



Hurricane Season 2022

BUSINESS PREPARATION CHECKLIST

When you are preparing for a disaster, a checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed – expressed in hours or days – to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. During either a storm watch or warning, check off each task as it is completed and move onto the next one.

Facility Shutdown

	TIME NEEDED	DONE
1. Have doors, windows and ventilators been closed and secured?	_____	<input type="checkbox"/>
2. Have all processes been shut down?	_____	<input type="checkbox"/>
3. Have sandbags been placed at vulnerable facility openings and around critical exterior equipment?	_____	<input type="checkbox"/>
4. Have all flammable and combustible gas lines been shut off at their source?	_____	<input type="checkbox"/>
5. Has exposed piping been properly secured and supported to minimize breakage?	_____	<input type="checkbox"/>
6. Have all vent pipes been extended to a point above the anticipated high-water line?	_____	<input type="checkbox"/>
7. Have utility gas and electric power lines been shut-off?	_____	<input type="checkbox"/>
8. Has all stationary equipment and machinery been liberally oiled and greased for added protection?	_____	<input type="checkbox"/>

Business Interruption

	TIME NEEDED	DONE
1. Have contractors been lined up to provide priority service regarding emergency equipment (e.g., sandbags, emergency generators, pumps, lighting, lumber, cleanup tools, etc.)?	_____	<input type="checkbox"/>
2. Have offsite locations been selected for transport of movable machinery, equipment, records and files, stock, furniture, etc.?	_____	<input type="checkbox"/>
3. Have manufacturers and vendors of critical machinery and equipment been contacted to establish a contract for priority support with backups?	_____	<input type="checkbox"/>
4. Have all “critical” employees been identified to participate in the recovery process, including salvage, security, data recovery, communication, transportation, etc.?	_____	<input type="checkbox"/>
5. Have documented procedures been established for contacting your insurance adjuster for claim and related services?	_____	<input type="checkbox"/>

Physical Protection

	TIME NEEDED	DONE
1. Has access to existing and emergency water supplies been established for use by the fire department?	_____	<input type="checkbox"/>
2. Have all operations involving spark and flame (e.g., cutting, welding, soldering, heating) been terminated?	_____	<input type="checkbox"/>
3. Is there an adequate supply of portable fire extinguishers available, with plans in place for procurement of additional units if needed?	_____	<input type="checkbox"/>
4. Have all utility gas and electric shutdown procedures been assigned only to qualified personnel?	_____	<input type="checkbox"/>
5. Has communication been established between management and local emergency response authorities (e.g., police, fire, rescue)?	_____	<input type="checkbox"/>
6. Has a continuous fire watch been established for the facility using qualified personnel?	_____	<input type="checkbox"/>
7. Has combustible debris been removed from the premises as much as is feasible?	_____	<input type="checkbox"/>

Life Safety

	TIME NEEDED	DONE
1. Have formal emergency procedures been developed and implemented for safe and orderly evacuation of personnel via established safe routes?	_____	<input type="checkbox"/>
2. Have adequate provisions been made for the protection and safety of recovery, security and fire watch crews, including first aid, sanitation, drinking water, blankets, nonperishable food, etc.?	_____	<input type="checkbox"/>
3. Have plans been developed to secure the facility and its perimeter against looters and trespassers?	_____	<input type="checkbox"/>
4. Has a chain of command been established to order a full evacuation and facility shutdown in the event of an emergency?	_____	<input type="checkbox"/>

Action

	TIME NEEDED	DONE
1. Make sure above and below-ground tanks are properly anchored to prevent flotation. Fill empty tanks with water or product, and extend vent lines on active tanks above the anticipated maximum water level.	_____	<input type="checkbox"/>
2. Latch down portable containers of flammable or combustible liquids.	_____	<input type="checkbox"/>
3. Assemble the following supplies and equipment at a central, secure location: Portable pumps and hose Emergency lighting Lumber and nails Mops and squeegees Sandbags Tarpaulins Power and manual tools Shovels and axes	_____	<input type="checkbox"/>
4. Ensure that the emergency crew remaining on the premises has the following: Nonperishable food First aid equipment Radio receivers Stored drinking water Lighting	_____	<input type="checkbox"/>
5. Fill emergency and fire pump fuel tanks.	_____	<input type="checkbox"/>
6. Inspect roof edging strips, gutters, flashing, covering, and drains.	_____	<input type="checkbox"/>
7. Inspect sign and stack supports, guy wires, and anchorages.	_____	<input type="checkbox"/>

- | | | | |
|-----|--|-------|--------------------------|
| 8. | Check for weak door and window latches or hardware or for insecure panel fastenings. Expedite repairs. | _____ | <input type="checkbox"/> |
| 9. | Protect vulnerable windows from flying debris. | _____ | <input type="checkbox"/> |
| 10. | Clean out drains and catch basins. | _____ | <input type="checkbox"/> |

Note: Add other items unique to your facility.

