



Hurricane Preparedness Checklist

- Ensure your Hurricane Emergency Response Plan has been updated for this upcoming hurricane season
 - Current contact names and phone numbers
 - Emergency Response Team
 - Other key personnel
 - Local Utilities
 - County Emergency Management Team
 - Identify essential personnel
 - Identify Pre-storm, during the storm and post-storm job duties
 - Emergency generators run on full load at least once a month all year long
- Important records
 - Building plans
 - Insurance policies
 - Employee contact phone numbers and ID information
 - Computer backups
 - Store a secondary set at an off-site location
- Building supplies
 - Plywood (at least ½" thick)
 - Ten penny nails
 - Screws
 - Tie down straps
 - Tarps or heavy plastic sheeting
 - Duct tape
 - Sandbags
 - Sand
 - Emergency generator
 - Depending on need
 - Hand tools
 - Chain saw
- Move all non-essential vehicles and heavy machinery to high ground before the storm
- Essential personnel
 - Allowed to go home at least 24 hours before the storm is scheduled to hit
 - Pack at least a few days' worth of clothes
 - Pack personal medication that may be needed
 - Pack personal snacks and drinks, if desired
- Supplies for the crew
 - Two battery powered or hand crank radios
 - One for news source and Emergency Broadcast System alerts
 - One for weather reports

- Water
 - At least three days' worth per person
- Food
 - Nonperishable items (canned goods)
 - At least three days' worth per person
 - Manual can opener
 - Perishable items (if so desired)
 - To cook for crew
 - Barbecue
 - No hurricane or tropical storm that year?
 - Barbecue for crew at the end of the season
- Have at least a few ice chests strictly for ice
 - Alternative
 - Ice machine or deep freeze at generator backed-up building
- Flashlights and extra batteries
- First aid kits and over the counter pain relief
- Dust masks or cotton t-shirts
- Moist towelettes for sanitation
- Antibacterial soap
- Hand sanitizer
- Toilet paper and paper towels
- Bath towels
- Blankets
- Cash
 - When the power goes out, ATMs and debit/credit card systems will be inoperable