

HURRICANE PREPAREDNESS CHECKLIST



Before The Storm

RISK ASSESSMENT

- Ensure all necessary emergency equipment is on hand and serviceable
- Verify plans for securing sensitive assets, data, and equipment
- Determine what the implications are for your remote workers and how their areas will be impacted
- Find out what local sheltering plans and evacuation procedures are for all areas where you have an employee presence
- Contact a disaster response coordinator to perform a pre-planning evaluation to create a response plan

COMMUNICATIONS

- Create and test email and text communication via your CRM
- Update contact info (employees, vendors, etc.)
- Create notification templates to send when a hurricane hits
- Conduct employee awareness campaign
- Distribute hurricane preparedness handouts to employees
- Provide relevant contact info and resources to employees
- Update and distribute relevant company policies

PEOPLE

- Establish clear chain-of-command and backups to ensure business continuity
- List employees, family members, and pets that might be affected (and need help)



Before The Storm

PROTOCOLS AND DRILLS

- Create emergency response teams and lists
- Define clear roles and responsibilities for each person
- Establish timeline for execution of your plan in relation to hurricane landfall
- Rehearse

PREPARE YOUR PROPERTY

- Ensure that your office infrastructure and network is prepared for the storm
- Determine what measures should be taken to ensure business continuity for employees that are working remotely

FINANCE AND LEGAL

- Review all existing contracts, policies, and agreements for mention of hurricane response and recovery

MISC.

- Don't forget contractors
- Verify and understand suppliers' hurricane response plans
- Evaluate impacts on clients and customer service



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RESPOND

STRATEGIC RESPONSE PARTNERS
DISASTER RECOVERY TEAM



During The Storm

RESPOND

Activate response teams to secure the property

Contact your disaster resilience partner about the storm and receive critical updates about areas experiencing flooding, high wind speeds, and infrastructure damage

Secure all windows, doors, and outdoor objects/equipment

Shut down electrical power to sites in the path of a storm

Videotape/photograph interior and exterior of building for insurance purposes

COMMUNICATE

Remind employees to take necessary precautions and follow disaster protocols

Send text and email notifications via your CRM to employees with response action drills and updates

Provide regular updates on the storm's progress and its impact: office closures, people impacted, evacuation routes, system outages, etc.

Provide local resources for employees (soup kitchens, shelters, generators, etc).

EVACUATE AND MOVE

Begin relocating/storing sensitive data, assets, and equipment

Move personnel to safe locations

Allow employees ample time to relocate

Provide emergency kits with food and water

Terminate nonessential operations within 12-18 hours of impact

Fill fuel tanks of company vehicles and move to secure area



After The Storm

EVALUATE DAMAGE

- Identify any safety hazards
- Prioritize repair and recovery efforts
- Contact insurance provider
- Gather all photos, documents, and data pertaining to the damage on your property

ONGOING COMMUNICATION WITH EMPLOYEES AND TEAM

- Send status updates from all stakeholders to employees
- Use email and text via your CRM to communicate important information including office closures, people impacted, relief information, etc.
- Establish recovery and relief assignments based on employee status and availability
- Offer help, ask what people need, and have resources ready

REBUILD

- Conduct state of the union from leadership and stakeholders on the status of your company
- Deploy resources to employees and their families in need
- Pair up with local non-profits, community services, and local officials to offer resources to your team
- Move equipment, data, and operations back to the main site once it's safe
- Provide employees status updates on the recovery process