SECURING YARD STORAGE

When you are preparing for a disaster, a checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed – expressed in hours or days – to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a disaster watch or disaster warning, check it off and move on to the next one.

Facility Shutdown

- | | TIME
NEEDED | DONE |
|--|------------------------|--------------------------|
| 1. Has non-movable equipment been secured? | _____ | <input type="checkbox"/> |
| 2. Have yard storage, vehicles, sheds, etc., been anchored or relocated to higher ground? | _____ | <input type="checkbox"/> |
| 3. Have all storage tanks been anchored to prevent flotation? | _____ | <input type="checkbox"/> |
| 4. Have all empty and semi-filled tanks been filled with water or product to increase stability? | _____ | <input type="checkbox"/> |

Physical Protection

- | | TIME
NEEDED | DONE |
|--|------------------------|--------------------------|
| 1. Have portable containers of flammable or combustible liquids been relocated to higher elevations or anchored to prevent floating? | _____ | <input type="checkbox"/> |
| 2. Have tank cars holding chemicals and/or flammable or combustible liquids been relocated to a higher elevation? | _____ | <input type="checkbox"/> |
| 3. Have containers of water-reactive chemicals been relocated to a higher elevation, and/or tanks adequately anchored and diked? | _____ | <input type="checkbox"/> |

Action

- | | TIME
NEEDED | DONE |
|--|------------------------|--------------------------|
| 1. Fill aboveground tanks to capacity with product or water to minimize wind damage. | _____ | <input type="checkbox"/> |
| 2. Anchor structures in the yard that can be moved by high winds, such as trailers, lumber, or any loose yard storage. Move stored materials inside where practical. | _____ | <input type="checkbox"/> |
| 3. Take extraordinary measures to secure outdoor traveling cranes and bridges. Besides setting rail clamps, secure with wedges and cable anchors. | _____ | <input type="checkbox"/> |



ELECTRONIC DATA PROCESSING

If you operate data processing equipment, you must consider what you will do if your facility experiences a disaster that leaves your system inoperable. Ask yourself what will happen to your operations if critical pieces of computer equipment were damaged, destroyed, stolen, or if power were lost. Can you relocate your processing operation? Where? Are there other areas or buildings that would meet your needs for such things as space, electrical power, communications, and air conditioning? If you cannot interrupt your data processing for any length of time, you might want to set up one of the following Contingency Plan alternatives.

Contingency Plans

	TIME NEEDED	DONE
1. Contract alternate data processing and computer facilities that can run your data programs without persons from your operation being on site?	_____	<input type="checkbox"/>
2. Lease computer rooms at a facility that does nothing but rent this type of space?	_____	<input type="checkbox"/>
3. Obtain a written contract to use the computers of a neighboring firm whose equipment is compatible with your own programs and needs?	_____	<input type="checkbox"/>
4. Development of a records backup plan that ensures proper storage and duplication of records?	_____	<input type="checkbox"/>
5. Obtain a means to protect against power outages and/or power surges?	_____	<input type="checkbox"/>
6. Are on-site backup power units and associated equipment feasible?	_____	<input type="checkbox"/>

Business Interruption

	TIME NEEDED	DONE
1. Have data processing software, files, records, etc., been properly backed up and transported off site? (Note: This should be done daily.)	_____	<input type="checkbox"/>
2. Has a listing of vendors, suppliers, customers, contractors, etc., been developed for communication on the facility's damage and operational status?	_____	<input type="checkbox"/>

Physical Protection

	TIME NEEDED	DONE
1. Has data processing equipment been covered with waterproof covers to help prevent contamination by water or debris?	_____	<input type="checkbox"/>
2. Has electrical power been disconnected to help prevent damage due to electrical spikes?	_____	<input type="checkbox"/>
3. Has the data processing equipment been de-energized to help prevent damage due to power abnormalities that can be expected during storms?	_____	<input type="checkbox"/>

INVENTORY OF PROPERTY

In the event of a disaster, a current inventory of your property will help determine the proper value of your loss. The inventory list should include raw product, finished product, machinery, furniture and any other items that can be damaged. When disaster strikes, it is very difficult to develop an accurate record of the inventory item and values.

