



AMERICAN SOCIETY OF SAFETY ENGINEERS HURRICANE PREPARATION

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BEFORE HURRICANE SEASON:

Establish a Disaster Preparedness Plan:

- The most effective plan is written & kept up to date
- Conduct an annual performance drill
- Make sure residents know where to go and what to do, post in hallways & elevators
- Verify all personnel involved have received training, you will rely on them later
- Have designated people on each floor to check on residents with special needs before and after the storm
- Make arrangements for a call in number that delivers a recorded message with daily updates for displaced employees and residents



It only takes one storm to change your life and community. Plan ahead!



BEFORE HURRICANE SEASON:

Establish who will carry out the plan:

- Choose an Emergency Response Coordinator & Team
- Choose a Recovery Coordinator & Team
- Pick leaders that are familiar with entire facility and have the authority to make decisions
- Estimate the amount of time to perform essential tasks when a storm approaches
- Plan for enough staff to get the work done
- Responsible persons should have copies of checklists available and stored off-site



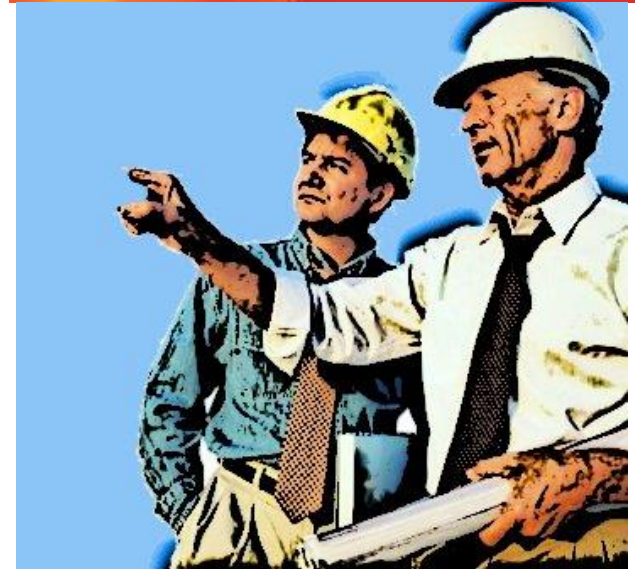
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BEFORE HURRICANE SEASON:

Establish and maintain emergency contact information for employees & vendors

- Update contacts regularly as employees and vendors frequently change
- Source recovery contractors
- Investigate options from fences to security guards
- Have a roofing company under contract to respond quickly before or after a storm
- Set up procedures for hiring contractors after a storm.
- Review financing options if emergency repairs are needed
- Address whether alternative resources may be needed (computers, office equipment, furniture)



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DURING HURRICANE SEASON:

Systems Preparation

- Make sure emergency power systems are loaded to maintain internal building environment: chillers, HVAC & elevators to be used for service and repairs
- Verify emergency generators are up to date with testing and maintenance
- Make sure all dewatering pumps are connected to emergency power
- Verify the location of utility disconnects and confirm shutoffs are sufficiently marked



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DURING HURRICANE SEASON:

Rooftop Preparation

- Secure large rooftop equipment such as chillers, cooling towers, and HVAC units
- Secure exhaust fan cowlings with wire rope to the roof deck or equipment curb.



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DURING HURRICANE SEASON

Rooftop Preparation

- Verify rooftop equipment is secure and fasteners holding equipment in place are not corroded
- Remove loose items and debris from roof
- Keep roof drains clear



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DURING HURRICANE SEASON:

Outside Preparation

- Make sure trees are well-trimmed, and remove all coconuts
- Remove tree limbs close to buildings that could break windows or damage roofs
- Have a landscaper remove branches near power lines
- Replace decorative rocks and gravel with mulch



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WHEN A STORM APPROACHES:

Outside Preparation

- Relocate satellite dishes inside
- Install shutters & plywood
- Set up flood barriers/sandbags to reroute water from entrances
- Anchor portable buildings & brace outdoor signs
- Secure outdoor storage & equipment
- Remove debris & patio furniture from outdoor areas that may become “missiles”
- Verify storm drains are clear



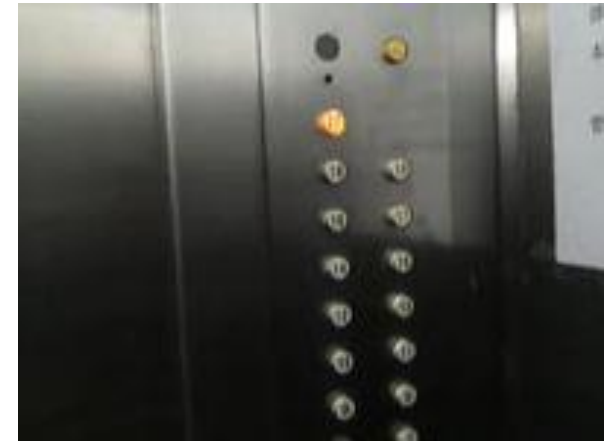
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WHEN A STORM APPROACHES:

Inside Preparation

- Isolate chemicals that can react violently with each other
- Unplug and raise office equipment off floor and cover with tarpaulins
- Turn off non-essential electrical systems & equipment to avoid potential damage to motors
- Move elevators to a higher floor to make sure they don't flood.



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Spare Generators & Fuel needed to operate them

Shelf stable food



11

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