

# How to Prepare Public Entity Buildings for Hurricanes

## Before the Storm:

- Review/update business continuity/disaster recovery plan.
- Review procedures with Emergency Organization or Emergency Response Team to ensure all positions are filled and all members are properly trained.
- Check general condition of the building, specifically the roof covering, roof flashing, and roof drains. Make all necessary repairs.
- Order emergency supplies such as plywood for windows, mops, brooms, tarpaulins for key equipment, sandbags, etc.
- Identify key equipment, stock and supplies, and vital records that will need to be relocated or moved.
- Have materials available to secure outside and/or roof mounted equipment such as cranes, signs, trailers, and HVAC equipment.
- Monitor commercial TV, radio, and/or Internet web-sites to keep abreast of weather conditions and issuance of watches and/or warnings.
- Test all generators, emergency lighting, UPS equipment, and sump pumps to ensure proper operation



## Impending Storm:

- Implement business continuity/disaster recovery plan.
- Shut down operations in an orderly manner and in accordance with emergency shutdown procedures.
- Check all fire protection equipment such as sprinkler control valves and fire pumps.
- Fuel all fire pumps, generators, company vehicles, power equipment such as saws, etc.
- Install hurricane shutters or plywood over windows and doors.
- Cover computers, machinery, and stock and supplies with tarpaulins.
- If possible, remove any equipment, finished goods, or items off the floor.
- Secure outside and/or roof mounted equipment such as cranes, signs, trailers, and HVAC equipment.
- If necessary, turn off utilities to reduce the probability of a fire/explosion.
- Conduct final inspection of building and make emergency repairs.

## After the Storm:

- Secure the facility.
- Survey for damage-take pictures of any damage to both the building(s) and its contents.
- Avoid loose or dangling power lines and report them to utility company, police, or fire department.
- Before utilities are returned to service, check for gas leaks, look for electrical system damage, and check for sewage and water line damage.
- Begin salvage operations as soon as possible.
- Clean debris from roofs and property if safe to do so.
- Use telephone only for emergency calls.
- Use pre-established property conservation programs such as sprinkler impairment procedures and cutting and welding permits when repairs commence.
- Stay tuned to local radio for information.
- Critique pre- and post-storm actions to identify strengths and weaknesses and make necessary modifications to prepare for the next emergency.



## Solutions for Your Challenges

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