

Preparing for an imminent hurricane



Numerous steps can be taken to safeguard your properties and people before a storm hits. Such practices should be core to your emergency plans and procedures and designed specifically for facilities and operations at risk.

The following checklist provides guidance on actions organizations can take when facing an imminent hurricane event. Please note that this checklist is not all-inclusive and that following it does not guarantee any result, including the outcome of any potential claim.

Task	Not started	In progress	Complete
Monitor and activate			
Follow government and local media reports for advisories and/or evacuation orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble your emergency response team, along with operations management, to review plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify locations that might be exposed to direct or indirect hurricane damage — including customers' and suppliers' locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agree on if and when to close the facility, evacuate personnel, and shut down operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact local government agencies and emergency services to facilitate coordination of response procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble supplies for the emergency response team. Items to consider include portable lights, lumber and nails, roofing paper, sandbags, tarps, chainsaws, rakes, shovels, and personal protective equipment, such as waders, boots, and gloves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify sources of restoration equipment, supplies, and contractor services from firms located outside the immediate area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task	Not started	In progress	Complete
Address personnel issues			
Check on the availability of key personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not allow personnel to remain on-site unless approved by local authorities. No one should be allowed to remain if the facility could be subject to storm surge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate with employees to help them understand how to prepare their families for the storm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allow employees time to prepare their homes and safeguard families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check records			
Make sure your employee contact list is current. Set up an internal information hotline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify vital records, make copies, and/or relocate them. They may be required in the recovery process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare site			
Prepare for the potential for flooding. Street drains may be inadequate and roof drains may become blocked. Make sure these drains are clear prior to the storm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relocate or protect, as required, any hazardous materials that could react water or whose containers could be damaged by water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relocate motor vehicles and critical equipment inside or to higher ground, whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where equipment cannot be relocated, take action to secure it or sandbag around the equipment and buildings. Whenever possible, install/secure storm shutters or attach plywood on exterior openings and windows as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover and protect valuable electronic equipment, artwork, furniture, and other property susceptible to water damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check all emergency and communications equipment, including generators, transfer switches, lighting, portable pumps, and radios. Check generators to determine whether they will start automatically and that power transfers properly. Fill oil and fuel tanks to capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify that all fire protection equipment and systems are in service. Check whether fire water supply and diesel fire pump tanks are full.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill all stationary storage tanks (such as propane, gasoline, fuel-oil, or other, both above ground and buried) to prevent movement or floating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill portable power-equipment fuel tanks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect rooftop air-handling units, edging strips, gutters, and flashing to determine whether they are securely fastened. Remove anything from the roof that is not secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect exterior sign supports, guy wires, and anchorages, and secure as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure all outdoor items or relocate them inside buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address potential post-storm access (whether in-person or remote access) issues to your site. In extreme conditions, public authorities will control this.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shut down the site			
Ask employees to take their laptop computers home in the event access is prohibited for an extended period of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct an orderly shutdown of computers, communications, and process equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disconnect nonessential equipment to protect it from potential power surges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevate materials and equipment off the floor, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set elevators to higher levels so that potential flooding does not compromise their operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task	Not started	In progress	Complete
During the storm			
Account for all employees, especially those sheltered in place on-site, and communicate information about the status of the business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review human resource-related issues, including skills inventories and potential payments to injured, homeless, or evacuated staff. Activate humanitarian assistance plans as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify immediate hazards such as downed electrical lines, leaking gas, or flammable liquids. Dangerous wildlife could also be present and may need to be removed. Such hazards should be cordoned off and authorities should be notified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess the need for and establish security and safety precautions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prioritize immediate recovery needs and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control ignition sources if there is leakage of gas or flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check electrical systems and equipment for water damage. If they have been exposed to water, keep them turned off until they have been dried, cleaned, and approved for start-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting your hurricane preparation and response needs

For more help with hurricane planning, response, and recovery issues, engage your Marsh client executive, who will connect you to the appropriate consulting and claims resources. You can also visit the [Hurricane Resource Center](#) for additional information.



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