



Risk Control

Resilience Checklist for Approaching Hurricanes

Tropical cyclones, typhoons and hurricanes disrupt many communities and businesses each year. There are key actions business leaders can take to protect their workforce and operations from the impacts/losses related to these incidents. Below is a high-level list of actions to consider before, during and after a hurricane affects your operations.

Actions to consider when a hurricane is approaching

Prepare your workforce

1. Send communications to inform staff of your storm preparations and how you will communicate the status of operations after the storm has passed.
2. Educate/refresh employees on hurricane safety:
 - a. Proper generator usage and refueling procedures
 - b. Flooding
 - c. Electrical hazards, such as downed wires or submerged equipment
3. Highlight the importance of safety for employees and their families. Encourage employees to:
 - a. Discuss their personal emergency plan with their families
 - b. Ensure emergency kits are fully stocked
 - c. Review their personal emergency communication plan with family members
 - d. Verify adequate provisions are available
 - e. Plan for a potential evacuation, taking into consideration:
 - i. Location
 - ii. Transportation
 - iii. Fuel
 - iv. Pets
 - v. Key medications and records
 - f. Evacuate immediately if ordered by local officials
 - g. Follow post-storm instructions from local officials
4. Provide employees with ample time to prepare their personal property

Prepare the Incident Response Team

1. Encourage team members to monitor the storm progression via nhc.noaa.gov and their local news outlets.
2. Distribute the incident response plan with updated/current contact list for key personnel (e.g. engineering, maintenance, safety, security, HR, communications, site leadership).
3. Establish timing and dial-in numbers for Incident Response Team meetings during and after the storm.
4. Create a standard agenda for calls (e.g. situation updates, recommended actions, next steps, timing for next call).
5. Agree on methods and timing for updating above-site leadership as needed.
6. Agree on when to execute the emergency action plan and begin taking action.

Prepare your property/assets

1. Confirm that roof drains and gutters are clear and properly secured.
2. Inspect and secure roof flashing, roof coverings, roof-mounted equipment and signage.
3. Implement a flood management plan and install temporary barriers (e.g. sand bags, flood gates, door seals).
4. Prepare to power down equipment and processes.
5. Prepare to shut off power, gas and water where necessary.
6. Secure all doors and windows.
7. Review and communicate your shelter-in-place and facility evacuation plan, including evacuation routes.
8. Fill above-ground tanks to capacity with product or water to minimize wind damage.
9. Anchor or relocate items that can be moved by high winds, such as trailers, lumber or yard storage.
10. Fill/top-off any emergency generator and fire pump fuel tanks.
11. Secure outdoor items to prevent from becoming windborne debris.
12. Raise electronic equipment off the floor and cover it.
13. Secure offsite data backups.
14. Adjust delivery of unnecessary perishables.
15. Lower refrigeration and freezer temperatures.
16. Remove or relocate key records and files offsite.

Actions to consider when a hurricane is impacting your operations

When possible, coordinate site incident response meetings to :

1. Review developments:
 - a. Monitor utility impacts to water, sewer, power, internet and gas supply for your operations.
 - b. Monitor news agencies and directions from local officials.
 - c. Monitor storm intensity and forecasts for flooding to understand potential impacts.
 - d. Monitor your property for roof leaks, fire, structural damage, security, flooding, etc.
2. Manage the organization's response:
 - a. Communicate the status of operations and encourage employees to report their status to supervisors as needed.
 - b. Prepare to manage workforce impacts and support employees affected by the storm.

Actions to consider after the hurricane has passed

- When it's safe to return to your property, perform a damage assessment.
- Notify CNA Claims of any damage as soon as possible.
- Maintain supply power generators until power is restored.
- Communicate the status of operations to employees and encourage employees to report their status to supervisors.
- Implement business continuity and crisis management plans to restart operations.

To learn more about managing your risk and increasing efficiency, contact CNA Risk Control at RiskControl@cna.com or visit cna.com/riskcontrol.