



HURRICANE PREPARATION CHECKLIST

When unexpected or even catastrophic events — think Hurricane Harvey, Hurricane Ike, or the recent winter freeze — happen, businesses need to be able to protect both their operations and their employees. You need to be able to support your clients and your community, no matter the circumstances. In order to do that, you need to have a rock-solid plan.

As a business leader, you understand the strategic importance of a continuity plan. Effective business continuity planning focuses on all aspects of your business, allowing you to quickly and efficiently recover all vital technology and processes, even when Mother Nature tries her best to knock you out.

This checklist outlines the important — and specific — activities businesses need to consider right now to prepare for hurricanes, floods, fires, and anything else that would otherwise disrupt your operations and derail your processes.



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Hurricane Preparation Checklist

1 Planning for the impact of an unexpected or catastrophic event on your business:

	COMPLETED	IN PROGRESS	NOT STARTED
<ul style="list-style-type: none"> ➤ Review your property insurance coverage. 			
<ul style="list-style-type: none"> ➤ Check your hurricane evacuation level and FEMA flood maps to determine if your business location is vulnerable to storm surge or freshwater flooding. 			
<ul style="list-style-type: none"> ➤ Identify a coordinator and/or team with defined roles for preparedness and response planning. 			
<ul style="list-style-type: none"> ➤ Conduct a technology asset inventory to determine and document the mission-critical technology components. 			
<ul style="list-style-type: none"> ➤ Once key components are identified, determine what measures should be taken to protect and recover them. 			

2 Assessing your data and technology needs in the event of a failure in operations:

	COMPLETED	IN PROGRESS	NOT STARTED
<ul style="list-style-type: none"> ➤ Assess and test your existing disaster recovery plans. 			
<ul style="list-style-type: none"> ➤ Determine the vulnerability of your organization's technology infrastructure to natural disasters including floods, fires, earthquakes, etc. 			
<ul style="list-style-type: none"> ➤ Always protect your data with backup files. Perform a data recovery test, and address any shortcomings. 			
<ul style="list-style-type: none"> ➤ Check the integrity of the uninterruptible power supply (UPS). Move the UPS to the highest level possible above the floor. 			

3 Communicating your plan to employees and vendors:

- ▶ Determine who needs to be contacted with critical information, and develop a plan for contacting them.
- ▶ Ensure an emergency communication plan is in place and that employees know where to receive information and updates about whether they can return to work, or if they are to report to a different location.
- ▶ Determine the need for a designated recovery site for your people to resume work.

COMPLETED

IN PROGRESS

NOT STARTED

Hurricanes and COVID-19

Your hurricane preparedness processes need to incorporate COVID-19 safety measures while the pandemic continues. Keep the following in mind for your employees:

Prepare for hurricane season:

- ✓ Home delivery is the safest choice for buying disaster supplies; however, that may not be an option for everyone. If in-person shopping is your only choice, take steps to protect your and others' health when running essential errands.
- ✓ Pay attention to local guidance about updated plans for evacuations and shelters, including shelters for your pets.
- ✓ Follow social distancing recommendations in all interactions with people outside your home bubble.



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Prepare to evacuate:

- ✓ Your survival resources need to include items that can help protect you and others from COVID-19, such as hand sanitizer with at least 60% alcohol, bar or liquid soap, disinfectant wipes, and two masks for each person.
- ✓ Find out if your local public shelter is open, in case you need to evacuate your home and go there. Your shelter location may be different this year due to the COVID-19 pandemic.
- ✓ Follow safety precautions when using transportation to evacuate. If you have to travel away from your community to evacuate, follow safety precautions for travelers to protect yourself and others from COVID-19.

Staying with friends or family:

If you will be staying with friends or family outside your household to evacuate from the storm:

- ✓ Talk to the people you plan to stay with about how you can all best protect yourselves from COVID-19. Remember, accessing medical care may be more difficult than usual during the pandemic.
- ✓ Consider if either of your households has someone who is at higher risk of developing severe illness from COVID-19.
- ✓ Know what to do if someone in your family or in the household you are staying with becomes sick with COVID-19. Using your healthcare provider's telemedicine app may provide a quicker response time.



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