Checklist

	TIME NEEDED	DONE
1. A listing of all inventory and values that is current?	_____	<input type="checkbox"/>
2. Photographs or video footage have been made of the premises?	_____	<input type="checkbox"/>
3. Copies of all photographs, video footage and inventory records are maintained offsite?	_____	<input type="checkbox"/>



VALUABLE PAPERS

Valuable papers include items such as deeds, titles, certificates of deposit, corporate inventory records, administrative and procedural manuals, manuscripts, drawings, abstracts or any other papers that have intrinsic value to you or your organization. Are your valuable papers secured in a safe place that will not be damaged in a disaster?

Checklist

	TIME NEEDED	DONE
1. Valuable papers should be segregated from other materials in storage for easy retrieval.	_____	<input type="checkbox"/>
2. A plan should be developed for post-disaster security of the premises and valuable papers.	_____	<input type="checkbox"/>
3. Valuable papers are stored in appropriately-rated fire-resistant storage chest, vault, or safe that will protect them from water, smoke and heat. File room doors should have insulated File Room Door Class 350. (Note: Filing devices are listed as: Class 350 for paper, Class 150 for magnetic computer tapes and photographic film, and Class 125 for flexible disks.)	_____	<input type="checkbox"/>
4. Store backup copies of administrative and procedural manuals in a safe location. Offsite is preferable.	_____	<input type="checkbox"/>



FIRE PROTECTION SYSTEMS

When you are preparing for a disaster, a checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed – expressed in hours or days – to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a disaster watch or disaster warning, check it off and move on to the next one.

Contingency Plan

**TIME
NEEDED DONE**

- 1. Have all fire protection system control valves been secured in the open position? _____
- 2. If water for the fire protection system is drawn from a tank or other impounded water supply, is the supply full? _____
- 3. If there is a fire pump, has the maintenance staff made sure the pump is on and functional? If a diesel fire pump, is the fuel tank full? _____
- 4. Have the special extinguishing systems, such as CO2, been inspected? _____
- 5. Have all fire extinguishers been inspected and recharged if need be? _____
- 6. Extra fire sprinkler heads or wood wedges and wrenches in supply in the even of sprinkler leakage or fused heads? _____
- 7. If an antifreeze sprinkler system is in use, is the antifreeze solution adequate? _____

Action

**TIME
NEEDED DONE**

- 1. In the event of fire, only authorized persons should close the control valve(s) to the fire sprinkler system. The fire sprinkler system should not be shut off until you are ordered to do so by the fire department. _____
- 2. If located in an area subject to freezing and there is a loss of heat, a wet pipe sprinkler system should be drained and tagged to indicate the valve is closed. A 24-hour fire watch should be implemented. _____
- 3. After the cold weather has ended or heat restored to the building, a visual inspection of the entire sprinkler system should be made, looking for cracked or leaking pipe. The fire sprinkler system should be returned to service if damage was not sustained. _____
- 4. If the fire protection system is a dry pipe system, drain all low-point drains and check for excessive priming water level. _____



MAINTAINING COMMUNICATIONS

Being able to contact key individuals is essential to completing specific tasks before, during, and after a disaster. During a disaster, communication links may be interrupted and conditions may be generally chaotic. The following information can assist you in determining whether your communications links are adequate.

Contingency Plan	TIME NEEDED	DONE
1. Determine and secure the type of communications system(s) best for your location (UHF Radio, cellular telephone, etc.). Be sure to have a supply of spare batteries and battery chargers. Do not rely on battery chargers only, due to possible power outage.	_____	<input type="checkbox"/>
2. If cellular telephones are used, contact your service provider to determine if there is a Priority Access Program for catastrophe operations. If this is the case, only the customers with a Priority Access number will be able to use the cellular phone airwaves after a disaster.	_____	<input type="checkbox"/>
3. Develop and maintain a list of key individuals to be contacted before and after a disaster. Each key person should have the selected type of communications system.	_____	<input type="checkbox"/>
4. Develop and maintain a list of customers to be contacted after a disaster to inform them of the estimated recovery time.	_____	<input type="checkbox"/>
5. Contact the communications common carrier to determine estimated recovery time after a disaster.	_____	<input type="checkbox"/>
6. Review the components of the disaster plan on a regular basis.	_____	<input type="checkbox"/>

Setnor Byer Insurance & Risk

www.setnorbyer.com

900 South Pine Island Road, Suite 300

Plantation, Florida 33324

Phone: (888) 253-8498 / (954) 382-4350

Fax: (954) 382-2810