

Exhibit C Emergency Response Plans for Wind

Wind Emergency Response Plan (WERP)

Center Name

Address

As of Date

****This is a template to be used for your center's needs. You may add and remove as you see fit****

I. Plan Summary

A. Purpose

The Wind Emergency Response Plan (WERP) provides information and procedures necessary for a business to plan, respond to and recover from a wind event. Information provided in the plan will outline the steps necessary to minimize the impact to property. By completing, maintaining, testing, and updating a WERP the center can limit the amount of damage that a strong wind event can cause. **This response plan is intended for business continuity before, during, and after the storm. However, employee safety should not be overlooked. Therefore, employee safety best practices have been added to each section, where necessary.**

- II. Overview and explanation of wind threat:** Due to The center's proximity to the Gulf of Mexico, tropical disturbances are a potential threat every hurricane season (June 1 to November 1). Tropical disturbances, depressions, storms, and hurricanes are low pressure systems, exhibiting damaging winds. High winds have the potential to damage buildings' roofs, walls, windows, and attached equipment (HVAC units and communication systems). Once these components are damaged, rainwater can intrude into the building and damage contents inside the building.

Hurricane Categories

Category 1 – Winds of 74-95 mph: Winds are strong enough to cause damage to shrubbery, trees, and mobile homes.

Category 2 – Winds of 96-110 mph: Winds can blow down small trees and cause damage to some roofing materials, windows, and doors. Evacuation routes could be affected due to rising water.

Category 3 – Winds of 111-130 mph: Winds can blow down large trees and cause damage to roofing materials, windows, and doors. The winds are also strong enough to destroy mobile homes.

Category 4 – Winds of 131-155 mph: Shrubs, trees, and signs will be blown down. Roofs, windows, and doors will experience extensive damage. Total destruction of roofs on small residences and mobile homes should be expected. Flooding and floating debris is likely.

Category 5 – Winds greater than 155 mph: Complete roof failures and destruction to residences and industrial buildings can be expected.

III. Planning Team

A. Responsibilities

The planning team will be responsible for the following duties:

- Establish written procedures for protecting business property and its contents
- Identify WERP team and members
- Train employees to implement the WERP procedures
- Specify a timeline for when the WERP procedures will be implemented
- Determine what emergency equipment and supplies are necessary (listed below)
- Designate an individual and an alternate who will implement the WERP procedures
- Establish an employee alert roster, which will be used to notify employees that the WERP plan has been activated. The alert roster will also be used to check on the status of employees.
- Establish plans for protecting computers and files
 - Create multiple backup files
 - Store back up files in a safe, alternate location
- Develop a system for identification of employees
 - High visibility vests with center logo
 - ID cards/badges
 - Vehicle permits
 - Letter notifying authorities that the employee is allowed in the area
- Prepare and maintain the current contact numbers and addresses of all employees
- Use alert roster system to inform non-essential employees on when to report back to work
- Test and modify the plan as necessary
- Oversee WERP preparation and recovery phase
- Identify vital records that will be moved during a hurricane
- Identify alternate storage site(s)

The Planning Team will be responsible for maintaining an inventory list of all business equipment and furniture. This information will be very useful when assessing insurance needs and when processing damage claims.

If outside agencies are needed to perform any duties outlined in the plan (moving equipment, file backup, and storage) the planning team will be responsible for ensuring the necessary agreements are made and the outside agencies are included in the plan tests.

