

HURRICANE CHECKLIST

When preparing for hurricanes, develop a detailed checklist indicating the order in which to shut down processes and secure the facility. In order to initiate appropriate actions, the length of time needed to accomplish these tasks must be determined in advance. Complete each task during either a hurricane watch or hurricane warning and check it off below. Please add or delete items as needed to customize this for your facility.

ACTION	TIME NEEDED	DONE
1. Shut down processes safely.	_____	<input type="checkbox"/>
2. Inspect roof edging strips, gutters, flashing, covering, and drains.	_____	<input type="checkbox"/>
3. Inspect sign and stack supports, guy wires, and anchorages.	_____	<input type="checkbox"/>
4. Check for weak door and window latches or hardware or for insecure panel fastenings. Expedite repairs.	_____	<input type="checkbox"/>
5. Protect vulnerable windows from flying debris.	_____	<input type="checkbox"/>
6. Brace unsupported structural members at construction sites.	_____	<input type="checkbox"/>
7. Protect important records from wind, debris, and rain.	_____	<input type="checkbox"/>
8. Up-date important backup records and move them to a location not vulnerable to the same incident.	_____	<input type="checkbox"/>
9. Fill aboveground tanks to capacity with product or water to minimize wind damage (see Flood Checklist for underground tanks).	_____	<input type="checkbox"/>
10. 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"/>
11. Assemble the following supplies and equipment at a central, secure location:	_____	<input type="checkbox"/>
<ul style="list-style-type: none"> • Emergency lighting • Lumber and nails • Tape for windows • Power and manual tools • Caulking compound 	<ul style="list-style-type: none"> • Tarpaulins • Sandbags • Shovels and axes • Roofing paper • Chain saws 	
12. Ensure that the emergency crew remaining on the premises has the following:	_____	<input type="checkbox"/>
<ul style="list-style-type: none"> • Nonperishable food • Two-way radios • First aid equipment 	<ul style="list-style-type: none"> • Stored drinking water • Lighting 	
13. Fill emergency generator and fire pump fuel tanks.	_____	<input type="checkbox"/>
14. Inspect all fire protection equipment to be sure it is in service.	_____	<input type="checkbox"/>
15. Take extraordinary measures to secure outdoor traveling cranes and bridges in accordance with manufacturers' instructions. Besides setting rail clamps, secure with wedges and cable anchors.	_____	<input type="checkbox"/>
16. Clean out drains and catch basins.	_____	<input type="checkbox"/>
17. Be sure to prepare the Flood Checklist as well as the Hurricane Checklist.	_____	<input type="checkbox"/>

Add other Items unique to your facility:

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