

HURRICANE PREPAREDNESS AND RESPONSE

Hurricanes have the potential to cause significant disruption in the operations of facilities. In order to minimize the potential for a public impact and to provide continuity of operations, consider the following actions before and after a hurricane impacts your facilities. Each facility should have a site specific Emergency Response Plan.

PREPARE FOR THE STORM. THE TIME TO ACT IS NOW.

Precautions you should be taking include, but are not limited to:
Review your emergency response and contingency plans
Make sure all emergency contact numbers are up to date
Schedule staff and subcontractors for availability
Establish contact with local fire and police, state and federal emergency agencies
Coordinate with local power utilities the potential need to restore power
Test emergency communication systems, including satellite phones
Pre-arrange to purchase or lease materials, supplies and heavy equipment
Review shut-down and start-up procedures with staff

At each facility do the following:
Inspect roofs:
Clear drains
Secure or remove loose equipment or debris
Check for any loose branches or tree limbs that can be easily removed

At each facility do the following:		
	Close windows (and shutters, if applicable)	
	Move portable, lightweight items, flags and banners inside	
	Move patients/residents and items that might serve as projectiles away from windows;	
	keep items off the floor	
	Test emergency generators	
	Turn off incidental gas and electrical appliances	
	Check emergency lighting	
	If the facility is used as a shelter, remove unnecessary items	
	Move vehicles to higher ground and away from trees	

After the storm:		
	Establish communication with staff to assure safety and availability	
	Report losses	
	Make temporary repairs to prevent further damage	
	Review the effectiveness of your emergency plan	
	Revise your emergency response plan if warranted	

RESOURCE

• <u>www.ready.gov/hurricanes</u>

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