

Hurricane Season Preparation Checklist

√	Activity	Responsibility
	1. The following items will be stored either in Hurricane Box or readily available onsite:	
	– Rolls of visqueen and rolls of duct tape	Facilities Support Manager
	– Rolls of visqueen for off-site facility(ies)	Facilities Support Manager
	– Filled sandbags to be readily available onsite	Facilities Support Manager
	– Wet vacs and gasoline-powered generators	Facilities Support Manager
	– Gas-powered chain saw	Facilities Support Manager
	– Dewatering pumps	Facilities Support Manager
	– Garden hose	Facilities Support Manager
	– Battery lanterns	Facilities Support Manager
	– Rain Gear	Facilities Support Manager
	– 1/4" or 1/2" hemp line	Facilities Support Manager
	– Gasoline containers	Facilities Support Manager
	– Masks, wipes, extra PPE and cleaning materials	Facilities Support Manager
	2. All roof equipment checked to be sure all required tie-downs are in place and secured	Facilities Support Manager
	3. All tree trimming completed by June 1st	Facilities Support Manager
	4. The emergency generator system totally operational	Facilities Support Manager
	5. Be sure all hurricane window panels are ready for installation	Facilities Support Manager
	6. Confirm that management communication system is fully operational with required back-up system	Engineering Services
	7. Publish a list of volunteers who will stay in the facility before, during and/or after the storm. Keep volunteer list current by updating monthly.	Facilities and Security
	8. Confirm blanket orders are active with the following contractors after the storm	
	– Roof repair	Facilities Support Manager
	– Tree removal	Facilities Support Manager
	– Computer maintenance	IT
	– LP gas delivery for emergency generators.	Facilities Support Manager
	9. Confirm first aid supplies are available	Facilities and EHS
	10. Conduct hurricane review meetings in May and September.	Facility Operations Manager

√	Activity	Responsibility
	11. Human Resources will ensure:	
	<ul style="list-style-type: none"> – Be sure telephone numbers to radio stations are not common lines used by the general public. 	Human Resources
	<ul style="list-style-type: none"> – Have specific telephone numbers dedicated for emergency relief coordination. 	Human Resources
	<ul style="list-style-type: none"> – Have cash available for emergency cases. 	Human Resources
	<ul style="list-style-type: none"> – Pre-arrange for the following services to be supplied to all working employees and/or volunteers after occurrence: 	Human Resources
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ daily supply of (5) gallons of drinking water 	Human Resources
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ daily supply of food 	Human Resources
	<ul style="list-style-type: none"> – Have a Corporate or Sector Plan in place for support from other facilities. 	Human Resources
	<ul style="list-style-type: none"> – Provide a radio and TV at 24-hr. Guard Command Center. 	Human Resources
	<ul style="list-style-type: none"> – Inform contract associates manager of hurricane planning regarding their employees. 	Human Resources

The Saffir/Simpson Hurricane Scale

Note: A "major" hurricane is classified as Category 3 or greater.

Category	Definition and Effects
1	Winds: 74-95 mph (64-82 knots) No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, and trees. Also, some coastal flooding and minor pier damage.
2	Winds: 96-110 mph (83-95 knots) Some roofing material, door, and window damage. Considerable damage to vegetation, mobile homes, etc. Flooding damages piers and small craft in unprotected moorings may break their moorings.
3	Winds: 111-130 mph (96-113 knots) Some structural damage to small residences and utility buildings, with a minor amount of curtainwall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.
4	Winds: 131-155 mph (114-135 knots) More extensive curtainwall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.
5	Winds: 155+ mph (135+ knots) Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

STAY INFORMED ABOUT THE STORM by listening to [NOAA Weather Radio](#)/NOAA WEATHER RADIO IS THE BEST MEANS TO RECEIVE WARNINGS FROM THE NATIONAL WEATHER SERVICE. The National Weather Service continuously broadcasts updated weather warnings and forecasts that can be received by NOAA Weather Radios sold in many stores. The average range is 40 miles, depending on topography. Your National Weather Service recommends purchasing a radio that has both a battery backup and a tone-alert feature which automatically alerts you when a watch or warning is issued.