

HURRICANE PREPARATION AND RESPONSE CHECKLIST



**USE THIS CHECKLIST TO PREPARE
AND PROTECT YOUR BUSINESS
DURING HURRICANE SEASON**

BEFORE: THE PREPARATION

ASSESSMENT

- ☐ Evaluate status and needs of your people, assets, and facilities
- ☐ Ensure all necessary emergency equipment is on hand and serviceable
- ☐ Verify solid plans exist for securing sensitive assets, data, & equipment

IMPLEMENT DRILLS

- ☐ Create emergency response teams & lists
- ☐ Define clear roles and responsibilities for each person
- ☐ Clearly define timeline for execution of your plan in relation to landfall
- ☐ Rehearse!

COMMUNICATION

- ☐ Implement a 2-way, any channel communication system
- ☐ Ensure there is a communication tree system in place
- ☐ Update contact info have a digital & print copy (employees, vendors, etc.)
- ☐ Conduct Employee Awareness Campaign
- ☐ Distribute hurricane preparedness handouts to employees
- ☐ Provide relevant contact info and resources to employees
- ☐ Update & distribute relevant company policies

PEOPLE

- ☐ Evaluate status and needs of your people, assets, and facilities
- ☐ Ensure all necessary emergency equipment is on hand and serviceable
- ☐ Verify solid plans exist for securing sensitive assets, data, & equipment

FINANCE/LEGAL

- ☐ Review all existing contracts, policies, & agreements for mention of hurricane response and recovery

MISCELLANEOUS

- ☐ Don't forget contractors!
- ☐ Verify and understand suppliers' hurricane response plans
- ☐ Evaluate impacts on clients and customer service



DURING: ACTION

ACT!

- ☐ Activate response team
- ☐ Deploy command and control element to secure site
- ☐ Utilize local weather service feeds to monitor weather
- ☐ Secure all windows, doors, and outdoor objects/equipment
- ☐ Shut down electrical power to impact site
- ☐ Videotape/photograph interior/exterior of building for insurance purposes
- ☐ Ensure that there is a on-site and off-site backup of business critical applications and servers

MOVE!

- ☐ Begin relocating/storing sensitive data, assets, & equipment
- ☐ Execute movement of personnel to safe locations
- ☐ Allow employees ample time to relocate
- ☐ Terminate nonessential operations within 12 hours of impact
- ☐ Fill fuel tanks of company vehicles and move to secure area

COMMUNICATE!

- ☐ Remind employees to take necessary precautions
- ☐ Activate two-way communication channels with employees
- ☐ Use AlertMedia's event page feature to give people a one-stop location for the latest updates
- ☐ Provide regular updates on the storm's progress & your actions, including:
 - Office closures
 - People impacted
 - Evacuation routes
 - Systems outages



AFTER: RECOVERY

ASSESS DAMAGE

- ☐ Identify any safety hazards
- ☐ Prioritize repair and recovery efforts

CONTINUE COMMUNICATING

- ☐ Communicate information, including:
 - Office closures
 - People impacted
 - Relief information
- ☐ Establish work assignments based on employee status and availability
- ☐ Reach out to vendors to report your current business status

BEGIN REBUILDING


- ☐ Deploy resources to employees in need
- ☐ Move equipment, data, and operations back to main site once it's safe




wheelhouse

If it's not in your wheelhouse...don't reinvent IT.

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