

HURRICANE CHECKLIST

Every year hurricanes cause millions of dollars in property damage and downtime across the US on both the Atlantic and Pacific coastlines. If any lessons from past storms seasons have prevailed over time, the most important is: **the more prepared you are, the better off you are.**

At quest we are dedicated to making sure that not only are you safe during the storm, you are prepared before it, and ready for cleanup after it. Below is a checklist that we have compiled to ensure that you have all of your bases covered in the event that you find yourself in the path of a hurricane this season.



Protect Employees.

Make sure that your employees have everything they need to be safe in case the storm hits while you are open and operating. Once you've collected these items make sure that you clearly communicate with your employees where the items are located, and what to do in case of emergency. Make sure you have the following items staged at each location:

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|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Battery operated radio or television | <input type="checkbox"/> Cleaning supplies, including mops, towels and garbage cans |
| <input type="checkbox"/> Non-perishable three-day food supply for you and your employees | <input type="checkbox"/> Smoke alarms and fire extinguishers |
| <input type="checkbox"/> Three-day supply of water for you and your employees (One gallon of water per person, per day) | <input type="checkbox"/> Electric generator |
| <input type="checkbox"/> Coolers and containers for water and washing | <input type="checkbox"/> Gas for vehicles, generators and other equipment |
| <input type="checkbox"/> Blankets, pillows, cots, and chairs | <input type="checkbox"/> Cash, ATM cards, credit cards proper identification |
| <input type="checkbox"/> First Aid Kit and first aid manual | <input type="checkbox"/> Emergency contact information such as the nearest hospital and police, along with: |
| <input type="checkbox"/> Flashlights, batteries, light-sticks | <input type="checkbox"/> Life safety issues: 9-1-1 |
| <input type="checkbox"/> Tool kit (basic tools, gloves, etc.) | <input type="checkbox"/> Small Business Administration (SBA): 1-800-359-2227 |
| <input type="checkbox"/> Camera and film for documenting damages | <input type="checkbox"/> FEMA Tele-registration hot-line: 1-800-462-9029 |
| <input type="checkbox"/> Whistle/signal flare to signal for help | <input type="checkbox"/> Insurance company and agent's contact information |
| <input type="checkbox"/> Tarps, plastic bags, duct tape | |

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Allow employees time to protect their homes and loved ones.

Paying attention to an incoming storm's track and timeline is critical to planning for a storm making landfall. It's also important to give your employees enough time to secure their own homes and families, especially when there are mandatory evacuation measures in place.



Adequately close down business operations, giving notice to all who should know of the closure.

This includes contacting any vendors and suppliers who are planning to be at your location when you're planning on being closed. It's also important to assess the vendors and suppliers you're going to need after the storm and make sure they are going to be available.



Protect business premises and physical assets

- ☐ Invest in and install shutters or plywood in order to protect windows and doors from wind borne-debris.
- ☐ Have the roof of your building evaluated to ensure it can withstand a storm.
- ☐ Remove any branches or trees adjacent to your building that could potentially fall and damage it.
- ☐ Sandbag any area that is subject to flooding.
- ☐ Anchor and brace any large furniture (bookcases, shelves, filing cabinets) to wall studs.
- ☐ Relocate any valuable or fragile possessions.
- ☐ Secure all utilities including water heaters, gas tanks, and heaters and if necessary, raise them to higher locations to avoid water damages.
- ☐ Secure electronics such as computers and other office equipment with straps or Velcro.
- ☐ Turn off all the utilities prior to a hurricane making landfall if possible

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Protect all important data

- ☐ Designate important contacts to save that are crucial to business operations, such as employees, banks, lawyers, accountants, suppliers, etc.
- ☐ Back-up documents that are not easily produced such as insurance documents, legal contracts, tax returns, and accounting statements to avoid water damage.
- ☐ Seal these documents in waterproof containers onsite.
- ☐ Save all your designated contacts and documents in an alternate, accessible off-site location.



Pre-Stage Wherever Possible

Working with a company like Quest to pre-stage open-top containers for debris cleanup and removal is a key step in getting your business back up and running as quickly as possible. Debris cleanup is easily the biggest and most logistically challenging aspect of storm cleanup, so get ahead of the curve.



Try to determine or predict what a hurricane closure may mean to the restart of operations. These plans should be specific to the particular business and should be re-examined often to make certain they do meet the then perceived needs of that business.

Depending on the severity of the hurricane and how directly your location is hit, resuming business may take days or it may take weeks. Make sure to set realistic expectations with customers as well as with vendors and suppliers.

No matter how bad the storm season is this year, as long as you take the proper steps to prepare yourself and your business – you'll be able to recover from even the most severe storms quickly. At Quest we are here to help in any way that we can to make sure your employees and your business are safe from harm. If you have any questions, please don't hesitate to contact us today to see what Quest can do for you.