



**Risk Control**

# Hurricane Preparedness Checklist

Since a hurricane or tropical storm can affect your business in many ways, it may seem overwhelming to determine how best to prepare your organization for storm season and minimize the potential impact. Use this checklist to help develop your action plan based on the potential areas of impact to your organization.

<b>Area of Impact</b>	<b>Suggested Actions to Prepare for Hurricane Season</b>
<b>Workforce</b>	<ul style="list-style-type: none"><li>Encourage employee hurricane preparedness.</li><li>Plan for mandatory evacuation as hurricane approaches.</li><li>Develop methods for updating employees with status of operations before, during and after the storm.</li><li>Prepare contingencies for paying employees as needed, based on when the storm will impact operations.</li><li>Review HR policies and develop a plan for supporting employees affected by the storm.</li><li>Connect with programs that can support employee post-disaster stress management.</li></ul>
<b>Facilities</b>	<ul style="list-style-type: none"><li>Develop or reference a windstorm preparedness checklist to minimize physical damage for each potentially impacted facility/building.</li><li>Create or update a plan to transfer work to alternate locations where possible.</li><li>Review your insurance coverage and prepare to report any impact/loss to your carrier.</li><li>Verify the adequacy of your emergency power generation fuel supply and resupply plan for extended power outages.</li><li>Review or update flood emergency response plans. Ensure you consider grade/below grade infrastructure and equipment (such as transformers) vulnerable to storm surge, as well as the potential for stormwater/sewer backup.</li><li>Inspect roofs and rooftop equipment to identify any necessary repairs and/or the need to further secure equipment to reduce risk of wind damage.</li><li>Verify windows, skylights and other openings are resistant to wind/windborne debris in accordance with local standards and/or ensure shutters and protective features for openings are in operable condition and staged for deployment.</li></ul>
<b>Equipment</b>	<ul style="list-style-type: none"><li>Develop and train staff on key equipment power-down procedures. Make plans to provide temporary protection to sensitive equipment and machinery.</li><li>Research and document lead times for replacing critical equipment.</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>Review computer network infrastructure and reduce vulnerabilities to extended power outages and loss of assets at each potentially impacted location.</li><li>Develop strategies and plans for ensuring continuity of your applications and data.</li></ul>
<b>Business Partners</b>	<ul style="list-style-type: none"><li>Understand how local emergency management agencies will work with you to restore access and utilities to your operation site(s).</li><li>Develop an emergency contact list of key suppliers and service providers to notify in the event of a disruption to your operations.</li><li>Understand business resiliency plans of critical partners and develop alternate suppliers as needed for continuity of operations.</li></ul>
<b>Customers</b>	<ul style="list-style-type: none"><li>Consider increasing finished product inventory storage or splitting inventory across at least two locations with different risk profiles, where possible.</li><li>Develop a communications plan for use at time of disruption.</li></ul>

Need help preparing your organization for hurricane season? Reach out to your CNA Risk Control representative or email [RiskControl@cna.com](mailto:RiskControl@cna.com).