

CATASTROPHE ACTION PLAN

# Impending Hurricane Checklist

NAME / LOCATION:

DATE / UPDATED:

Person Responsible	Time to Complete	ACTION ITEM	Completed By / When
		1. Monitor and map the hurricane to keep up to date on the storm's progress.	
		2. Implement the hurricane emergency action plan. Take specific actions at the predetermined times as outlined in the plan.	
		3. Shut down operations that depend on outside power sources in an orderly manner, following established procedures.	
		4. Ensure emergency supplies and equipment are on hand and ready for the on-site emergency action team. <ul style="list-style-type: none"> <li>• 3-day supply of drinking water and nonperishable food</li> <li>• Medical supplies/first-aid kits</li> <li>• Flashlights and batteries</li> <li>• Walkie-talkies and/or cellular phones (with spare batteries)</li> <li>• Portable pumps and hose</li> <li>• Emergency lighting</li> <li>• Lumber, plywood, nails</li> <li>• Hand and power tools</li> <li>• Plastic covers and tarpaulins</li> </ul>	
		5. Obtain cash for post-hurricane needs such as buying food and supplies or paying employees and contractors.	
		6. Protect and/or relocate vital records off site. Include: blueprints, structural records, utility plans.	
		7. Relocate water sensitive equipment and materials to safe areas away from exterior doors and windows and up off the floor.	
		8. De-energize and cover computers, machinery, and stock with tarpaulins and waterproof covers.	
		9. Check and clear floor drains.	
		10. Isolate or remove any chemicals that can react violently with each other.	
		11. Shut down gas-fired equipment and shut off main gas valves.	
		12. Shut down all noncritical and nonessential electrical equipment.	
		13. Disconnect the main electrical feeds to the facility, if possible.	

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		14. Inspect and make repairs to roof drains, gutters, and flashing.	
		15. Secure roof-mounted equipment such as HVAC units and exhaust vents.	
		16. Check guy wires on antennas, stacks, and towers.	
		17. Inspect and maintain sign, stack and tower supports, guy wires, and anchor points.	
		18. Remove unrestrained materials from the roof.	
		19. Close and latch exterior doors, windows, and roof hatches.	
		20. Install hurricane shutters/plywood over doors and all windows. Where shutters can not be installed, tape both sides of the glass to minimize damage from wind driven rain and flying glass.	
		21. Clean out storm drains, culverts, and catch basins.	
		22. Fill all aboveground and underground tanks with product or water.	
		23. Verify that all fire protection equipment is in service.	
		24. Check/maintain all necessary backup equipment such as emergency generators and communication systems/devices.	
		25. Fill the fuel tanks of generators, fire pumps, and all company-owned vehicles.	
		26. Conduct a yard inspection for unrestrained materials, specifically: <ul style="list-style-type: none"> <li>• Remove loose yard debris.</li> <li>• Relocate nonessential yard equipment to a safe indoor location; furniture, trash receptacles, portable planters, portable signs, dumpsters, etc.</li> <li>• Relocate yard storage of raw and finished goods indoors or secure.</li> <li>• Secure yard storage of flammable liquids drums or move them to a safe location away from important buildings.</li> <li>• Anchor all portable buildings and trailers to the ground.</li> <li>• Secure scaffolds and cranes. Secure scaffolds to the building. Fasten rail crane chassis to track with bolts and clamps.</li> <li>• Brace outdoor signs.</li> </ul>	

**Use the additional space provided for site-specific action items.**

While following the procedures and information outlined in this checklist may aid in developing an action plan, they do not contemplate every potential for loss or damage. Therefore, every situation should be reviewed by you in an effort to take all appropriate steps and precautions to minimize the risk of Hurricanes & Tropical Storms. No duty or undertaking is intended or assumed by Liberty Mutual by this publication as it is informational in purpose.

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