

HURRICANE PREPARATION CHECKLIST

	YES	NO	COMMENTS
Check local flood maps by visiting www.esri.com/services/disaster-response/floods/latest-news-map.html Also, have your building inspected by a licensed professional to ensure that the roof and other connections comply with the wind loading requirements for your area.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider installing impact-resistant film on your windows.	<input type="checkbox"/>	<input type="checkbox"/>	
Gather a list of vendors and telephone numbers of individuals or entities that are critical to your daily operations. If you heavily rely on one or two vendors, consider adding a backup vendor outside of your area.	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare a list of companies that can assist you in recovery efforts, such as removing debris, moving and computer services.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide employees with a chain of command and list of responsibilities in the event that a disaster strikes.	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare a list of your employees and their contact information. Also find out where they may vacate to if you are required to evacuate the city.	<input type="checkbox"/>	<input type="checkbox"/>	
Arrange for communication with your clients and customers, in the event of a disaster, to keep them informed.	<input type="checkbox"/>	<input type="checkbox"/>	
Constantly diversify your customer base, products and sales locations. This will prevent a major loss, if a majority of your customer base is also affected by the hurricane.	<input type="checkbox"/>	<input type="checkbox"/>	
Designate a remote phone number on your voicemail system for which you can record messages to employees in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	
Arrange for programmable call forwarding of your business lines with the phone company. Then you can call and reprogram your phones from a remote location, if needed.	<input type="checkbox"/>	<input type="checkbox"/>	
Install emergency backup lights that turn on when the power goes out.	<input type="checkbox"/>	<input type="checkbox"/>	
Back up your data on a frequent basis and keep this information off-site.	<input type="checkbox"/>	<input type="checkbox"/>	



SAFEGUARDING YOUR SUCCESS

EMERGENCY SUPPLIES	YES	NO	COMMENTS
Flashlight and extra batteries.	<input type="checkbox"/>	<input type="checkbox"/>	
Battery-powered radio.	<input type="checkbox"/>	<input type="checkbox"/>	
Ready-to-eat canned foods, fruits and vegetables. Also energy foods, such as granola bars. Select foods that do not require refrigeration, cooking or preparation.	<input type="checkbox"/>	<input type="checkbox"/>	
Water stored in plastic containers.	<input type="checkbox"/>	<input type="checkbox"/>	
Urge employees to keep a three-day supply of their medications on-hand as well as pain relievers and stomach remedies.	<input type="checkbox"/>	<input type="checkbox"/>	
Urge employees to bring in a blanket.	<input type="checkbox"/>	<input type="checkbox"/>	
Paper plates, cups and utensils.	<input type="checkbox"/>	<input type="checkbox"/>	
Manual can opener.	<input type="checkbox"/>	<input type="checkbox"/>	
Urge employees to keep an extra pair of reading glasses at work.	<input type="checkbox"/>	<input type="checkbox"/>	
First-aid supplies (adhesive bandages, sterile dressing, roller gauze bandages, triangular bandages, gauze pads, germicidal hand wipes and alcohol-based sanitizer, non-latex gloves, adhesive tape, cold packs, scissors, tweezers, CPR face shield).	<input type="checkbox"/>	<input type="checkbox"/>	

REDUCING DAMAGE	YES	NO	COMMENTS
Bolt tall bookcases and displays to the wall studs.	<input type="checkbox"/>	<input type="checkbox"/>	
Secure breakable items in a stand using hook-and-loop fasteners.	<input type="checkbox"/>	<input type="checkbox"/>	
Place large objects on low shelving.	<input type="checkbox"/>	<input type="checkbox"/>	
Install latches on drawers to prevent them from flying open.	<input type="checkbox"/>	<input type="checkbox"/>	
Secure pictures and mirrors to the wall with closed screw eyes and wire.	<input type="checkbox"/>	<input type="checkbox"/>	
Secure your water heater to the wall studs with plumber's tape or strap iron.	<input type="checkbox"/>	<input type="checkbox"/>	
Install flexible connectors to appliances using natural gas and automatic fire sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	



SAFEGUARDING YOUR SUCCESS

WHEN A STORM IS IMMINENT	YES	NO	COMMENTS
Back up your files and move this information off-site.	<input type="checkbox"/>	<input type="checkbox"/>	
Make arrangements to use alternative means of communication, especially if you cannot shut down your systems completely.	<input type="checkbox"/>	<input type="checkbox"/>	
Check your emergency supplies and stock up on any necessary items.	<input type="checkbox"/>	<input type="checkbox"/>	
Help your employees get to their families safely. If it is not safe to leave the facility, establish a meeting point outside of the evacuation area for employees once you can leave.	<input type="checkbox"/>	<input type="checkbox"/>	

For a full listing of resources related to hurricane preparedness, please contact Dana Vorholt, Director of Risk Management, at dvorholt@sentinelra.com.



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