

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

- www.ready.gov/hurricanes