



# RISK MANAGEMENT

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## HURRICANE PREPAREDNESS CHECKLIST

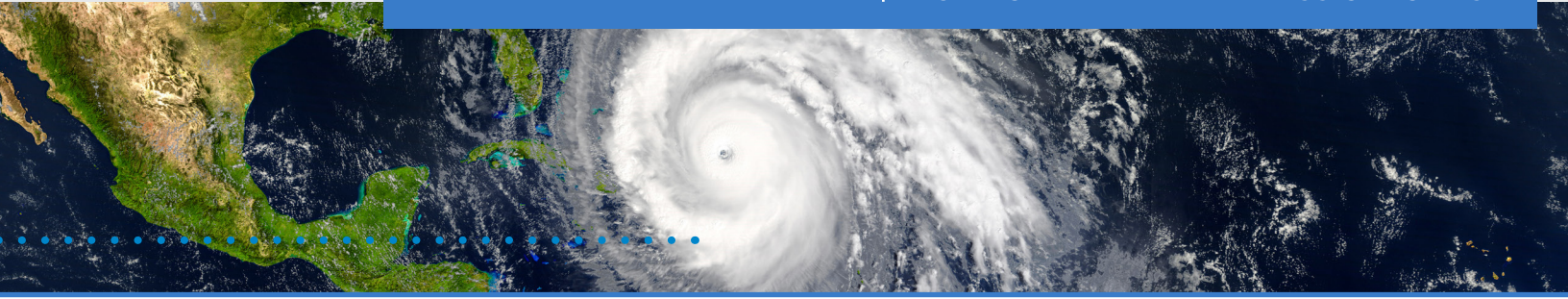
Be prepared! Wind speeds get the headlines, but a hurricane's soaking rains, tidal storm surges and flooding do as much – if not more – damage. This checklist has suggested precautions to help you to prepare for, respond to and recover from a hurricane.

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### Prepare

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- Sign up for local alerts and warnings and monitor weather reports. Tune in to NOAA Weather Radio All Hazards, local radio, TV, or other news sources for more information. Know the warning terminology:
  - **Tropical Storm or Hurricane Advisory**—The NWS (National Weather Service) issues an Advisory when it expects conditions to cause significant inconveniences that may be hazardous.
  - **Tropical Storm or Hurricane Watch**—The NWS issues a Watch when a tropical storm or hurricane is possible within 48 hours.
  - **Tropical Storm or Hurricane Warning**—The NWS issues a Warning when it expects a tropical storm or hurricane within 36 hours. During a Warning, complete your storm preparations, and immediately leave the threatened area if directed to do so by local officials.
- Prepare to evacuate.
  - ✓ Establish and test emergency communication plan for employees. Update as needed.
  - ✓ Ensure all employees know the evacuation zones and routes.
  - ✓ Keep vehicle gas tank at least ½ full at all times.
  - ✓ Have cash on hand in case you need it.
  - ✓ Prior to leaving, unplug and shut down all electronic devices that are not needed. Shut-off all non-emergency lighting.



## Prepare (continued)

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- Protect your property.
  - ✓ Bring in loose furniture, trash cans, artwork, etc. outside the building.
  - ✓ Anchor/tie-down any sculptures, furniture and gas grills, propane tanks that cannot be relocated indoors.
  - ✓ Check the roof cover, gutters, roof drains and storm drains to ensure clean and clear and take action as needed to get them clear and storm ready.
  - ✓ Remove any debris that could become airborne from roof.
  - ✓ Reinforce windows and doors with hurricane shutters or plywood.
  - ✓ Elevate any critical equipment, documents or artwork that could be exposed to floodwaters.
  - ✓ Relocate artwork to interior spaces away from the windows and doors. Use plastic sheeting to cover shelves or equipment where possible.
  - ✓ Back up electronic data and store back-up tapes off site or in the cloud.
  - ✓ Install flood protection barriers or sandbags in front of any at grade opening that is susceptible to flooding.
  - ✓ Review your insurance policy for coverages and ensure you have claims contact information readily available.
  - ✓ Catalog inventory, include pictures/video if possible.

## During

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- Continue listening to local area radio, NOAA radio or TV stations for the latest storm information and updates.
- Follow evacuation and safety guidance from local authorities. Keep in communication with employees.
- If sheltering in place;
  - ✓ Remain indoors and consider the following:
    - Small interior rooms on the lowest floor and without windows,
    - Hallways on the lowest floor away from doors and windows, and
    - Rooms constructed with reinforced concrete, brick, or block with no windows.
  - ✓ Patrol the property, if safe to do so, and look for roof leaks, pipe breakage, fire or structural damage.
  - ✓ Constantly monitor equipment that remains on line.
  - ✓ If power failure, turn off electrical switches to prevent reactivation before necessary checks are completed.
  - ✓ Never use generators or grills inside the building.
  - ✓ Use battery powered or crank flashlights for lighting. DO NOT use candles.

## After

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- Only enter the building and general area when authorities have indicated it is safe to do so.
- Do not enter the building until it has been inspected for damage to the utilities and structurally.
- Do not use electrical equipment if it is wet or you are standing in water.
- Secure 24-hour security if needed to protect the property.
- Wear personal protective equipment (gloves, goggles, rubber boots, mask, long sleeves and pants) to protect yourself from exposure to mold or bacteria.
- Document any areas that sustained damage with pictures.
- Air out the building by opening doors and windows when possible and when there are no security concerns.
- If your property sustained damage, notify your insurance broker/carrier immediately.
- Cover broken windows/doors and torn roof coverings to prevent further rainwater from entering the building.
- Remove any saturated materials, and dry out any wet areas with fans and dehumidifiers. A remediation company can perform this work as well.
- Rescue the most valuable items but be careful not to put yourself or employees at safety risk.
- Clean and disinfect everything that got wet from flood water.
- Gently handle fragile artwork especially when wet. Contact a conservator to assist with damaged materials.

## Want to Learn More?



### CONTACT

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