

Risk Control Bulletin

Hurricane Checklist

RISK CONTROL



When planning for hurricanes, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed (expressed in hours or days) to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a hurricane watch or hurricane warning, check it off and move on to the next one.

Action		Time Needed	Done
1.	Shut down processes safely.		
2.	Inspect roof edging strips, gutters, flashing, covering, and drains.		
3.	Inspect sign and stack supports, guy wires, and anchorages.		
4.	Check for weak door and window latches or hardware or for insecure panel fastenings. Expedite repairs.		
5.	Protect vulnerable windows from flying debris.		
6.	Brace unsupported structural members at construction sites.		
7.	Protect important records from wind, debris, and rain.		
8.	Update important back-up records, and move them to a location not vulnerable to the same incident.		
9.	Fill above ground tanks to capacity with product or water to minimize wind damage.		
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.		
11.	Assemble the following supplies and equipment at a central, secure location:		
	<input type="checkbox"/> Emergency lighting	<input type="checkbox"/> Caulking compound	
	<input type="checkbox"/> Lumber and nails	<input type="checkbox"/> Tarpaulins	
	<input type="checkbox"/> Tape for windows	<input type="checkbox"/> Power and manual tools	
	<input type="checkbox"/> Sandbags	<input type="checkbox"/> Shovels and axes	
	<input type="checkbox"/> Roofing paper	<input type="checkbox"/> Chain saws	
12.	Ensure that the emergency crew remaining on the premises has the following:		
	<input type="checkbox"/> Non-perishable food	<input type="checkbox"/> Radio receivers	
	<input type="checkbox"/> First aid equipment	<input type="checkbox"/> Stored drinking water	
	<input type="checkbox"/> Lighting		



Action	Time Needed	Done
13. Fill emergency generator and fire pump fuel tanks.		
14. Inspect all fire protection equipment to be sure it is in service.		
15. Take extraordinary measures to secure outdoor traveling cranes and bridges. Besides setting rail clamps, secure with wedges and cable anchors.		
16. Clean out drains and catch basins.		
17. Be sure to prepare the Flood Checklist as well as the Hurricane Checklist.		
Add other items unique to your facility.		

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