

HURRICANE

Employee Hurricane Preparedness Checklist

Hurricane Kit Checklist:

- Portable battery operated radio and extra batteries
- Flashlights, batteries, bulbs
- First Aid Kit
- Cash and Credit Cards
- Battery operated lanterns with large supply of batteries
- Crack lights or waterproof matches
- Manual can opener
- Clock (wind-up or battery)
- Baby supplies
- Camp stove
- Fire Extinguishers
- Lumber for windows
- Mosquito repellent
- Ice chest and coolers
- Water containers (a week's supply for all persons)
- Prescription drugs
- Masking tape
- Full tank of gas in vehicle
- Canned food and milk
- Disposable dishes, napkins, cups, forks, knives and spoons
- Garbage bags
- Hurricane chart
- Sturdy shoes
- Cell phone or walkie/talkie
- Emergency telephone numbers for work

Before a Hurricane:

1. Have insurance in place and take photographs of home and contents
2. Have an evacuation route planned
3. Identify nearest shelters
4. Have emergency supplies ready
5. Make arrangements for pets
6. Teach children how and when to call local emergency #
7. Teach family members how and when to turn off gas, electricity and water
8. Protect your windows (Permanent shutters are the best security.)
9. Trim back dead or weak branches from trees
10. Develop an emergency communication plan (Where are the children/adults?)
11. Fuel car
12. Bring outdoor furniture indoors
13. Tie down outside items that are too large for indoors
14. Ensure that boat is securely fastened or move to designated safe spot
15. Resolve where to move boat in the event of an emergency
16. Secure loose shingles and make necessary repairs to broken windows

During a Hurricane:

1. Stay indoors; away from skylights and glass doors
2. Follow hurricane's progression on a battery operated radio (if power goes out)
3. Store drinking water in clean bathtub, jugs, bottles, etc.
4. Store valuables, personal papers in a waterproof container
5. Avoid elevators
6. If power is lost, unplug all electrical appliances

After a Hurricane:

1. Avoid loose, dangling power lines and report them to Police, Electric Company etc.
2. Enter your home with caution
3. Open windows and doors to ventilate and dry your home
4. Check refrigerated food for spoilage
5. Check for gas leaks, electrical systems and damaged sewer & water lines
6. Report any of the above abnormalities to the appropriate authority
7. Take pictures of your home and contents for insurance claims
8. Listen to radio for announcements regarding return to work