B. Planning Team Members

Position Title	Employee Name	Address	Telephone
Team Leader	Name	123 Main	xxx-xxx-xxxx
Alternate Leader			
Team Member			

C. Employee Roster

Name	Address	Telephone

D. Supply Checklist:

- | | |
|--------------------------------|-------------------------------|
| _____ Heavy plastic sheeting | _____ Duct tape |
| _____ Masking tape | _____ Sandbags |
| _____ Emergency generator | _____ Sand |
| _____ Chain saw | _____ Plywood (1/2" thick) |
| _____ Hand tools | _____ Storm shutters |
| _____ 10D nails | _____ Screws |
| _____ Straps/Tie downs | _____ Hurricane Response Plan |
| _____ Hurricane Survival Guide | |

IV. Preparation Team

A. General Preparation

The Preparation team will:

- Designate an individual to monitor local radio and television stations for official emergency information and instructions.
- Take and maintain videotape or photographs of the interior and exterior of buildings.
- Consult with computer back-up company for securement of computer back-up files. ****A company should be in place prior to an eminent storm.**
- Assemble insurance policies, financial records, and other important company documents and place in a fireproof portable safe. Duplicates should be stored in an alternate off-site location. ****An off-site location should be identified prior to an eminent storm.**
- Arrange for transport of materials to off-site location.
- Move all remaining records and items away from windows and the floor. Place on table, countertop, or on top of file cabinets.
- Cover files and equipment with heavy plastic sheeting.
- Make arrangements to pay employees, preferably in cash in the event that banking institutions are inoperable.
- Notify local authorities that the building will be vacant if an alarm system has been activated or if essential personnel will be staying behind.

Employee Safety – All Preparation and Recovery Teams

- Do not take short cuts!
 - Use the right tools for the job
 - If that means walking back to the shop to get the right tools/materials, you do it
 - Do not improvise
- Be mindful of trip hazards while prepping around the buildings
 - Cords and cables
 - Stacks of plywood
 - Machines and tools
 - Potholes in ground and parking lot
- When lifting, keep the item in front of you and as close to the body as possible.
- When crouching to lift, keep your back as vertical as possible and use your legs to lift.
- Team lift (ask for help) when items weigh more than you can comfortably lift and carry on your own.
- Do not lift filled sandbags on your own.
 - Use equipment or team lift
- Inspect all ladders prior to use to verify their stability.

- Ladders used for roof access should be secured to the building and should extend three feet beyond the roofline.
- Wear appropriate Personal Protective Equipment (PPE).
 - Safety glasses
 - Gloves
 - Hard hat
- Utilize Lock out/Tag out if any work is performed on electrical/motorized equipment.
 - One lock per individual working on the electrical equipment

Employee Safety Items – Make sure these items are ready to go by June 1 of every year.

- Two radios
 - One for Emergency Broadcast System reports
 - One for weather reports
 - Battery powered or hand crank
- Two-way radio communication
- Enough water on hand for three days/person
 - For essential personnel that needs to stay during the storm
- Non-perishable food items for three days/person
 - For essential personnel that needs to stay during the storm
 - Manual can opener
 - Plastic spoons, forks, or sporks
- Consider keeping meat on hand throughout the year and BBQ if non-perishable food runs low due to prolonged outages and/or store closures.
 - Members ran out of non-perishable food items during Tropical Storm Allison
 - Residents in the area BBQ's and fed the member's employees.
- Flashlights
 - Extra batteries
- Dust masks
- Sani wipes or moist towelettes
- Hand sanitizer
- Reserve water container for hand washing/showering
- Blankets
- Change of clothes
- Cash
 - Power outages will render credit cards useless
- All vehicle fuel levels topped off (prior to a storm)
- Reserve gas and diesel containers topped off (prior to a storm)

B. Building Exterior Preparation

The building exterior preparation team will:

- Clean drains, gutters, and downspouts of the building.
- Remove antennas and loose objects from the roof.
 - Secure what cannot be removed
- If possible, install shutters over glass doors and windows. If not, use protective material such as plywood (preferably 5/8-inch-thick exterior type). Make sure that plywood is flush against the wall and tight; any movement will allow wind entry.
- Bring in all racks, signs, and any other loose objects that are normally left outside.
- Secure all items that cannot be brought inside.
- Tie down inventory of piping in the yard.
- Secure first floor doorways with sandbags, air conditioning duct tape, or heavy plastic to protect interior from possible flooding.

