

# BUSINESS HURRICANE PLAN CHECKLIST

**Date:** \_\_\_\_\_

- MEET WITH INSURANCE PROVIDER TO REVIEW CURRENT COVERAGE FOR PHYSICAL LOSSES, FLOOD COVERAGE, AND BUSINESS INTERRUPTION
- DETERMINE WHERE EACH EMPLOYEE WILL GO WHEN EVACUATING AND FIND OUT AT LEAST ONE EMERGENCY CONTACT WHO WILL BE STAYING WITH EACH EMPLOYEE
- CREATE AN OFFLINE DOCUMENT OF THOSE EVACUATION ADDRESSES, LANDLINE NUMBERS, CELL PHONE NUMBERS PLUS SECONDARY CELL PHONE NUMBERS, AND CLIENT NUMBERS
- DESIGNATE ONE PERSON TO GRAB ALL COMPANY EXTERNAL HARD DRIVES, CRITICAL FILES, VALUABLES, ETC.
- DESIGNATE ONE PERSON TO BE THE LEAD CLIENT LIAISON WHO EMAILS AND CALLS ALL CLIENTS WITH HOW THEY CAN GET IN TOUCH WITH YOU AND WHERE YOU'LL BE
- DESIGNATE ONE PERSON TO PRINT OUT THE LATEST JOBS SCHEDULE AND DISTRIBUTE IT TO EMPLOYEES
- DESIGNATE ONE PERSON TO COMPILE ALL ESSENTIAL CONTRACTORS' INFORMATION AND VENDOR NUMBERS ALONG WITH OUT-OF-STATE ALTERNATES WHO CAN BE CALLED UPON AS NEEDED
- SET UP A CALL-IN NUMBER WHILE SCHEDULING ROUTINE DAYS AND TIMES FOR CHECK-IN "MEETINGS"
- SET EMAIL AWAY MESSAGE TO INCLUDE ALL VITAL CONTACT INFORMATION
- BACKUP FILES AT LEAST ONCE A WEEK ON AN EXTERNAL HARD DRIVE AND PREPARE TO BRING YOUR OWN WITH YOU
- DETERMINE A POST-STORM LOCATION WHERE YOU CAN WORK IF THE MAIN OFFICE IS INACCESSIBLE FOR AN EXTENDED TIME
- CONDUCT A ROOM-BY-ROOM WALKTHROUGH OF THE OFFICE TO DETERMINE WHAT NEEDS TO BE SECURED AND REMOVED
- KEEP AN UPDATED INVENTORY OF ALL EQUIPMENT, MATERIALS, AND/OR PRODUCTS BOTH IN AND OUTSIDE OF YOUR OFFICE. IF POSSIBLE, DO A VIDEO RECORDING DURING YOUR WALKTHROUGH FOR INSURANCE AND SELF-CHECK PURPOSES
- PLACE HEAVY OR BREAKABLE OBJECTS ON LOW SHELVES
- MOVE WORKSTATIONS AWAY FROM LARGE WINDOWS, IF POSSIBLE
- ELEVATE EQUIPMENT OFF THE FLOOR TO AVOID ELECTRICAL HAZARDS IN THE EVENT OF FLOODING
- CHECK THE REFRIGERATOR FOR ANYTHING THAT COULD SPOIL QUICKLY IF POWER IS LOST AND EITHER FINISH IT OR THROW IT AWAY
- HAVE VITAL CONTACT INFORMATION FOR GOVERNMENT, INSURANCE, NON-PROFIT, AND LEGAL ENTITIES ON HAND
- CREATE A LIST OF LOCAL CHARITIES EXPERIENCED WITH POST-STORM COMMUNITY RECOVERY YOU CAN CONTACT FOR ASSISTANCE OR YOU CAN ASSIST
- ENSURE ALL ESSENTIAL DIGITAL DOCUMENTS ARE DOWNLOADED TO EMPLOYEE ELECTRONIC DEVICES, AVAILABLE FOR OFFLINE VIEWING, AND/OR PRINTED OUT IN THE EVENT POWER OUTAGES BECOME AN ISSUE
- HOLD AN EXECUTIVE-LEVEL/KEY STAKEHOLDERS STATUS MEETING TO GO OVER ALL ASPECTS OF THE PLAN AS WELL AS HOST A DISCUSSION OF Q&A
- HOLD A COMPANY-WIDE STATUS MEETING TO GO OVER ALL ASPECTS OF THE PLAN AS WELL AS HOST A Q&A DISCUSSION
- IF YOUR OFFICE WILL DOUBLE AS A SAFE SPACE FOR SHELTER, BE SURE TO LOAD UP ON THE ESSENTIAL SUPPLIES ONE MIGHT NEED AND GET A CLEAR IDEA OF HOW MANY PEOPLE CAN OR SHOULD BE IN THE FACILITY