



Hurricanes Preparedness Guide

Hurricane Season: Hurricane season in the Atlantic, Caribbean and Gulf of Mexico runs from June 1st through November 30th.

Announcements

Watch: An announcement to a specific coastal area that approaching storms conditions pose a possible threat, generally within 48 hours.

Warning: An announcement that storm conditions are expected in a specific coastal area within 36 hours or less.

Preparing for the Season

- Designate an individual to monitor weather conditions to keep management informed of the approach of hurricanes.
- Identify critical equipment and areas to adequately plan a protection strategy.
- Identify equipment needing protection, covering, raising off floors and/or relocation.
- Review equipment shutdown procedures and update as necessary.
- Review plant shutdown procedures and update as necessary.
- Verify important telephone and cellular/satellite phone numbers: emergency contacts (fire department, police, medical), insurance representatives and key employees.
- Arrange for back-up communication: cellular/satellite phones, two-way radios.
- Identify critical records and arrange for back-up, protection and/or relocation.
- Identify and contact contractors for post-hurricane repairs and supplies.
- Maintain supplies of:
 - Batteries and back-up generators fuel
 - Water proof covers, tarpaulins, and plastic sheathing and duct tape for the protection of equipment
 - First aid supplies
 - Plywood and hurricane shutters
- Inspect building conditions, gutters, roofing, wall sidings, etc., and make necessary repairs.
- Clean out drains and catch basins.
- Inspect and secure all roof-mounted equipment.
- Inspect and repair all fire protection equipment.
- Notify all employees of their responsibilities.

When a Hurricane Warning is issued

- Secure yard storage, signs, cranes, and roof-mounted equipment.
- Prepare for hurricane-related flooding with sandbags, sump pumps, and other equipment.
- Shutdown operations dependent on outside power sources.
- Secure hurricane shutters or plywood over windows and doors.
- Secure or relocate outside items that can blow away and/or cause damage such as:
 - Pallets, miscellaneous outside storage, inventory
 - 55 gallon drums and related supplies
 - Trailers and yard equipment
 - Outdoor signs
- Ensure safety and provisions for personnel who will remain on site.
- Have cash available for immediate post-hurricane needs.
- Repair and fill above-ground tanks with appropriate product or water.
- Top off generator, fire pumps, and company vehicle fuel tanks.
- Back-up computers and safely store or relocate vital records.
- Cover computers, machinery and stock with waterproof tarpaulins.
- Raise as much material as possible above floor level.
- Isolate, neutralize, or remove unstable chemicals.
- Turn off LP gas, fuel pumps and secure flammable liquids; turn off pilot lights.
- Shut off all non-essential electrical equipment.
- Evacuate non-essential personnel.

During the Storm

- Only essential personnel should remain at the facility as safety permits.
- As conditions permit, patrol the premises watching for leaks, fire, pipe breaks and structural damage.
- Turn off electrical switches during power failures to prevent overload upon reactivation.
- Monitor boilers or critical equipment that must remain operational.

After the Storm

- Secure the premises.
- Call in essential personnel.
- Survey facility for damage: downed wires, gas leaks, flammable liquid spills, roof damage, etc.
- Contact Lumbermen's Underwriting Alliance if there is any damage.
- Immediately repair any damage to automatic fire protection systems, notify LUA of any impairment.
- Check electrical equipment before re-energizing the systems.
- Notify contractors to start repairs as soon as possible.