C. Building Interior Preparation

The building interior preparation team will:

- Check all emergency equipment (fire equipment, sprinkler riser, first aid kits, etc.) replace any faulty, missing, or expired items.
- Move furniture and equipment away from windows and skylights to protect from water damage.
- Repair any known leaks in ceiling, walls, doors, and windows.
- Clear all desk and table tops of small loose items.
- Take down pictures and plaques from the wall.
- Disconnect all electrical appliances and equipment. Remove all items from the refrigerator if it is unplugged.
- Box or place any loose papers, books, or hanging plants in desk drawers or storage cabinets.
- Test and service the building's emergency power generator under load. **This should be done every month as a best practice.**
- Relocate as many files, boxes, computers, and other office equipment as possible to the innermost portion of the building or to a designated offsite location.
- Remove contents of lower file cabinet drawers on ground floor and secure contents at a higher elevation.
- Cover office machines and computers with heavy plastic and secure with duct tape.
- Close and lock all windows; draw the blinds or drapes.
- Turn off the circuit breaker for all electricity except for refrigeration. **This may affect your alarm system though.**

D. Preparation Team Members

Position Title	Employee Name	Address	Telephone
Team Leader	John Smith	123 Main	867-5309
Alternate Leader			
Team Member			

V. Storm Essential Personnel

Emergency response personnel should stay at the facility only if safe to do so.

A. Storm Emergency Response

The storm team will be responsible for maintaining the facility and any essential equipment during the storm. Duties will include:

- Patrol the property continuously and watch for roof leaks, pipe breakage, fire, or structural damage. During the height of a windstorm, personnel should remain in a place that has been identified as safe from wind and flood.
- Constantly monitor any equipment that must remain online.
- During power failure, turn off electrical switches to prevent reactivation before necessary checks are completed.

B. Employee Roster

Position Title	Employee Name	Address	Telephone
Team Leader	John Smith	123 Main	867-5309
Alternate Leader			
Team Member			

VI. Recovery Team

A. Damage Assessment

The recovery team will be responsible for assessing the damage to the building structure and its contents. Other duties will include:

- Contact the Fund.
- Contact a debris removal company.
- Photograph or videotape all damage.

- This will be useful for insurance claim submissions
- Account for all damage related costs.
- Keep detailed records.
 - Establish record codes for purchases and repair work
 - Keep all receipts
- Conduct salvage operations.
 - Separate damaged from undamaged property.
- Take an inventory of damaged property. Damaged property and goods should be kept on hand until the insurance adjuster assesses the damage.
- Assess the value of damaged property and the impact of business interruption.
- Protect undamaged property by making temporary repairs if able to do so.
- Contact the local building department to get a list of reputable contractors to assist in building repairs.
 - **DO NOT use a contractor that shows up offering their services.**
- If possible, remove smoke, water, and debris.
- Clean roof drains and remove debris from roof to allow proper drainage.
- Visually check and open bus bars, conductors, and exposed insulators before restarting main electrical distribution systems.
- Initiate the employee alert plan.
- Conduct an employee briefing.
- Assess remaining hazards and maintain property security.

Employee Safety (After the Storm) – In addition to what was already noted in Section IV

- Be mindful around high-water levels.
 - Do not take unnecessary risks
 - Flooding will hide potential hazards
 - Hidden power lines
- Be mindful of utility hazards.
 - Live wires on the ground
 - Leaking gas or spilled flammable liquids
 - Release of poisonous gases
 - Damage to building foundation
 - Damage to underground piping
- Be wary of all animals.
 - They will be displaced and most likely hungry and scared.
 - If rescuing residents with pets, have a family member handle the pet at all times.
- Assume all water you come into contact with is unsanitary.
 - Wash or sanitize your hands often.
 - Carry latex or nitrile gloves with you at all times.

B. Recovery Team Members

Position Title	Employee Name	Address	Telephone
Team Leader	John Smith	123 Main	867-5309
Alternate Leader			
Team Member			