

ANNUAL PREPARATIONS

Critical Tasks

- **Update business continuity plan:** Include remote work protocols, alternate operating locations, and cloud-based data access. Test plan annually.
- **Review insurance policies:** Verify coverage for flood, wind, and business interruption. Confirm deductibles and document assets for claims.
- **Update contact lists:** Maintain employee and critical vendor lists with after-hours phone numbers and emails.
- **Conduct hurricane preparedness training:** Train employees on this checklist and conduct a drill to ensure familiarity.

Maintenance Tasks

- **Inspect infrastructure:** Check roof, HVAC units, and drainage systems (scuppers, gutters, drains, culverts, etc.). Clear obstructions and schedule repairs by licensed and insured contractors.
- **Secure landscaping:** Trim trees, remove debris, and anchor outdoor fixtures to prevent flying hazards.
- **Test equipment:** Verify functionality of backup generator (check fuel levels, maintenance log) and alternative communication devices (e.g., satellite phones, two-way radios).
- **Inventory hurricane kit:** Ensure supplies for 7 days, including first aid kit, flashlights, batteries, non-perishable food, and 1 gallon of water per person per day. Replace expired items and replenish items as needed.
- **Document property:** Take photos, videos, and create an itemized inventory of building interior, exterior, and contents for insurance purposes.
- **Confirm protective materials:** Ensure shutters, plywood, or other window coverings are on hand, with all parts available.

Hurricane season runs annually from June 1 - November 30. Take steps now to ensure your business is prepared before a storm approaches.

LANDFALL PREPARATIONS

3-5 Days Before Landfall

Communication and Coordination

- **Verify team contacts:** Confirm all employee phone numbers are correct.
- **Notify critical vendors:** Contact vendors (e.g., restoration, roofer) to place on standby. Secure written confirmation of availability.
- **Pause non-essential operations:** Postpone deliveries, place hold on mail, and update website/social media with closure notices.
- **Issue employee instructions:** Share evacuation plans, assembly points, and emergency contact protocols.

Property Protection

- **Inspect hurricane kits:** Verify supplies are complete and accessible.
- **Remove hazards:** Clear potential flying debris (e.g., tree limbs, loose items) from around property and roof.
- **Secure outdoor items:** Bring loose items (e.g., furniture, signs) inside. Anchor trash bins/dumpsters.
- **Install protective coverings:** Secure shutters or plywood on windows. Cover vents and roof openings where safe.
- **Protect interior:** Remove items from floors prone to water damage. Cover desks, equipment, and furniture with plastic or tarps.
- **Safeguard documents:** Move critical documents to a waterproof safe or offsite location. Back up all company data to cloud and external drives.

1-2 Days Before Landfall

Final Preparations

- **Charge devices:** Fully charge electronics, power tools, and battery backups.
- **Secure fuel:** Purchase backup fuel (minimum 5 gallons per vehicle or generator); store safely to avoid carbon monoxide risks.
- **Fuel vehicles:** Ensure all vehicles are fully fueled and parked in elevated or covered areas to avoid storm surge.
- **Protect electronics:** Unplug all equipment and electronics to prevent surge damage.
- **Secure interior:** Close blinds, curtains, and interior doors. Clear desks of loose papers or projectiles.
- **Elevate critical equipment:** Move servers, medical devices, or other vital equipment to higher floors or offsite.
- **Shut down utilities:** Turn off electrical breakers, water, and gas in that order to avoid sparks. Do not restore until inspected.
- **Manage elevators:** Raise elevators to the 2nd floor, turn off, and lock.
- **Communicate closures:** Update phone system outgoing message and post a closure notice on the door with emergency contact information.

Final Checks

- **Double-check preparations:** Confirm all tasks above are complete.
- **Secure property:** Lock all doors, windows, and gates.
- **Monitor weather:** Use NOAA Weather, AccuWeather, or National Hurricane Center updates for real-time storm tracking.

POST-STORM RECOVERY

CRITICAL VENDORS LIST

Initial Damage Assessment

Assess damage only after authorities declare the area safe. Wear protective gear (hard hat, gloves, sturdy boots). Maintain situational awareness.

- ☐ **Check for hazards:** Avoid entry if downed power lines are present; contact utility company immediately.
- ☐ **Assess structural integrity:** Look for signs of foundation, roof, or wall damage. Consult a structural engineer if significant damage is suspected.
- ☐ **Inspect exterior:** Check for overhead hazards (e.g., tree limbs, roofing materials) and broken windows/doors needing board-up.
- ☐ **Evaluate utilities:** Inspect electrical, gas, and water systems for damage or leaks. Do not use until cleared by professionals.
- ☐ **Identify water intrusion:** Look for staining, fallen ceiling tiles, or puddles. Check for mold or chemical spills.
- ☐ **Document findings:** Use a standardized form or app to record damage with photos, videos, timestamps, and GPS coordinates for insurance claims.

Recovery Tasks

Begin recovery after completing the initial damage assessment.

- ☐ **Contact insurance:** Notify your property insurance carrier to file claims promptly.
- ☐ **Schedule inspections:** Arrange for professional checks of electrical, HVAC, plumbing, and elevator systems.
- ☐ **Coordinate repairs:** Hire licensed and insured contractors for roofing, water restoration, board-up, and debris removal. Retain receipts.
- ☐ **Check on employees:** Confirm employee safety and provide resources (e.g., FEMA hotlines, mental health support).
- ☐ **Communicate reopening:** Notify employees, vendors, and customers of recovery progress via email, website, or social media.
- ☐ **Review continuity plan:** Adjust operations (e.g., remote work, alternate locations) until repairs are complete.

PROPERTY INSURANCE CARRIER

Company: _____

Policy #: _____

Phone: _____ Email: _____

PROPERTY RESTORATION & TEMPORARY POWER

Company: Flood Zone Disaster Recovery Solutions

Phone: 844-863-3279

Email: office@floodzonedrs.com

ROOFER

Company: _____

Phone: _____ Email: _____

ELECTRICIAN

Company: _____

Phone: _____ Email: _____

PLUMBER

Company: _____

Phone: _____ Email: _____

HVAC

Company: _____

Phone: _____ Email: _____

ELEVATOR

Company: _____

Phone: _____ Email: _____

TREE SERVICE

Company: _____

Phone: _____ Email: _____

UTILITY COMPANIES

Electric: _____ Phone: _____

Water: _____ Phone: _____

Gas: _____ Phone: _____

ADDITIONAL RESOURCES

FEMA Business Preparedness: fema.gov

National Hurricane Center: nhc.noaa.gov

Local Emergency Management: Contact your county or city office