out-buildings
 - Check foundations and piping for damage.
 - Check electrical panels and breakers. Do not operate if damaged. Call an electrician.
 - Take photos and/or video of the damage
- Inspect the fire protection systems and repair if necessary
 - Post fire watch in areas where protection is impaired
 - Inform fire department and insurance carriers of any impairments
- Ban smoking
- Be aware of potential chemical hazards you may encounter during flood recovery. Flood waters may have buried or moved hazardous chemical containers of solvents or other industrial chemicals from their normal storage places.
- Update management on condition of building and equipment.
- Notify your Lockton Account and Claims team. Follow their reporting instructions
- Establish repair priorities focusing on building envelope and fire protection

- Implement pre-established restoration plan. Contact designated continuity, repair, and cleaning vendors
- Begin salvage process
 - Cover broken windows and torn roof coverings
 - Separate damaged goods
 - Remove water
- Clean roof drains and remove roof debris
- Ensure proper hot work protocols for repair work
- Check electrical equipment before connecting or restarting
- Document damages and repairs. Coordinate claims activity with Lockton's Claims Team
 - Keep receipts and invoices for recovery
 - Often a separate accounting code for recovery costs works best